



CITY OF GLENNVILLE MANUFACTURED HOME APPLICATION

Permit Number: ____ - ____

PROPERTY OWNER

HOME LOCATION: _____
PROPERTY OWNER: _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____
CELL PHONE: _____

DETAILS

Map and Parcel Number: _____ Year of Home: _____
Home Manufacture: _____ Model #: _____
New: _____ Used: _____ Serial #: _____ Year Built: _____
Width: _____ Length: _____ Color: _____ Trim: _____
Siding, Vinyl: _____ Aluminum: _____ Other: _____
Roofing, Shingles: _____ Metal: _____ Number of Bathrooms: _____
Number of Fireplaces: _____ Central Heat: _____ Central Air: _____
Purchase Price of Home: _____ Date of Purchase: _____
Purchase Home From: _____

PREVIOUS HOME

Did you previously own a mobile home: Yes _____ No _____
If Yes, Current Location of Previous Mobile Home: _____
Traded in previous mobile home to: _____

OWNER SIGNATURE _____ **DATE:** _____

Fee - \$150.00

(For Office Use)

Code Enforcement Signature: _____ Date: _____

Fees Collected Check #: _____ Job Completed on: _____

Notes: _____

INSTRUCTION FOR INSTALLING

MANUFACTURED HOMES

R-2 & R3 ZONE (MEDIUM DENSITY HOUSING)

CITY OF GLENNVILLE

PART A. GENERAL REQUIREMENTS:

- The structure shall be a minimum of 20' wide and 40' long.
- The roof shall have a minimum 2/12 pitch and shall have asphalt shingles or other similar material to roofs on surrounding houses.
- The exterior siding material shall consist of wood, masonry, concrete, stucco, masonite, metal or vinyl lap siding.
- The structure must be attached to a permanent foundation in accordance with manufacturer's requirements. Install hurricane anchors in accordance with Glennville Code, Chapter 62, Section 62-496.
- The structure must not have any attached means of transportation, such as axles, wheels, pulling tongues or hitches.
- The area beneath the structure shall be enclosed with a facing of brick, stucco, concrete, stone, metal, vinyl, wood or like materials approved by the Glennville Building Inspector.
- Each exterior door must have compatible steps, porches or landing adjacent to the threshold, and these steps, porches or landings shall be constructed in accordance with the building codes of the city.
- The structure shall be connected with approved water source, sewage disposal system and electrical service as required, inspected and approved by the city.
- The structure shall be oriented on the lot so that its front faces a street, and is similarly oriented as adjacent structure.
- In addition to the above standards, the structure must be of such like size, materials and general appearance as to be compatible and harmonious with adjacent structures and the neighborhood.
- A site plan must accompany a request for a placement permit showing exact placement on the lot.

PART B. REQUIRED INSPECTIONS:

1. Site inspection shall be performed on each site prior to placement of the manufactured home.
2. Installation inspection shall be performed before the power company has connected service to the home.
3. Skirting inspection shall be performed no later than 30 days after the installation inspection to assure that skirting, landings and handrails are in place.

PART C. ADDITIONAL REQUIREMENTS:

1. To the extent possible, inspections will be scheduled within 48 hours of notification that the manufactured home has been installed is ready for inspection excluding Saturday, Sunday and city – observed holidays.
2. Upon completion of the installation inspection, and if the manufactured home is in compliance with Part A & B above, the code enforcement office shall notify the power company to connect the electrical service to the home.
3. No manufactured home shall be occupied prior to the installation inspection being done and approved.
4. All manufactured homes, modular homes, or mobile homes located in the city shall be affixed with a current decal issued by the Tattnall County Tax Commissioner.

City Code References: Chapter 62, Zoning: Article III, Division 4, Section 62-264,

Housing Standards. Chapter 62, Zoning: Article IV-A, Sections 62-497 thru 62-503

Code Enforcement Office, City of Glennville, June 2010