

Guidebook
for
Mobile Home
Requirements
in
Gordon County

Revised 8/9/05

Gordon County Building, Planning & Development Department

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This guidebook is provided by Gordon County as a service to its residents. Inside you will find the general requirements for setting up mobile homes in Gordon County. This guide should answer most general questions regarding these requirements, however, it is not meant to replace your home's manufacturer set-up manual.

Soil and Erosion

If you are grading or disturbing more than 1.1 acres for your mobile home, a soil and erosion permit is required. Please contact our office for an application.

Movers and Installers

Mover and installers of manufactured homes shall be state licensed. The state licensed installer shall affix a Georgia installer's decal on the inside of the electrical panel upon completion of the set-up. This decal shall be in place at the time of a final inspection or an inspection for permanent power has been scheduled. The home will not be approved for connection of electrical service without this decal being in place.

If you are experiencing problems with your mover or installer please contact the Georgia office of Insurance and Safety Fire Commission at 800-656-2298 or on the web at:
www.gainsurance.org/FIREMARSHAL/home.asp

Safety Inspections

ALL manufactured mobile home must have a Mandatory safety inspection, before applying For a Mobile Home Permit. Our office performs This inspection. There is a \$ 50.00 charge for this inspection. This inspection will note visible defects that must be corrected prior to a final inspections. Please note that in some cases mobile homes are found to be in such a deteriorated condition that they cannot be repaired. Contact our office for more details And to schedule a safety inspection

Applications

Applications are available in our office. In order to complete an application you must have the following information:

1. Map & Parcel Number (avail. in Tax Assessor's office, 706-629-6812, Courthouse Annex)
2. Acreage (avail. In Tax Assessor's office)
3. Septic Tank Application (contact Environmental Health Services @ 624-1440)
4. Current Tax Sticker Number (avail. from Tag Commissioner office, 706-629-9242, Courthouse Annex)
5. Title of Ownership (used homes) or Bill of Sale (new homes)

Please allow a min. of 48 hours to process applications.

Fees

The fee for a mobile home permit is:
 Single wide...\$ 150.00 Double Wide...\$ 200.00
 Checks should be made payable to: Gordon County

Note: Fees are doubled if your home is moved prior to obtaining a permit.

GENERAL REQUIREMENTS

Footings

State regulations do not require footings if the manufacturer's set-up sheet does not require them or on homes 14 ft or less in width. Most new homes do not require footing. **A copy of the set-up sheet must be provided at the time of inspection. Please leave on the kitchen counter.**

If you are setting up an older model home and do not have the set-up sheet provided by the manufacturer then footings are required.

When footings are used they must meet the following requirements:

1. The footings shall be poured in consecutive strips each extending the entire width of the structure at intervals, not exceeding 8 feet.
2. Each footing shall be at least 18 inches wide and 6 inches deep.
3. Steel reinforcing is not required in mobile home footings.

Footing shall be inspected by our office prior to pouring concrete. 24 hour advance notice required.

Tie downs

Mobile home tie downs must meet the following minimum requirements when it is set-up regardless of the number of tie downs previously used at another location:

	Length of Mobile Home		
	Up to 40'	41' to 60'	61' to 82'
Diagonal ties per side	3	5	6
Over-the-roof ties	2	3	3
Minimum number of anchors per home	6	10	12

Piers & Foundation

All grass and organic material shall be removed and the pier foundation placed on stable soil. Soil shall be compacted when home is to be placed on fill dirt.

The pier foundation shall be a 16"x16"x4" solid concrete pad, precast or poured in place, or two (2) 4"x8"x16" solid concrete cap blocks. Concrete in footings shall have an ultimate compressive strength of not less than 2500 psi at 28 days.

Footings or pier foundations shall be placed level on firm undisturbed soil or on controlled fill that is free of grass or organic materials to minimum load-bearing capacity of 1000 psf.

Pier Design

Piers or load-bearing supports or devices shall be designed and constructed to evenly distribute the loads.

Load-bearing supports or devices shall be listed or approved and shall be designed by a registered professional engineer or architect and shall be approved for the use intended or piers shall be constructed as follows:

1) Piers less than 40 inches in height shall be constructed of open or closed cell, 8"x16" concrete blocks with open cells vertically placed upon the footing. The piers shall be covered with a 2"x16"x8" wood or nominal concrete cap.

2) Piers between 40 inches and 80 inches in height and all corner piers over three (3) blocks high shall be double blocked with blocks interlocked and capped with a 2"x8" nominal pressure treated wood or hardwood covering the cell area.

3) Piers over 80 inches in height shall be constructed as per Section F.6.b(2) and they shall be filled with concrete mortar and steel reinforcing bars inserted in block cells.

4) Steel Piers, when used, shall be in compliance with Section E.8.j.(1) after fabrication to provide corrosion protection.

5) Load bearing and non-bearing walls constructed on site shall be constructed of concrete, masonry, pressure treated wood or any other approved material or system. Minimum thickness shall be that required to resist lateral pressure from adjacent earth and support design loads as determined by acceptable engineering practice.

6) The marriage line of multiple-section

manufactured homes shall be supported by piers spaced no more than 20 feet apart and shall have piers located within 2 feet of each end of the home under the marriage line.

In addition to these piers, multi-section homes shall have piers installed under the marriage line at ridgebeam column support location for openings in the marriage wall that exceed 6 feet in width.

7) Sidewall Exterior Doors. Piers shall be placed on both sides of sidewall exterior doors and other sidewall openings wider than 4 feet.

Placement of Manufactured Homes

1) Property Line Set-backs. Homes must be located on the property so that Gordon County set-back requirements are met. Typically they are:

Front: 40 feet from road right-of-way (not road pavement)

Rear: 50 feet

Side: 20 feet

2) Clearance Under Homes: A minimum clearance of 12 inches shall be maintained beneath the lowest member of the main frame (I-beam or channel-beam) in the area of utility connections. No more than 25% of the underside of the main frame of the home shall be less than 12 inches above grade.

