



# Board of County Commissioners

## Office of Planning & Development

107 N. Gross Road Suite 3 • Kingsland, GA 31548

Phone: (912) 729.5603 • Fax: (912) 729.5543 • [www.camdencountyga.gov](http://www.camdencountyga.gov)

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### PERMITTING A MANUFACTURED HOME IN CAMDEN COUNTY

The following 8 steps are required for a manufactured home permit;

#### STEP #1: ZONING CERTIFICATION

This certification is issued after it has been determined if the property is zoned for a manufactured home. It is also determined whether or not the property is located in a flood hazard zone. If the property is in a flood hazard zone you will be given information listing the special requirements for locating in a flood zone. **THERE IS A \$25.00 CHARGE FOR THIS ZONING CLEARANCE (included in permit fee).**

#### STEP #2: FLOOD ZONE VERIFICATION

You must check with the CRS, E&S Coordinator at (912) 510-4320 to verify if you are in a flood zone and if Elevation Certificates will be required.

#### STEP #3: SEPTIC TANK PERMIT

Contact Environmental Health for this requirement at (912) 729-6012.

#### STEP #4: RIGHT OF WAY ENCROACHMENT PERMIT

Contact Camden County Public Works Department at (912) 576-3028.

#### STEP #5: TAX LOCATION DECAL

You must obtain a Tax Location Decal from the Tax Commissioners Office in Woodbine. For information concerning the documents needed to get this decal call (912) 576-3248.

#### STEP #6: INSTALLERS PERMIT

This permit comes from the Georgia State licensed installer and must be presented before any permit will be issued.

#### STEP #7: SITE PLAN:

A site plan of where the manufactured home will be placed with setback distances from the manufactured home to the property line. This may be hand drawn.

#### STEP #8: ZONE 2 LABEL:

A picture of the Zone 2 label (tag) from the manufactured home. It can be found inside the home in one of three locations: on or near the main electrical panel, in a kitchen cabinet, in a bedroom closet.

The contractor setting up your home **must** be licensed by both the State of Georgia and a local municipality or county. We will need to know the make, year and size of the home. Camden County is in a hurricane prone area so the manufactured home must be a **"Zone 2"** home.

**THERE IS A CHARGE FOR THIS PERMIT AND AN IMPACT FEE MAY BE ASSESSED**

**ALL STEPS MUST BE FOLLOWED EVEN IF A HOME HAS BEEN PREVIOUSLY LOCATED ON THE PROPERTY OR IF IT IS LOCATED IN A MANUFACTURED HOME PARK.**



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### MANUFACTURED HOME PERMIT APPLICATION ACKNOWLEDGEMENT

By **initialing** each box. I acknowledge that I have read and understand the following:

\_\_\_\_\_ Camden County is a hurricane prone area. Therefore, the manufactured home must be a **ZONE 2** home.

\_\_\_\_\_ Georgia law requires a manufactured home to be installed by a registered and licensed installer; there are no exceptions to this law.

\_\_\_\_\_ The manufactured home installer's permit must be affixed the inside of the panel box prior to the County Inspector's final inspection and prior to approval of electrical service by this department.

\_\_\_\_\_ Prior to occupancy, the manufactured home shall be skirted with material designed to complement the appearance of the home. Skirting shall be of a solid material such as aluminum, galvanized metal, fiberglass, or rigid plastic.

\_\_\_\_\_ A minimum of 3' X 3' landing and stairs with guard rail and/or hand rails must be installed at each of the manufactured home's exits. Such landings and stairs must be made of wood or other approved material built to code.

\_\_\_\_\_ The following two inspections are required before all utilities will be turned on:

1. Inspections of proper anchoring at the lot location and all utilities are properly connected (i.e. septic/well/electrical).
2. Inspection of proper skirting and installation of landings and stairs.

\_\_\_\_\_ In addition to the manufactured home permit fee, the home may be subject to an impact fee per the Camden County Impact Fee Ordinance adopted May 15, 2008, effective January 1, 2009.

