



MANUFACTURED & MOBILE HOME PERMIT APPLICATION

1. Application Type (Check all that apply)

- ☐ New Manufactured Home Installation
- ☐ Pre-Owned (Used) Manufactured Home Installation
- ☐ Manufactured Home Relocation
- ☐ Mobile Home Park Placement / Park Lot Approval

2. Applicant & Property Information

Applicant Name:

Phone Number: _____

Email: _____

Current Address:

Property Owner Name (if different):

Proposed Tifton Site Address:

Mobile Home Park Name (if applicable): _____

Lot /Space #: _____

3. Manufactured / Mobile Home Details

Make/Manufacturer: _____ Model: _____

Year: _____

Dimensions (Width x Length): _____

Total Sq. Ft.: _____

HUD Label / Serial Number(s):

Current Location of Home:

4. Required Application Submittals

Please submit the items listed under your respective application type(s):

- A. All Applications (General Requirements):
 - ☐ Completed Permit Application Form & Required Fees.
 - ☐ Site Plan showing home placement, setbacks, driveway, and utility connections.
 - ☐ Proof of Property Ownership or Lease/Rental Agreement.
- B. Pre-Owned (Used) Manufactured Homes:
 - ☐ Signed Applicant Affidavit certifying compliance with health and safety standards.
 - ☐ Interior and Exterior Photographs proving the home meets minimum health & safety standards.
 - ☐ Permit & Inspection Fee (Covers initial inspection and one follow-up inspection).
- C. New Manufactured Homes:
 - ☐ Manufacturer's Installation Instructions and Floor Plan.
 - ☐ Copy of Manufacturer's Warranty and Certificate of Origin.
- D. Relocations & Mobile Home Park Placements:
 - ☐ Moving Permit / Relocation Clearance from previous jurisdiction (if relocating).
 - ☐ Written Authorization / Lot Approval from Mobile Home Park Management (if placing in a park).
 - ☐ Park Layout / Site Plan identifying parking and utility hookups.

5. Minimum Health & Safety Standards (Sec. 4.03.07)

The following standards must be met (mandatory for pre-owned homes) before the building inspector can issue a Certificate of Occupancy:

- HUD Code Compliance: Every home located in the jurisdiction shall be in compliance with the Federal Manufactured Housing Construction and Safety Standards Act (HUD Code) and must not be altered in a way that violates the HUD Code.
- Interior Condition: Floors, interior walls, and ceilings must be in sound condition. Doors and windows must be operable, watertight, and in good working condition. Floor systems must be free of warping, holes, water damage, or deterioration.
- Exterior Condition: Exterior siding must be free of loose or rotting boards, timbers, rot, rust, and conditions that admit moisture. Roofs must be structurally sound with no obvious defects.
- Sanitary Facilities: All plumbing fixtures, water, and waste pipes must be in sanitary working condition and free from leaks. Must contain a kitchen sink, and at least one bathroom with a lavatory, water closet, and tub/shower facility.

- Heating Systems: Heating must be safe and in working condition. Unvented heaters are strictly prohibited.
- Electrical Systems: Switches, receptacles, and fixtures must be properly installed and wired. Distribution panels must be compliant with required breakers and unused openings covered. The home is subject to an electrical continuity test.
- Hot Water Supply: Must contain a water heater in safe and working order.
- Egress Windows & Ventilation: Each bedroom must have at least one operable window of sufficient size to allow egress. The kitchen must have at least one operating window or ventilation device.
- Smoke Detectors: At least one operable battery-powered smoke detector must be installed in each bedroom and in the kitchen.
- Underpinning / Skirting: Each home must be properly underpinned or skirted with material comparable to the manufactured home.
- Orientation: If lot width allows, the front door must face the nearest street. In double frontage lots, homes must face the street upon which the home will be addressed (applicable unless located within an approved Mobile Home Park lot layout).

6. Permitting, Inspection & Utilities Process

1. Relocation for Inspection: Upon receipt of a permit, the applicant may relocate the manufactured home on the residential site or park lot for the purposes of inspection.
2. Inspection Scheduling: The applicant shall arrange for an inspection once installation is complete. (Alternative: The building inspector may optionally inspect a pre-owned home prior to relocation if located within the City within 90 days of inspection).
3. Utilities & Certificate of Occupancy: Permanent connection to utilities will NOT be approved until the building inspector has issued a Certificate of Occupancy certifying all requirements have been met.
4. Re-inspections & Penalties: Owners of homes not in compliance upon a third inspection shall have their permit revoked and shall be required to remove the home from the jurisdiction. Each additional follow-up inspection beyond the first requires an additional fee. Failure to remove a home upon permit revocation is punishable by daily fines.

7. Applicant Affidavit & Agreement

I, the undersigned applicant, hereby certify that the information provided in this application is true and accurate. Whether installing a new home, pre-owned home, relocating a structure, or placing a home within a mobile home park, I agree to comply with all building codes, health and safety standards, and zoning ordinances of the City of Tifton. I understand that permanent utility connections are prohibited until a Certificate of Occupancy is issued, and failure to comply may result in permit revocation, fines, and mandatory removal of the structure.

Applicant Signature: _____

Date: _____

Park Manager Signature (if applicable): _____

Date: _____