3) Plates and Shims: Nominal 2"x8"x16" pressure-treated wood plates, hardwood plates, concrete caps, or the equivalent shall be placed on top of the pier for the purpose of a top plate. Any gap between the top plate and the I-beam frame may be filled with pressure treated wood or hardwood, nominal minimum size of 8"x4"x1", or hardwood shims fitted and driven tight from both sides or the I-beam.

Hardwood shims shall not occupy more than one (1) inch of vertical space and shall be at least 3" wide and 6" long, fitted and driven tight between pier plate and main frame. Any remaining gap may be filled with nominal 2"x8"x16" pressure treated wood, hardwood, or concrete caps. However, wood may occupy no more than 4" of the space between the pier and main frame.

4) Elevated Manufactured Homes: When the manufactured home is installed on a basement or split entry type foundation over a habitable lower-level area, the foundation system shall be designed by a registered professional engineer or architect.

All homes must be skirted. Skirting shall consist of one of the following:

- masonry
- vinyl siding/panels
- aluminum siding/panels
- other material approved by the Building Inspector prior to installation.

The following types of materials are not permitted to be used, including but not limited to:

- tin
- wood (unless of natural decay resistance types such as cedar)
- plastic sheeting
- gypsum board (black board)

The skirting must be adequately secured to the manufactured house, and where necessary for stability, secured to the ground. Two access doors are to be installed in a manner that will provide adequate access for inspections and maintenance.

Access openings not less than 18 inches in any dimension and not less than 3 square feet in area shall be provided to allow access. Such access panels or doors shall not be fastened in a manner requiring the use of a special tool to remove or open.

Ventilation. Provisions shall be made to minimize condensation in underfloor areas through ventilation openings or other suitable means.

If combustion air for heat-producing appliances is taken from within the underfloor area, ventilation shall be adequate to assure proper operation of the appliances.

A minimum of four (4) ventilation openings shall be provided from the underfloor space to the exterior. One shall be placed at or near each corner as high as practicable.

Openings shall provide cross ventilation on at least two opposite sides. The openings shall be covered with corrosion resistant wire mesh not less than 1/8 inch, and not more than 1/2 inches in any dimension or with screened louvered openings to retard entry of dry vegetation, waste materials, or rodents.

Moisture producing devices, such as dryers, shall be vented to the atmosphere in such a manner to insure that moisture laden air is carried beyond the perimeter of the home.

Sewage drains

When the entire system has been completed, install permanent drain line supports at 4 foot on center.

Proper slopes and connector sizes. Drain lines

Skirting (underpinning)

must slope at least 1/4-inch fall per foot of run. EXCEPTION: 1/8-inch fall per foot is allowed when a clean out is installed at the upper end of the run.

Landings (porches)

All manufactured home installations shall provide an adequate means of entry (steps) at every door opening. In addition, all exterior doors shall be provided with a minimum 3-foot x 3-foot landing. Refer to the illustration provided in the guidebook for minimum requirements.

Any landing (porch or deck) located 30 inches or greater above the ground shall be provided with guardrails. Steps higher than three (3) risers shall be provided with handrails.

The height of the stair riser shall not exceed 7-3/4 inches, and treads, exclusive of nosing, shall be not less than 9 inches wide. The width of the landing shall not be less than the width of the stairs. The minimum width of any stair serving as a means of egress shall be a minimum of 36 inches.

Ramps shall be at least 3 feet wide. The slope of the ramps shall not exceed 1 foot in 12 feet.

Auxiliary Structures: All auxiliary structures (such as porches, decks, awnings, cabanas, stairs, etc. unless provided and approved by the manufacturer shall be entirely self-supporting, unless designed and approved by a professional engineer or registered architect. All such structures shall be constructed in accordance with local building codes. A building permit may be required. Contact our office for direction.

Tax Stickers

A current State of Georgia manufactured home tax sticker must be affixed to the front of the home at the time of inspection. Sticker should be readily visible from the driveway.

Electrical Service

Electrical service equipment (meter and service disconnect switch) may be mounted on the home provided such units comply with all of the following conditions are met:

- 1) The home is constructed in accordance with HUD Construction Standards (typically units manufactured after 1976).
- 2) Installed on a private or owner's lot.
- 3) Service equipment complies with Article 230 and 250 of the National Electrical Code.

Service conductors (wiring) shall be a four (4)-wire system (2 phase, 1 neutral & 1 equipment ground.)

Note: All feeder conductors shall be insulated and the equipment ground wire must be a green insulated wire and must be run in the same conduit as the other service conductors.

If the equipment ground wire is not installed as required connection of utility services will not be approved. Refer to illustrations provided in this booklet for sizing information.

Service conductors must be in conduit. This conduit must be buried when outside of the footprint of the home. The conduit must be secured to framing members of the home when run exposed below the home. Conduit must be grey electrical nonmetallic conduit. White PVC conduit and fittings are not acceptable.

WARNING: Working with electricity is dangerous. If you do not understand the principals of electricity and wiring practices it is very important to hire a professional.

Water & Sewage

Water and sewage lines must be installed at the time of inspection.

Smoke Detectors

All units must be provided with working smoke detectors outside each sleeping area.

Other Important Information

1) **Reminder:** If you are replacing your existing home with a new one, the existing home must be moved off the property prior to a final inspection.

2) Mobile homes cannot be used for any purpose other than as a dwelling unit. They may not be used as a storage building. **EXCEPTION:** in commercial applications when the unit has been specifically manufactured for that commercial purpose (i.e. office trailer on construction site).

3) In no case shall one or more manufactured homes be attached to an existing manufactured home as a temporary or permanent addition.

Caution:

Contact our office before purchasing any mobile home manufactured before 1976 for requirements. Used homes must meet all housing code requirements.

Contact our office for information on safety inspections.

The following are checklists, which are designed to help you verify that you have all the information necessary to complete your mobile home application, and also, are ready for a final inspection. All items must be checked.

APPLICATION CHECKLIST

- () Application completed. (Including map & parcel number, acreage, tax sticker and mobile home information).
- () Copy of septic tank application from Environmental Health Services
- () Copy of recorded deed and plat.
- () Copy of certificate of ownership that corresponds with the manufacturer's serial number stamped into the frame of the home.