\_\_\_\_\_ There is a \$100.00 service charge for any re-inspection.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name



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### MANUFACTURED HOME PERMIT

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you are not the owner, what is your relationship to the owner? \_\_\_\_\_

Owner of Subject Property: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Map & Parcel #: \_\_\_\_\_ Zoning: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Description of work: \_\_\_\_\_

Single \_\_\_ Double \_\_\_ Triple \_\_\_ # of Bedrooms \_\_\_ # of Bathrooms \_\_\_

Length: \_\_\_ Width: \_\_\_ Year: \_\_\_ Tag Number: \_\_\_ Make \_\_\_

Power Company \_\_\_ OREMC \_\_\_ Georgia Power

Contractors:

License # (State & Local)

\_\_\_\_\_  
General


\_\_\_\_\_  
Electrical

\_\_\_\_\_  
Plumbing

\_\_\_\_\_  
Mechanical

Elevation Certificate Required: \_\_\_ Yes \_\_\_ No

## Step #6

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC	 <p>OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER</p> <p>RALPH T. HUDGENS COMMISSIONER</p> <p>IF YOU NEED ASSISTANCE CALL 1-800-656-2298</p>	INSTALLATION PERMIT NO: 34962
		AS EVIDENCED BY THIS PERMIT, THE INSTALLER CERTIFIES TO THE BEST OF THE INSTALLERS KNOWLEDGE AND BELIEF THAT THIS MANUFACTURED HOME HAS BEEN INSTALLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE COMMISSIONER OF INSURANCE OFFICE IN EFFECT ON THE DATE OF INSTALLATION.
		CODE KEY _____ LICENSE # _____
		_____
		04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19

This is a **sample** of the Installers Permit.  
You will get it from the company that is moving your home.

**Step #8**

The **Data Plate** is a label affixed inside the home and is the size of a standard sheet of paper (8 1/2" x 11"). The Data Plate can be found in a kitchen cabinet, an electrical panel, or a bedroom closet.

If your **Data Plate** is missing, contact the following designee: Chris E. Stephens, Commissioner of Insurance, Manufactured Housing Section, Floyd Building, West Tower, Suite 620, 2 Martin Luther King, Jr. Drive, Atlanta, GA 30334-9000, PH: (404)656-3687, FAX: (404)657-6971.

If you are unsuccessful in getting your **Data Plate** using the first two methods, you can try contacting Brad Davis Manufactured Homes. Business (404)656-9498, Fax (770)344-4815 and email: bdavis@sfm.ga.gov. He will need your name, contact #, email address and manufacture ID# of mobile home.

Manufacturer Address  
**HOMES OF MERIT, INC.**  
 P.O. BOX 2097  
 LAKE CITY FL 32056

Plant Number **3**

Date of Manufacture **6/26/02** HUD Label No. (S1) **FLA 726502-B FLA 726503-A**

Manufacturer's Serial Number and Model Unit Designation  
**FLHDL3B798Y-26134AB**

**VILLAGE WOODS PAVILION CENTER**  
**1621 SOUTH WYATT AVENUE**  
**LAKE CITY FL 32056**

This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture. (For additional information, consult owner's manual.)

The factory installed equipment includes:

Equipment	Manufacturer	Model Designation
For heating		
For air cooling		
For cooking	GE	JBP26WB4WW
Refrigerator	GE	GSS201END0W
Water Heater	SEISCO	RA 28
Washer		
Clothes Dryer		
Dishwasher	GE	GSD3200C00W
Garbage Disposal		
SMOKE DETECTOR	FIREFX	FX4518-10
WATER FILTER	GE	UNSE05CBL02
MICROWAVE	GE	JVN1640NB007

HOME CONSTRUCTED FOR  Zone I  Zone II  Zone III

This home has not been designed for the higher wind pressure and anchoring provisions of the recreational areas and should not be located within 1500' of the coastline in Wind Zones II and III. The home and its anchoring and foundation system have been designed for the maximum wind speed specified for Exposure D in ASCE 7-88.

This home has not been equipped with storm shutters or other protection for windows, doors, and screened door openings. For homes designed to be located in Wind Zones I and II, provided with shutters or equivalent lashing devices, it is strongly recommended that they be ready to be equipped with these devices in accordance with the method recommended in the printed instructions.

