

**PROCEDURES FOR ACQUIRING A  
MANUFACTURED HOME LOCATION PERMIT**

**1.) APPROVAL BY ZONING DEPARTMENT**

- (a) Property deed and Tax Assessor record card will be researched if the manufactured home will not be located within an approved manufactured home park.
- (b) In the R-1, R-2, and R-4 Residential Districts, roof pitches less than 4/12 are not permitted. Also, dwellings in this district must be on a permanent foundation, and the electric meter base must be attached to the dwelling. In the GA, R-3, R-5, R-6, and MHP districts, any roof pitch is allowed.
- (c) Zoning officer will visit site to determine if the property is in compliance with the Zoning Ordinance. Property lines and the proposed location of the manufactured home must be marked.
- (d) Flood zone designation will be noted on application. Structures proposed for location in certain flood zones may require an elevation certificate.
- (e) Applicant will be notified if erosion control plan or storm water management plan is required.
- (f) Applicant will be notified of approval or disapproval by Zoning Department.

**2.) APPROVAL BY HEALTH DEPARTMENT/DALTON UTILITIES**

- (a) Health inspector must approve the use of an existing septic tank, or utility company must provide written confirmation of sewer availability.
- (b) If there is no existing septic tank, then the Health inspector must approve/issue a new septic tank permit. Soil survey will be required.
- (c) Floor plan drawing will be required.

**3.) APPROVAL BY BUILDING INSPECTOR**

- (a) Applicant must provide tax receipt showing that manufactured home has been registered in Whitfield County for the current year.
  - (1) No Mobile Home manufactured or built on or before June 15, 1976, shall be moved into Whitfield County or moved within Whitfield County.
- (b) Prior to the first installation inspection for the manufactured home, the applicant will be charged a \$100 fee for a new manufactured home or a \$300 fee for a previously occupied manufactured home.
- (c) Applicant must contract with a Georgia-licensed manufactured home installer (license number must be provided at time of application.)
- (d) Building inspector performs five (5) separate inspections (pre-inspection, lot inspection, setup inspection, power inspection, and final inspection.)

**FOR ALL RESIDENTIAL STRUCTURES AND ACCESSORY STRUCTURES:**

**There is a setback requirement of twenty-five (25) feet from the property line that is adjacent to any and all roads. A ten (10) foot setback is required from all other neighboring or adjacent property lines.**