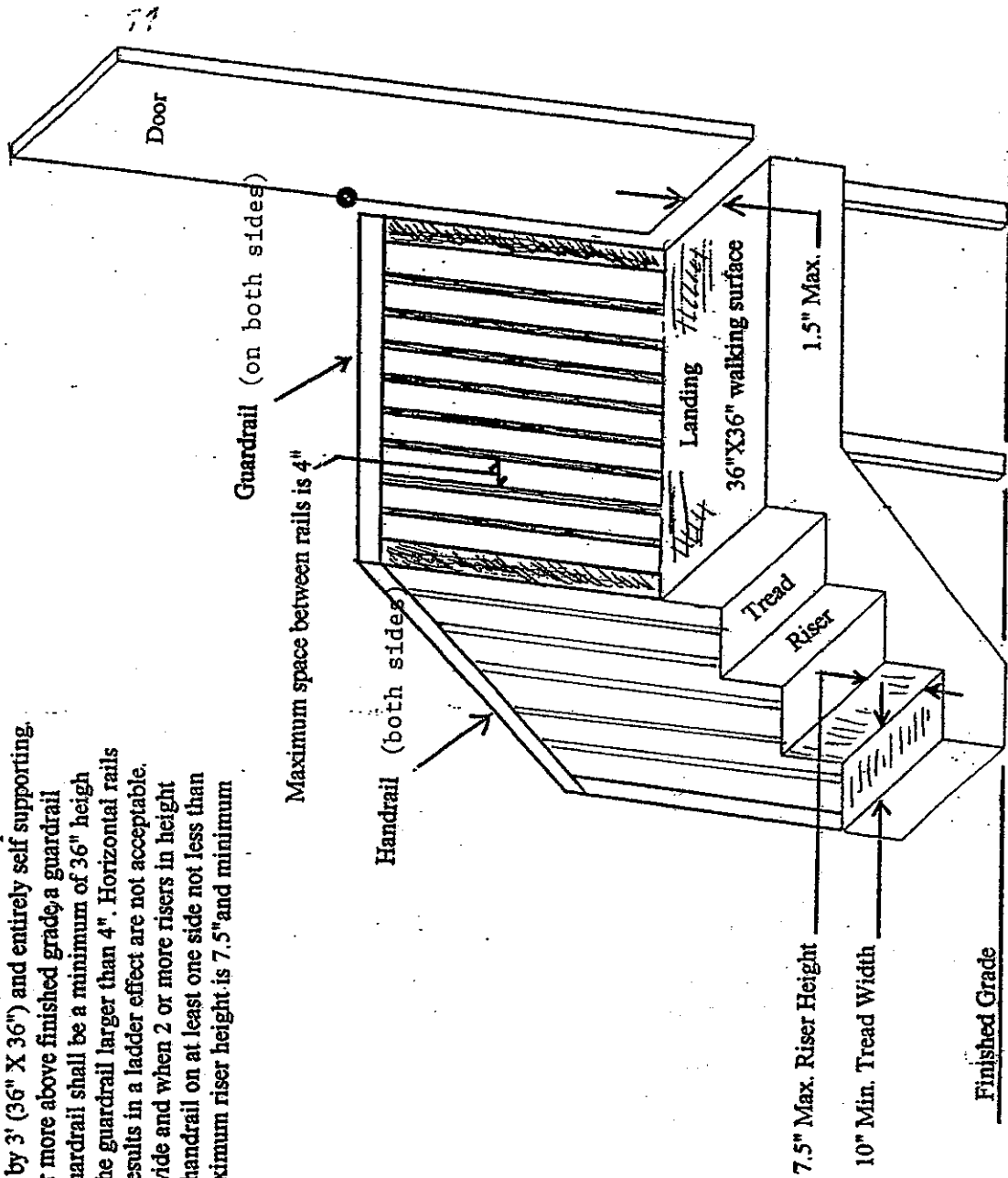
FINAL INSPECTION CHECKLIST

(The following must be complete before calling for a final inspection)

- () Set-back requirements met.
- () Any existing mobile homes removed from the same property.
- () Door left unlocked for inspection.
- () Manufacturer's set-up sheet left on kitchen counter
- () Water & sewage lines connected.
- () Piers installed as required.
- () Vegetation removed & vapor barrier installed beneath home.
- () Skirting (underpinning) installed and of proper materials.
- () Skirting has proper ventilation.
- () Access panels on skirting left open for inspection.
- () Stairs and landings provided at each exterior door.
- () Guardrails and handrails installed where required.
- () Correct number of tie-downs installed.
- () Electrical service equipment properly installed.
 - *Four (4) wire service conductors with green equipment ground.
 - *Service disconnect switch breaker size matches main breaker in electrical panel.
- () Cover to electrical panel left off for inspection.
- () Smoke detectors installed.
- () Current State of Georgia tax sticker affixed to front of home.
- () Installers decal affixed to electrical panel.
- () Dryer vent installed and terminated outside skirting.

NOTES:

Stair, Landing, Porch, Balcony, Raised Floor, or Deck Requirements.
 Landing shall be a minimum of 3' by 3' (36" X 36") and entirely self supporting.
 When the walking surface is 30" or more above finished grade, a guardrail is required on all open sides, the guardrail shall be a minimum of 36" height and there shall be no openings in the guardrail larger than 4". Horizontal rails or other ornamental patterns that results in a ladder effect are not acceptable.
 Stairs shall be a minimum of 36" wide and when 2 or more risers in height above finished grade, shall have a handrail on at least one side not less than 34" height nor more 38" height. Maximum riser height is 7.5" and minimum tread width is 10".



7.5" Max. Riser Height

10" Min. Tread Width

Finished Grade

1.5" Max.