**BASIC WIND ZONE MAP**

**DESIGN ROOF LOAD ZONE MAP**

North 45 PSF Middle 30 PSF South 20 PSF Other PSF

**COMFORT HEATING**

This manufactured home has been factory installed to contain both the requirements of the federal manufactured home construction and safety standards for all locations within HUD value zone \_\_\_\_\_ (See map at bottom)

Heating equipment manufacturer and model (see list at left)

The above heating equipment has the capacity to maintain an average 67° F temperature at this home at outdoor temperatures of \_\_\_\_\_ °F.

To maintain future operating economy and in certain areas, it is recommended that this home be installed where the outdoor winter design temperature 90° F (90° is not higher than \_\_\_\_\_ degrees Fahrenheit.

The above information has been calculated assuming a maximum wind velocity of 10 mph at standard atmospheric pressure.

**COMFORT COOLING**

Air conditioner provided at factory (Alternate I)

Air conditioner manufacturer and model (see list at left)

Cooling capacity \_\_\_\_\_ B.T.U./hour in accordance with the appropriate air conditioning and refrigeration institute standards.

The central air conditioning system provided in this home has been sized assuming an orientation of the front (back) end of the home facing \_\_\_\_\_. On this basis the system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are \_\_\_\_\_ °F dry bulb and \_\_\_\_\_ °F wet bulb.

The temperature to which this home can be cooled will change depending upon the amount of moisture in the outside air and the sun's radiant heat. Therefore, the home's total gains will vary dependent upon its orientation to the sun and any permanent shading provided. Information concerning the calculation of cooling loads at various outdoor relative humidities and shadings are provided in Chapter 22 of the 1989 edition of the ASHRAE Handbook of Fundamentals.

Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this home.

Air conditioner provided at factory (Alternate II)

The air conditioning system of this home is suitable for the installation of central air conditioning equipment.

The cooling air conditioning system installed in this home is rated for a manufactured home central air conditioning capacity of up to **38743** B.T.U./hr. rated capacity which are outlined in Chapter 22 of the ASHRAE Handbook of Fundamentals. The appropriate air conditioning and refrigeration institute standards, which include the calculation of both air conditioning and refrigeration column static pressure, are greater for the cooling air delivered to the manufactured home supply air duct system.

Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this manufactured home.

**Air cooling not recommended (Alternate III)**

The air conditioning system of this home has not been designed in anticipation of its use with a split air conditioning system.

To determine the required capacity of equipment to cool a home efficiently and economically, a cooling load (heat gain) calculation is required. The cooling load is dependent on the orientation, location and the structure of the home. Central air conditioning systems most efficiently provide the greatest comfort when their capacity closely approximates the calculated cooling load. Each home's air conditioner should be sized in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals, 1989 edition, upon the location and orientation are shown.

**INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT LOAD**

Walls (without windows and doors)	.048
Ceilings and roofs of light color	.053
Ceilings and roofs of dark color	_____
Floors	.034
Air ducts in floor	.238
Air ducts in ceiling	.25
Air ducts installed outside the home	_____
The following are the duct areas in this home:	
Air ducts in floor	656 sq. ft.
Air ducts in ceiling	30 sq. ft.
Air ducts outside the home	_____ sq. ft.

