

HOW TO GET MOBILE HOME BUILDING PERMIT

1. Obtain **Health Department Compliance** (Septic Tank) (478) 993-3081
2. Obtain **Driveway Permit** from Road Department (If Applicable) (478) 994-7029
3. Obtain **Zoning Compliance** from Planning and Zoning (478) 994-7040
4. A **Tax Decal** from the County Tax & Tag Office.
5. Submit **Mobile Home Floor Plan** with **Pier layout plan**.
6. Submit buyer's order **Form 500**
7. Submit **Subcontractor Affidavits** for approval.

Note: In order for Affidavits to be approved, General Contractors, and Subcontractors must register with the Building Department by providing the following information:

- a. Current Copy of **Occupation Tax License** issued within the State of Georgia.
- b. Manufactured Home Installer must provide copy of **Manufactured Home Installation License**
- c. Subcontractors Only - performing electrical, plumbing, low voltage, fire protection and utility work shall file current copy of their **State Cards** issued by the appropriate Agency.
- d. Fill out Affidavits and fax, mail or turn in to:

Forsyth/Monroe County
Building Department
52 West Chambers St.
Forsyth, GA 31029
Fax: (478) 994-7620

A SINGLE TRADE PERMIT Will be required when a General Contractor is NOT involved with a project and a General Contractor's Building Permit is NOT issued for the structure.