36" X 36" walking surface

Landing Filler

Tread

Riser

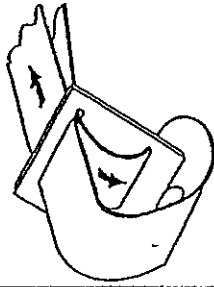
Handrail (both sides)

Maximum space between rails is 4"

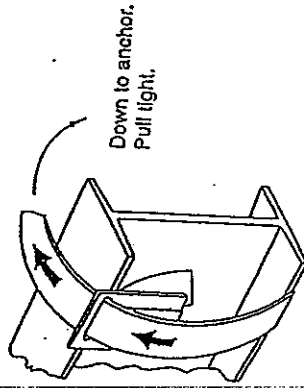
Guardrail (on both sides)

Door

Frame Tie Installation Instructions

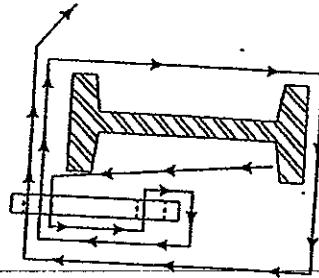


1. Thread 7 foot length of frame tie strap through buckle as shown.



Down to anchor.
Pull tight.

2. Thread long end of strap between frame and floor of home. Bring strap through buckle as shown in diagram and fasten to anchor head.

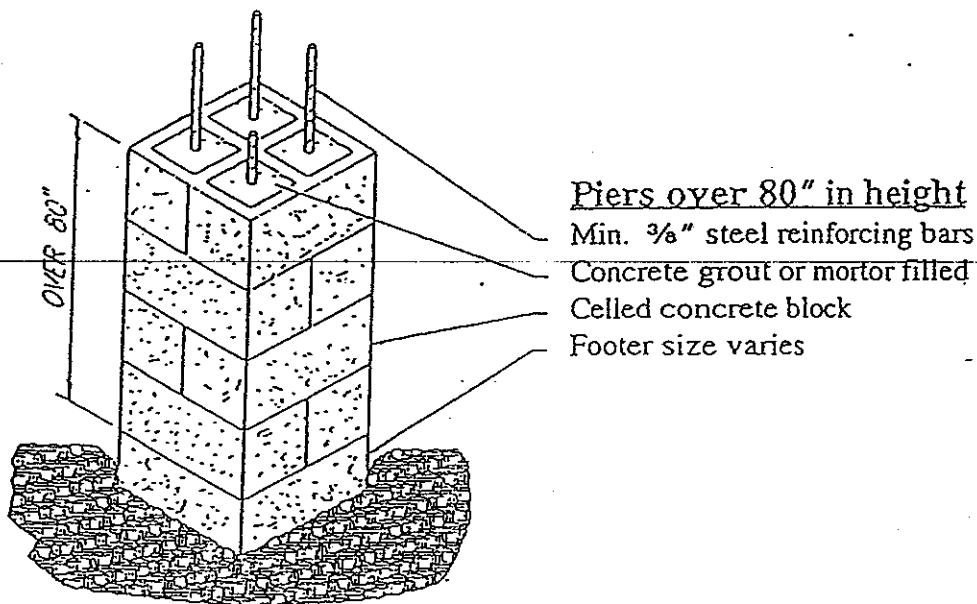
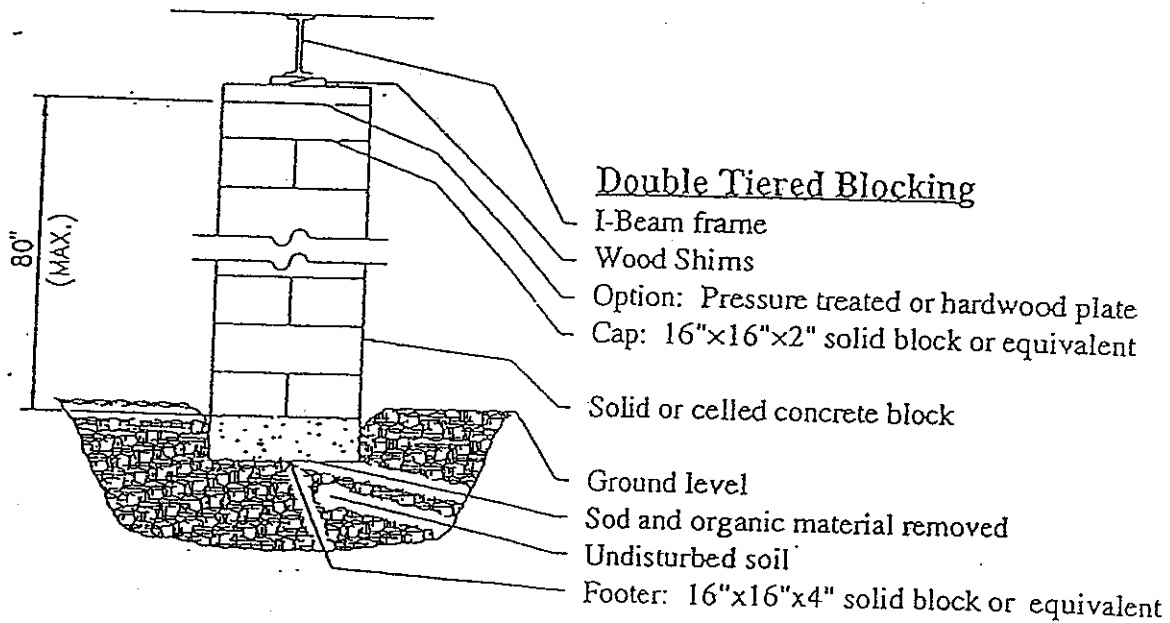
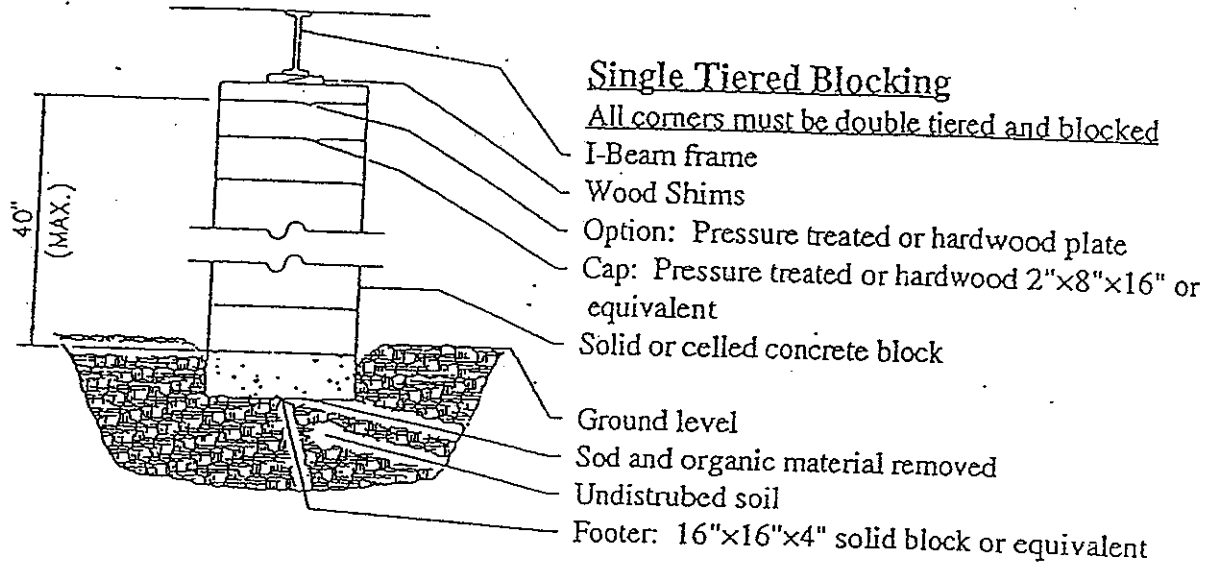


