



Permitting Office
68 Kingsland Dr, Suite C
Folkston, GA 31537
P: 912-496-3826
F: 912-496-4645
sreynolds@charltoncountyga.gov

MOBILE HOME MOVE-ON PERMIT CHECKLIST

REQUIRED DOCUMENTS FOR ALL MOVE-ON PERMITS

_____ *Bill of sale and title or sales agreement from the dealership*

_____ *Proof of septic tank inspection approval or the permit issued to install a septic system from the department of environmental health*

_____ *Signed agreements from **each contractor** as applies (Installer, Electrical, Mechanical, and Plumbing*)*

_____ *Copy of the Office of Insurance and Safety Fire Commissioner installation permit (provided by the mobile home Installer)*

_____ *Site plan showing the setbacks of 15 feet from the property line and 25 feet from the right of way*

REQUIRED DOCUMENTS FOR ALL USED MOBILE HOMES

_____ *Proof that taxes have been paid (if it is a used mobile home)*

REQUIRED DOCUMENT FOR PERMISSION TO INSTALL A MOBILE HOME ON SOMEONE ELSE'S PROPERTY

_____ *Property owner's land use authorization (if applies)*

*Only use this form if you are hiring a licensed plumber to connect you to the City of Folkston water system.



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MOBILE HOME MOVE-ON PERMIT APPLICATION

NAME	PHONE	TRIANGLE#
911 ADDRESS	MAP/PARCEL	

READ AND INITIAL EACH SECTION BELOW:

→ _____ I understand it is State of Georgia law that a mobile home can only be moved and set up by an installer licensed by the state. I also understand the installer must post the installation permit inside the home at the electrical panel in order to pass inspection #1.

I understand I have 60 days to complete the setup process whereas both inspections have passed. If the work is not completed in this time, then another permit must be purchased at full price.

→ _____ DATE PERMIT ISSUED

DATE INSPECTION #2 MUST BE COMPLETED

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→ _____ I assure that the mobile home will not be occupied until a Certificate of Occupancy has been issued with no exceptions.

PLEASE SIGN HERE:

I have read, understand, and will meet all requirements listed on this application.

APPLICANT

DATE



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INSPECTION SCHEDULE

DO NOT INSTALL SKIRTING UNTIL AFTER INSPECTION #1 HAS PASSED.

INSPECTION #1

1. Anchoring and mobile home installation
2. Well or city water connection (Leave the connections exposed.)
3. Septic or city sewer connection (Leave the connections exposed.)
4. Meter pole and its connection to the mobile home
5. Mechanical system installation
6. Office of Insurance and Safety Fire Commissioner installation permit is posted in the panel box inside the home
7. (2) Sets of steps installed with rails and a minimum 3'x3' landing

After inspection #1 passes, the power will then be authorized for connection.

INSPECTION #2

1. 911 address posted on the house and at the street (4 Inch Min.)
2. Skirting installation

After inspection #2 passes, you will receive a Certificate of Occupancy and then you may move in.

I understand and will follow the inspection schedule as defined above. I also understand that as the applicant for this permit, I am the only person that will call and schedule inspections at (912) 496-3826 at least 24 hours in advance.

APPLICANT

DATE



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MH SETUP - INSTALLATION CONTRACTOR AGREEMENT*

CONTRACTOR: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

LICENSE #: _____ EXPIRATION DATE: _____

I, the undersigned, hereby declare that I have been hired by _____

to deliver and install a mobile home at the following address:

I also declare this is my license number and I take full responsibility for all delivery and installation work related to this mobile home setup. A copy of the Office of Insurance and Safety Fire Commissioner installation permit I will put in the panel box at the time of setup is attached and the permit number is: _____

LICENSED INSTALLER

DATE

*This form must be completed and submitted by the contractor.



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MH SETUP - ELECTRICAL CONTRACTOR AGREEMENT*

CONTRACTOR: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

LICENSE #: _____ EXPIRATION DATE: _____

I, the undersigned, hereby declare that I have been hired by _____

to make the electrical connections for a mobile home at the following address:

I also declare this is my license number and I take full responsibility for all electrical work related to this mobile home setup.

ELECTRICAL CONTRACTOR

DATE

*This form must be completed and submitted by the contractor.



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MH SETUP - MECHANICAL CONTRACTOR AGREEMENT*

CONTRACTOR: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

LICENSE #: _____ EXPIRATION DATE: _____

I, the undersigned, hereby declare that I have been hired by _____

to make the mechanical connections for a mobile home at the following address:

I also declare this is my license number and I take full responsibility for all mechanical work related to this mobile home setup.

MECHANICAL CONTRACTOR

DATE

*This form must be completed and submitted by the contractor.



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MH SETUP - PLUMBING CONTRACTOR AGREEMENT**

NOTE: THIS AGREEMENT IS REQUIRED ONLY IF THE WATER AND/OR SEWER ARE BEING CONNECTED TO THE CITY OF FOLKSTON WATER SYSTEM FOR THE FIRST TIME.

CONTRACTOR: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

LICENSE #: _____ EXPIRATION DATE: _____

I, the undersigned, hereby declare that I have been hired by _____

to make the plumbing connections for a mobile home at the following address:

I also declare this is my license number and I take full responsibility for all plumbing work related to this mobile home setup.

PLUMBING CONTRACTOR

DATE

**This form must be completed and submitted by the contractor.