



Chatham County Department of Building Safety & Regulatory Services

P.O. Box 8161, Savannah, GA 31412-8161
912-201-4300 - Fax 912-201-4301



Gregori S. Anderson, CBO
Director

Clifford Bascombe, CBO, CFM
Assistant Director

DCA MODULAR OFFICE PERMIT APPLICATION

P.I.N.: 1 - - - P.I.N. can be obtained from the Tax Assessors Office (912) 652-7271.

Project Address: _____

Property Owner:

Name: _____ Phone (____) _____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Person applying for permit:

Name: _____ Phone (____) _____ - _____

Company: _____

Address: _____

Contractor/ Mover:

Name: _____

Company: _____

Address: _____

Details

[] New [] Replacement of existing

Make: _____ Year/Model: _____

Serial or ID number: _____

Size of Mobile Office: _____ Baths _____ Total # of Rooms _____

Is it Zone II Home/Office? [] Yes [] No

Present location of Mobile Home/Office: _____

Mobile Office Owner: _____ Phone No. (____) _____ - _____

Address: _____

Utilities

- Water:** New Connection Already Connected
- Provider:** City County Private Utility Community Well Private Well
- Septic Tank:** New Existing (*For sewer service, complete below*)
- Sewer:** New Connection Already Connected
- Provider:** City Sewer County Sewer Private Utility

The following information must be submitted before a permit can be issued.

1. A subcontractor list with signatures.
2. Two copies of a plot plan that includes all existing buildings (not larger than 11 ½ by 17)
3. Copy of current State license for all subcontractors.
4. Current State Fire Marshal Sticker.

It is understood and agreed by the undersigned owner or agent that the approval of this application does not constitute a privilege to violate the building codes, zoning ordinance, or other ordinances of Chatham County and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration from this application (including changing subcontractors) without the approval of the Building Official shall constitute sufficient ground for the revocation of any permit issued which was based on the approval of this application. The owner listed above will be held responsible for insuring that all permits have been obtained and that all required inspections have been made. The owner will be held legally liable for any violations which may occur with or without his or her knowledge.

Owner/Agent _____ Date _____

For Office Use Only

Approved: _____ Date: _____



**Chatham County Department of Building
Safety & Regulatory Services**

P.O. Box 8161, Savannah, GA 31412-8161
912-201-4300 - Fax 912-201-4301



**Gregori S. Anderson, CBO
Director**

**Clifford Bascombe, CBO, CFM
Assistant Director**

CHATHAM COUNTY SUBCONTRACTOR LIST

Contractor/ Mover: Date _____

Name: _____

Company: _____

Address: _____

Phone No. (____) _____ - _____ State License # _____

Local License # _____ Jurisdiction _____

Signature _____

Electrician: Date _____

Name: _____

Company: _____

Address: _____

Phone No. (____) _____ - _____ Fax No. (____) _____ - _____

I hereby certify that I will perform the electrical work for the project described above and I further certify that I have a valid State and Local Business Tax Certification (license)

Local License # _____ Jurisdiction _____

State License # _____

Signature _____



**Chatham County Department of Building
Safety & Regulatory Services**

P.O. Box 8161, Savannah, GA 31412-8161
912-201-4300 - Fax 912-201-4301



**Gregori S. Anderson, CBO
Director**

**Clifford Bascombe, CBO, CFM
Assistant Director**

NOTICES

Fees: To All developers, Consultants, Contractors, and Property Owners.

The building permit fee for a mobile office is \$50.00. The fee covers review of the site as well as the field inspection of the home after it is set up. The only other fee assigned by the Inspections Department would be a re-inspection fee of \$30.00, if, after two inspections, you have not covered the problem and a third inspection is required.

Chatham County HEALTH DEPARTMENT FEES: If a septic tank is involved, an inspect ion fee, paid directly to the Chatham County Health Department, must be paid before a Permit can be issued. The Health Department will call and inform you of the fee and the amount due.

PERMIT POSTING: The permit holder or agent shall post the permit on a piece of plywood attached to a two by member, at least three feet above grade and visible from the right-of-way. The permit must be protected and the readability maintained throughout the duration of the project. The permit must be posted from commencement of the work until the Final Inspections have been completed and passed. Failure to post and maintain the permit will result in the schedule inspection being automatically failed and a \$30.00 re-inspected fee assessed at that time. A re-inspection request would be required for the next available day, after the fee is paid. This action is taken in compliance with the Administrative Section of the International Code and State Residential Construction Code.

ZONE II REQUIREMENTS: If the manufactured home is built in or after 1995, it must be a Zone II home. If the home is built before June 15, 1976 it must be in Chatham County, have a Chatham County tax affixed to the home and must be inspected where it is now set and if necessary brought into compliance with existing codes. If your home is built in or before 1976 you must request a "compliance inspection" from the Department of Building Safety. This inspection must be completed and passed, before this permit to move or place the home at a new location is issued.