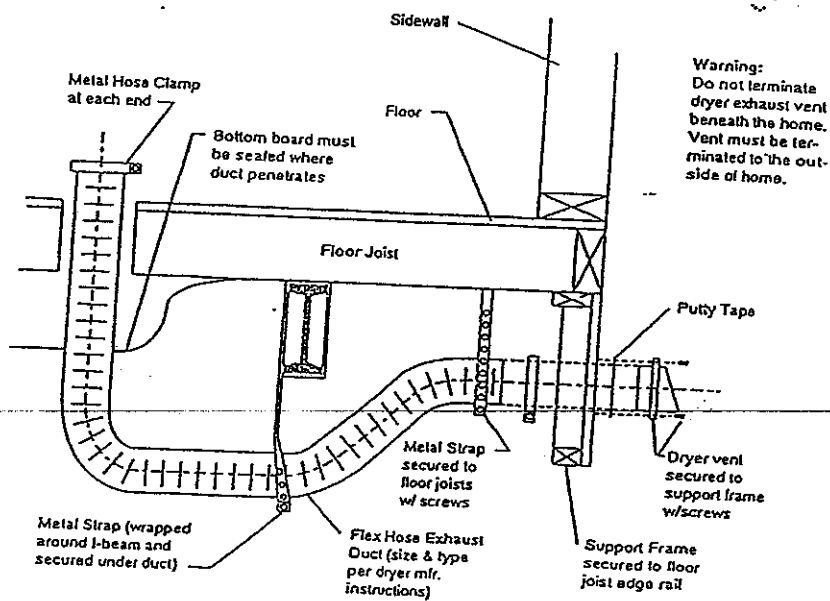
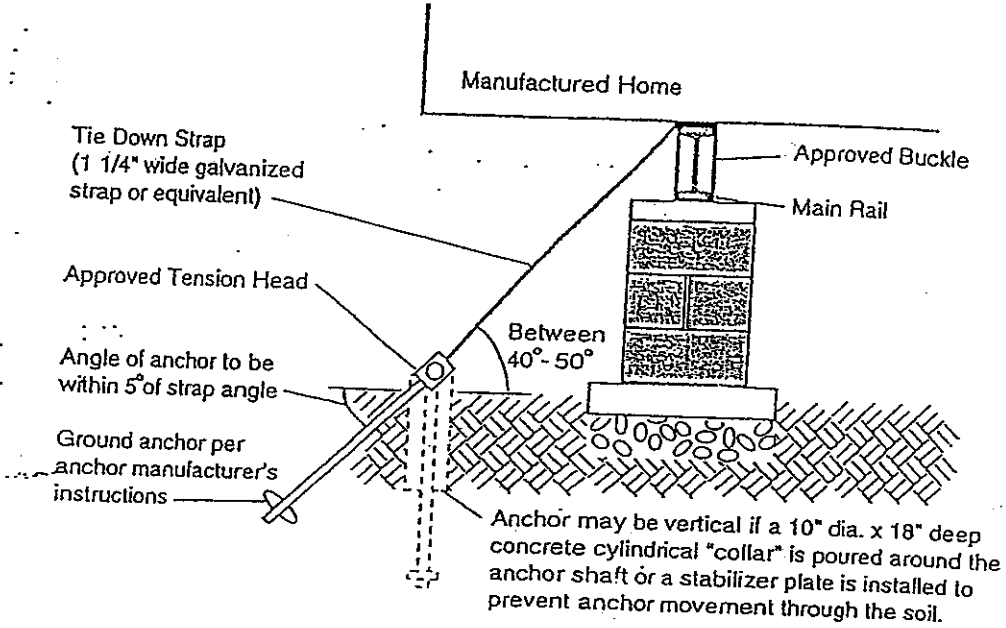
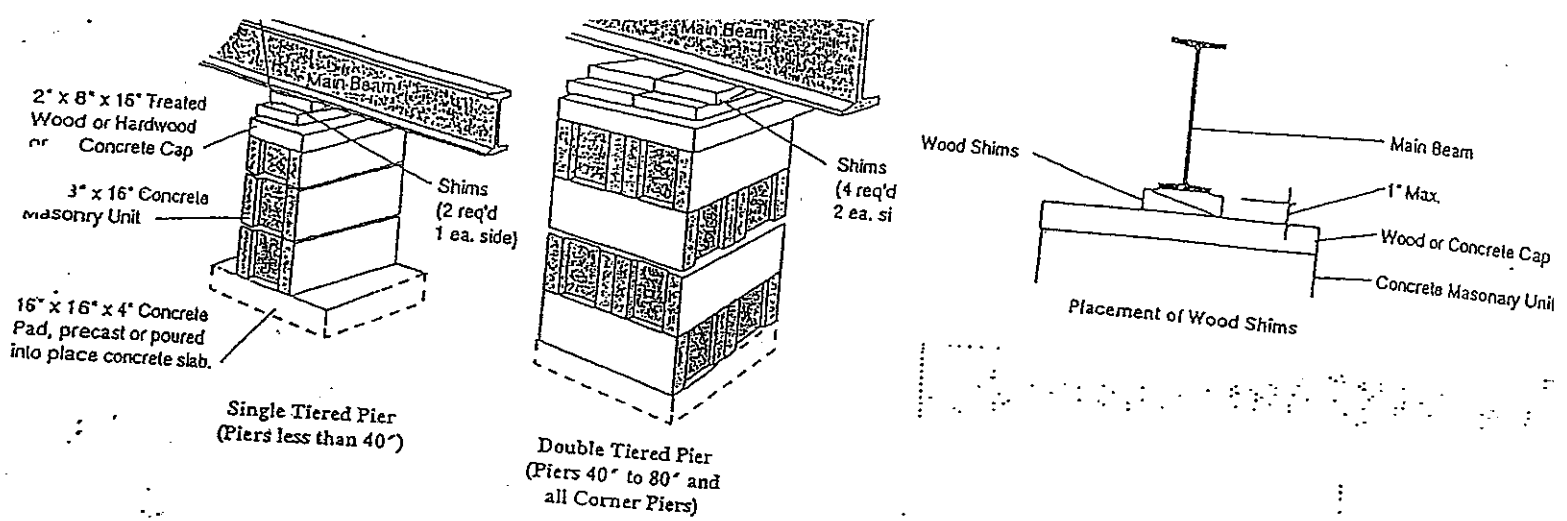
3. Diagram showing strap in position around frame and through buckle. It is important to remove all slack from system.