**HUD VALUE ZONE MAP**

ED-88 50461-Q-4A, Inc. REV. 10/84

CAMDEN COUNTY IMPACT FEE SCHEDULE										Adopted June 7, 2016		
Land Use Category	Net Impact Fee								Effective July 1, 2016			
	Library	Parks & Recreation	Fire	EMS	Sheriff's Office	Roads	EMA	Subtotal	Adminis- tration (3%)	TOTAL IMPACT FEE	Unit of Measure*	
										30.00%		
<i>Residential</i>												
Single-Family Detached Housing	\$ 68.49	\$ 187.54	\$ 459.25	\$ 5.24	\$ 48.34	\$ 249.49	\$ 3.61	\$ 1,021.96	\$ 30.66	\$ 1,052.62	per	dwelling
Apartment	68.49	187.54	459.25	5.24	48.34	174.67	3.61	947.14	28.41	975.56	per	dwelling
Residential Condominium/Townhouse	68.49	187.54	459.25	5.24	48.34	154.38	3.61	926.86	27.81	954.66	per	dwelling
<i>Port and Terminal</i>												
Truck Terminal	-	-	\$ 3,736.35	\$ 49.71	\$ 458.39	\$ 1,985.04	\$ 34.21	\$ 6,263.70	\$ 187.91	\$ 6,451.61	per	acre
<i>Industrial</i>												
General Light Industrial	-	-	\$ 0.74	\$ 0.01	\$ 0.09	\$ 0.17	\$ 0.01	\$ 1.01	\$ 0.03	\$ 1.04	per	square foot
General Heavy Industrial	-	-	0.58	0.01	0.07	0.04	0.01	0.70	0.02	0.73	per	square foot
Manufacturing	-	-	0.58	0.01	0.07	0.09	0.01	0.76	0.02	0.78	per	square foot
Warehousing	-	-	0.41	0.01	0.05	0.12	0.00	0.59	0.02	0.60	per	square foot
Mini-Warehouse	-	-	0.01	0.00	0.00	0.06	0.00	0.08	0.00	0.08	per	square foot
High-Cube Warehouse	-	-	0.06	0.00	0.01	0.00	0.00	0.07	0.00	0.07	per	square foot
<i>Lodging</i>												
Hotel	-	-	\$ 198.36	\$ 2.64	\$ 24.34	\$ 138.65	\$ 1.82	\$ 365.80	\$ 10.97	\$ 376.77	per	room
All Suites Hotel	-	-	226.41	3.01	27.78	96.99	2.07	356.27	10.69	366.95	per	room
Business Hotel	-	-	31.90	0.42	3.91	113.00	0.29	149.53	4.49	154.02	per	room
Motel	-	-	226.78	3.02	27.82	141.60	2.08	401.30	12.04	413.34	per	room
<i>Recreational</i>												
Campground/Recreational Vehicle Park	-	-	\$ 21.37	\$ 0.28	\$ 2.62	\$ 1,665.60	\$ 0.20	\$ 1,690.07	\$ 50.70	\$ 1,740.77	per	camp site
Golf Course	-	-	78.32	1.04	9.61	112.86	0.72	202.55	6.08	208.63	per	acre
Multipurpose Recreational Facility	-	-	159.44	2.12	19.56	2,023.89	1.46	2,206.48	66.19	2,272.68	per	acre
Movie Theater	-	-	0.48	0.01	0.06	1.75	0.00	2.29	0.07	2.36	per	square foot
Arena	-	-	1,062.86	14.14	130.40	746.36	9.73	1,963.49	58.90	2,022.40	per	acre
Amusement Park	-	-	2,900.25	38.59	355.81	1,696.51	26.55	5,017.72	150.53	5,168.25	per	acre
Tennis Courts	-	-	77.77	1.03	9.54	364.11	0.71	453.17	13.60	466.77	per	acre
Racquet Club	-	-	0.12	0.00	0.01	0.38	0.00	0.52	0.02	0.53	per	square foot
Bowling Alley	-	-	0.32	0.00	0.04	0.75	0.00	1.11	0.03	1.14	per	square foot
Recreational Community Center	-	-	0.27	0.00	0.03	0.51	0.00	0.82	0.02	0.84	per	square foot
<i>Institutional</i>												
Private School (K-12)	-	-	\$ 2.58	\$ 0.03	\$ 0.32	\$ 0.12	\$ 0.02	\$ 3.07	\$ 0.09	\$ 3.16	per	square foot
Church/Synagogue	-	-	0.16	0.00	0.02	0.22	0.00	0.40	0.01	0.42	per	square foot
Day Care Center	-	-	0.81	0.01	0.10	1.55	0.01	2.47	0.07	2.55	per	square foot
Cemetery	-	-	25.97	0.35	3.19	112.15	0.24	141.88	4.26	146.14	per	acre
Lodge/Fraternal Organization	-	-	318.89	4.24	39.12	1,112.02	2.92	1,477.19	44.32	1,521.51	per	employee