Positioning Frame Tie

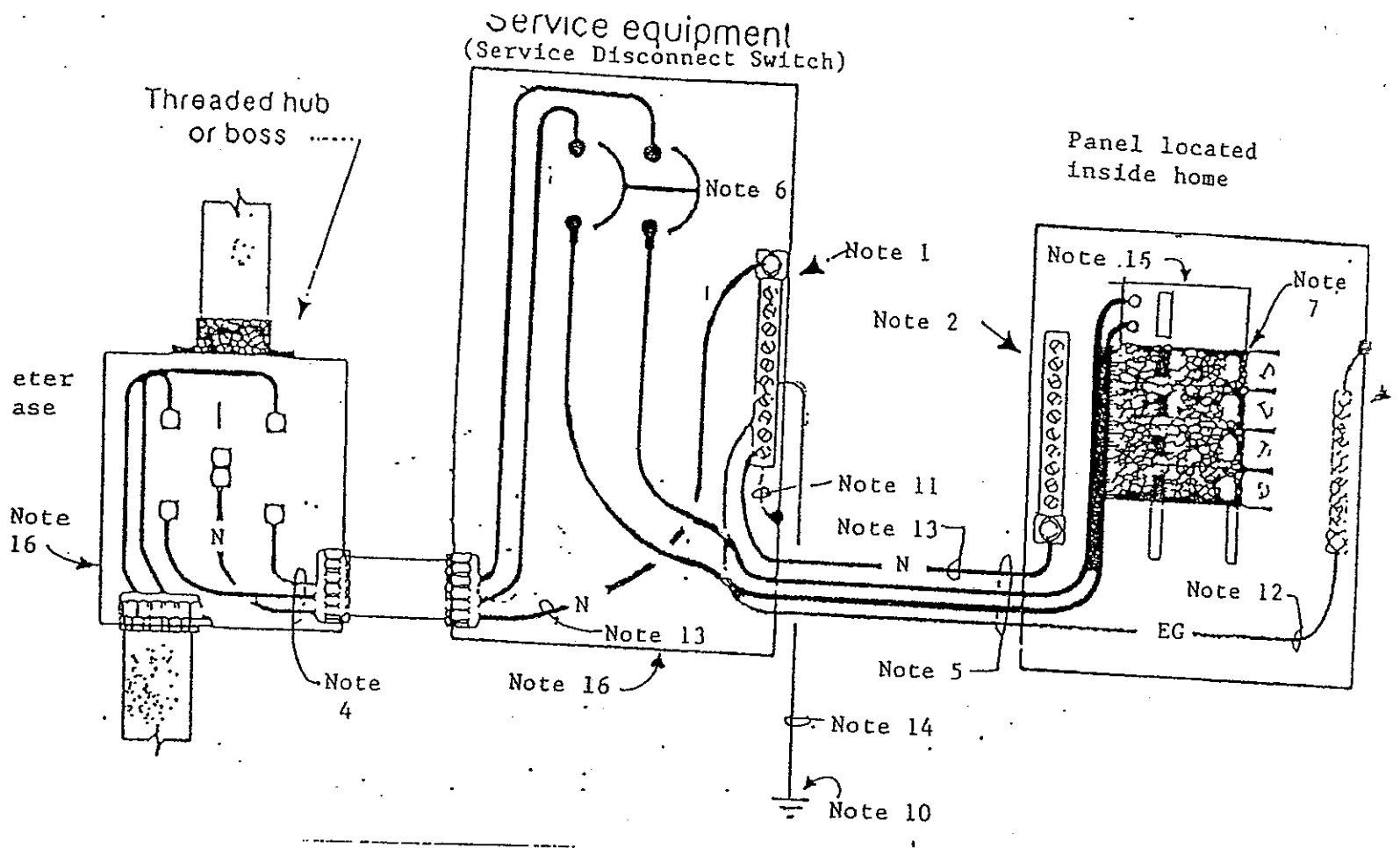
1. See step one in installation instructions.	
2. Insert strap in position through buckle.	3. Strap should be through buckle in this configuration before installation on frame.
4. Strap should be passed over frame from inside, and buckle pulled into position as shown.	5. Strap should encircle frame and pass through buckle for the second time and over the frame.
6. Strap is pulled tight from outside, or anchor side, of frame.	7. Inside of frame tie, properly installed.

TYPICAL FOOTING AND PIER INSTALLATION





Dryer Vent Installation



Electrical Service Layout - Manufactured home

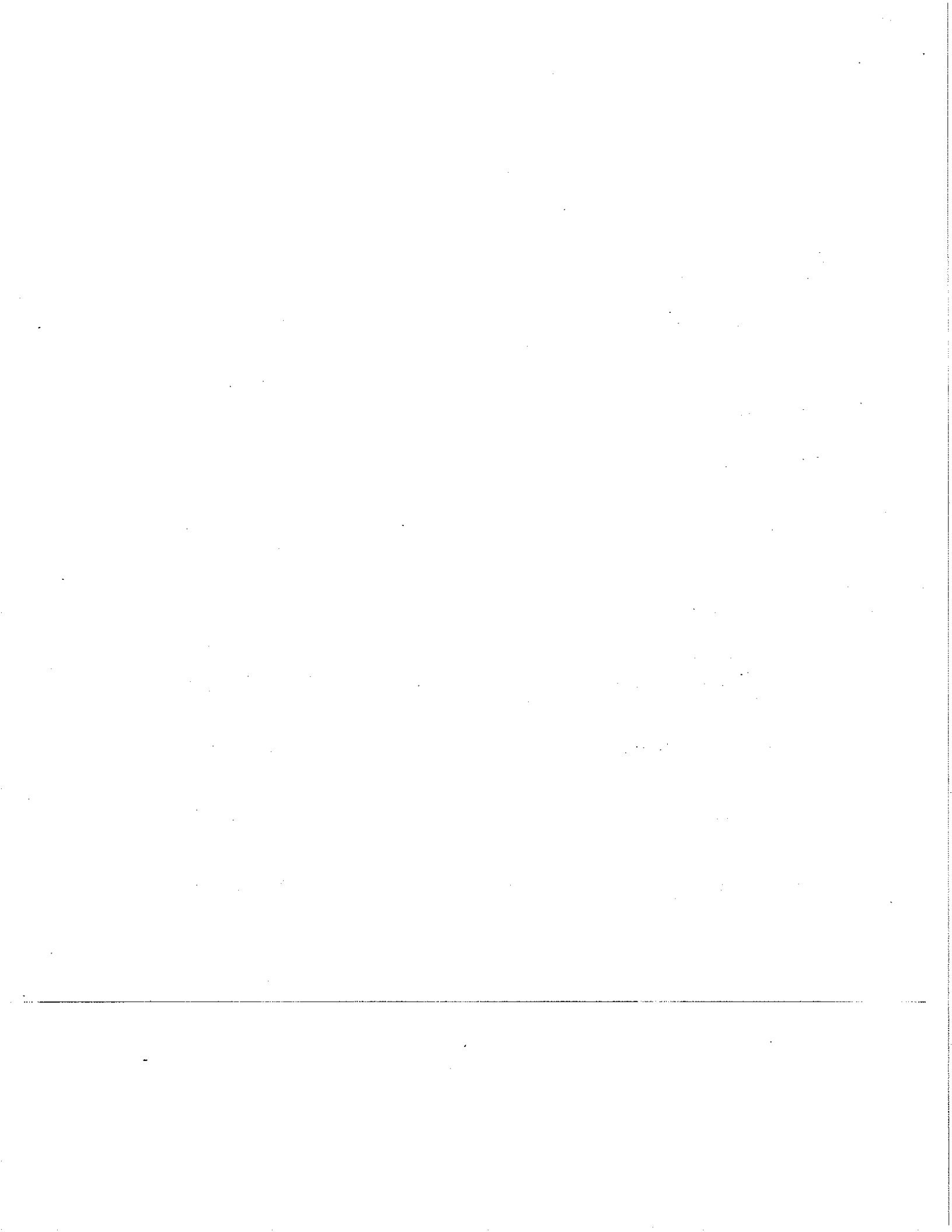
(Actual configuration of your equipment may vary from that shown. If you do not understand this diagram a state licensed electrician or licensed mobile home installer should be consulted.)

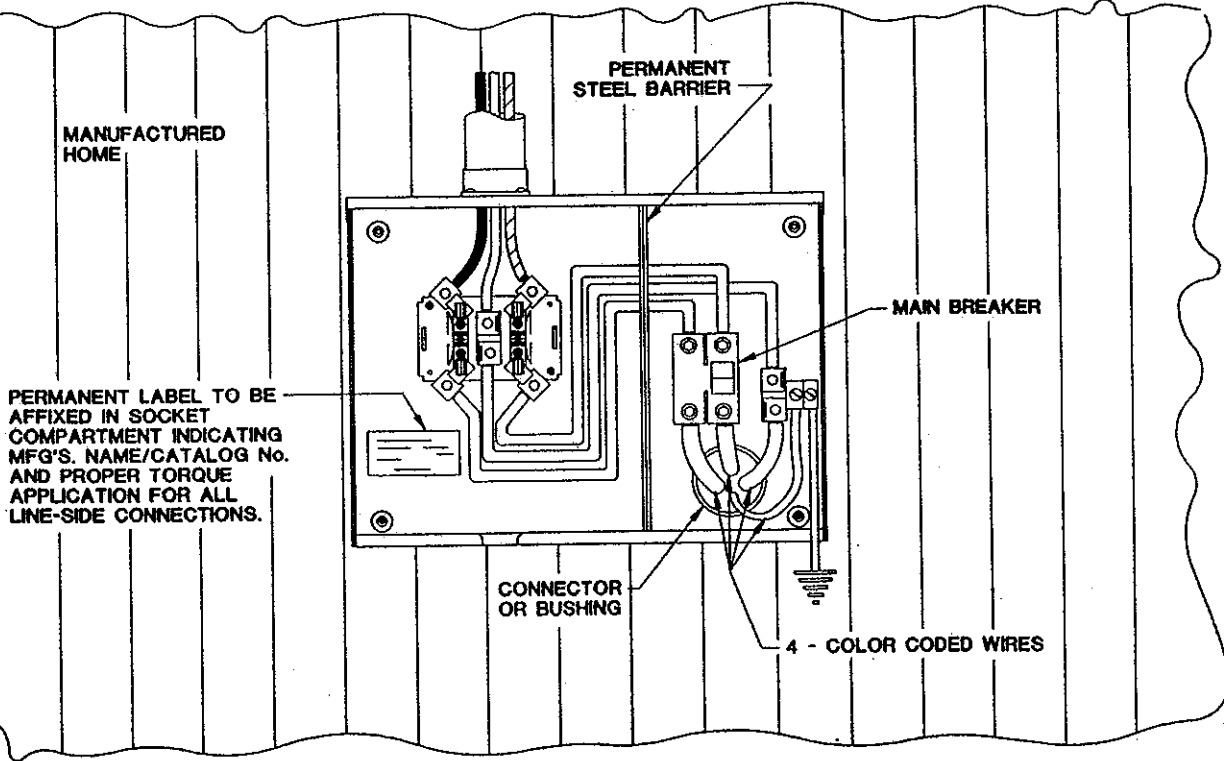
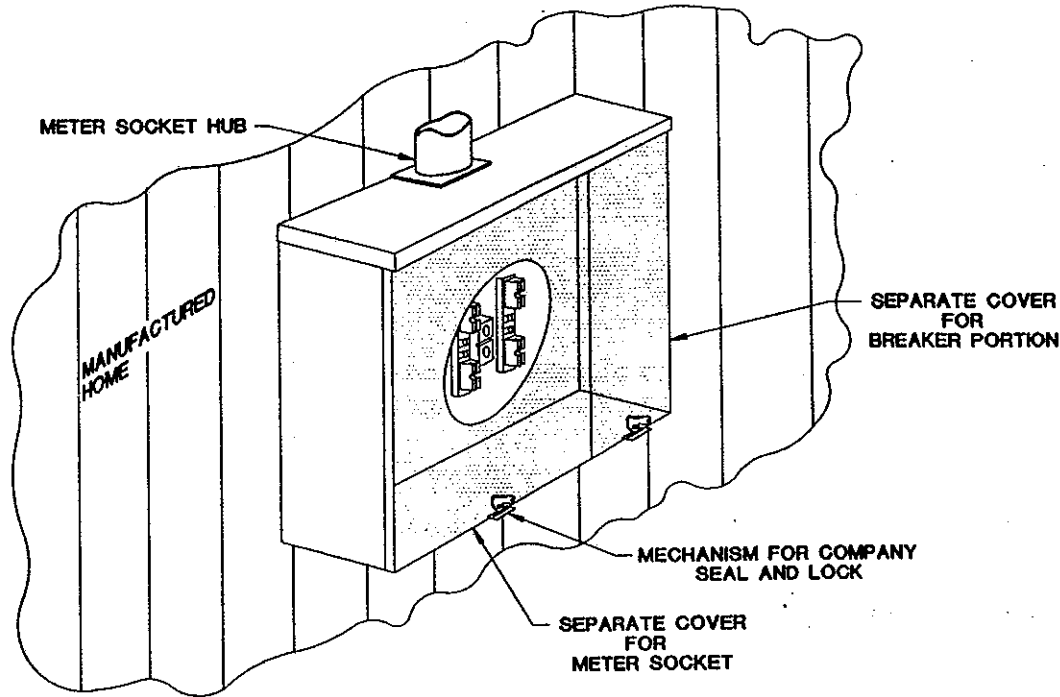
Notes:

1. Neutral terminal bar (in service disconnect switch). Must be bonded to enclosure (metal cabinet), NEC 373-10(c).
2. Neutral terminal bar (in panel located inside home). Must be isolated (insulated) from enclosure.
3. Equipment ground terminal. Must be bonded to enclosure.
4. Service conductors.
5. Feeder conductors. (Must be in conduit.) Must be 4-wire system. *Quadrplex cable not acceptable.*
6. Main breaker in service disconnect switch. Must be same size breaker as main breaker in panel located inside home.
7. Branch circuit breakers.
8. NOT USED.
9. NOT USED.
10. 8 foot grounding electrode (ground rod).
11. Main bonding jumper.
12. Equipment ground conductor. (Must be *green* insulated conductor). *Must be run in same conduit as feeder conductors.*
13. Grounded (neutral) conductor.
14. Grounding conductor.
15. Main breaker in panel located in home.
16. May be mounted on home provided the home complies with all of the following conditions:
 - a) Installed on a private or owner's lot;
 - b) Permanent utility connections provided;
 - c) Located on a permanent foundation;
 - d) Unit is properly anchored and tied down;
 - e) Unit is constructed in accordance with HUD Construction Standards;
 - f) Service equipment complies with Article 230 & 250 of the National Electrical Code.

IMPORTANT TELEPHONE NUMBERS WHILE BUILDING

Building, Planning & Development Building, Electrical, Plumbing & Heating/Air permits Mobile home permits	706-629-0505
Soil & Erosion Land disturbing activities	
Planning & Development Zoning & Development	706-879-2175
City Hall Water Meters	706-629-0151
Department of Transportation Driveway on a state route	706-387-3680
Electric Companies North Georgia Electric Membership Corp. Georgia Power – Dalton Georgia Power – Cartersville Georgia Power – Rome Amicalola	 706-629-3160 1-888-660-5890 1-800-992-6471
Emergency Management Agency Addresses	706-602-2905
Environmental Health Septic Systems	706-624-1440
Fire Department Fire Permits	706-629-7741
Road Department Driveway Tiles	706-629-2785





FRONT VIEW

NOTES:
 1. CUSTOMER OWNED SOCKETS MAY VARY FROM ILLUSTRATION.

**TYPICAL WIRING OF METER SOCKET FOR
 SINGLE PHASE, PERMANENT SITED,
 MANUFACTURED HOME, OVERHEAD SERVICE
 (CUSTOMER OWNED SOCKET)**

XDSP

DRAWN BY <u>A.A.W.B.</u>	DATE <u>12/31/92</u>	REVISIONS _____	GEORGIA POWER COMPANY
TRACED BY <u>A.A.W.B.</u>	SCALE <u>NONE</u>	_____	DSP05169
APPROVED <u>773 Hunter</u>	<u>HK Reese</u>	_____	