

Catoosa County Building Inspection Department
184 Tiger Trail
Ringgold, GA 30736
706-965-4226



AS OF 5/25/10

Follow these procedures for a Manufactured Home Permit

1. Pick up and complete permit application from our office
2. Take original application to the following in this order
 - 911 Addressing Office (behind Courthouse in Justice Bldg.)
 - GO TO Zoning and Stormwater Offices
 - GO TO Environmental office or Sewer Dept (which ever is applicable)
 - GO TO Tax Commissioner's Office (800 Lafayette St. Next to Post Office)
 - Return to Building Inspection Office to pay fee and obtain permit

Inspection procedures and requirements

*MH Installer, Electrician, HVAC installers must show license and sign on your permit before 3rd inspection

FIRST INSPECTION

1. BMP or Soil Erosion inspection before digging footing (silt fence installed)
2. If inspection is not passed a \$25 reinspection fee is required

SECOND INSPECTION

1. Footing inspection

2. If inspection is not passed a \$25 reinspection fee is required

THIRD INSPECTION

1. Place decal on home-No electrical power until Decal is obtained and all soil is stabilized.
2. Inspection will be made at inside panel and outside hookup
Home will need to be unlocked for inspection
3. Four Wire hook up is necessary (2008 National Electric Code)
4. Proper number of tie downs and stabilizers must be in place
5. The septic/sewer must be completely installed and connected
6. Debris moved from under home with adequate slope and vapor barrier
7. Temporary steps can be used on this inspection
8. Double Wide Homes must call Power Jurisdiction for approval prior to installation of meter base on home.
9. NO underpinning installed until AFTER 3rd inspection
10. WE will notify Power Company to connect if inspection is passed.
11. Heat and AC must be installed.
12. (Can't live in home until CO (4th) Inspection
13. If inspection is not passed a \$25 reinspection fee is required

FOURTH INSPECTION For CO (Before anyone lives in home)

1. Underpinning must be installed
2. Smoke Detectors working
3. Permanent steps must be installed
4. If inspection is not passed a \$25 reinspection fee is required

Catoosa County/Ringgold

184 Tiger Trail, Ringgold, GA 30736 Phone No. 706-965-4226 Fax No. 706-965-4104

INSTRUCTIONS TO APPLICANT:

- Please Complete (Print) Item #2 through Item #10
- Original form to be carried to Departments listed below

DEPARTMENT APPROVALS:

911 Addressing
 Storm Water
 Zoning
 Environmental OR Sewer
 Tax
 _____ Approved
 _____ Approved By
 _____ Permit #
 _____ Approved By
 _____ Gravity
 _____ Grinder
 _____ Commissioner

1) Site Address:(assigned by 911)
 2) Proposed Use: Single Wide MH
 Double Wide MH
 Triple Wide MH

3) Lot #	4) Mobile Home Park Name	5) Power Company
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6) Home Owner _____ Mail Address _____ Phone #

7) Mobile Home Dealer _____ Mail Address _____ Phone #

8) Lot Owner _____ Mail Address _____ Phone #

9) City, State, Zip _____

9) Mobile Home Information <input type="checkbox"/> New <input type="checkbox"/> Used	Year _____ Make _____	Size _____ Model _____	#Bathrooms _____ #Bedrooms _____
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10) Is this home replacing an existing Mobile Home Yes No

CONTRACTOR INFORMATION : PRINT NAME _____ GA. LICENSE# _____ SIGNATURE _____

ELECTRICAL _____

HVAC _____

M.H. INSTALLER _____

Reinspection Fees are \$25.00

FEES		
Zoning	\$ 100.00	I hereby authorize officials of Catoosa County to enter premises for inspections. The granting of a permit does not give authority to violate laws or codes governing construction performance. I certify that all information contained herein is correct and true.
Storm Water	\$ 100.00	
Permit Fee	\$ 100.00	
Total	\$ 300.00	
		OWNER, CONTRACTOR OR AUTHORIZED AGENT
		NOTICE 1. Permit becomes null and void if work or construction authorized is not commenced within six (6) months or completed within one (1) year of permit issue date. 2. The contractor is responsible for all work to be in compliance with the state codes and ordinances, whether or not any deficiency is found by the inspection department or known to exist by the inspection department. Please Note: The Catoosa County Board of Assessors appraisal staff review building permits to update records and changes in property. The staff will review the property and measure buildings and improvements in order to gather accurate information for making appraisals of the fair market value of properties in the county. The staff will carry identification and attempt to notify the owner or occupant when entering onto the property. Please contact the Board of Assessors Office at 706-965-3772 should you have any questions regarding the mass appraisal process.

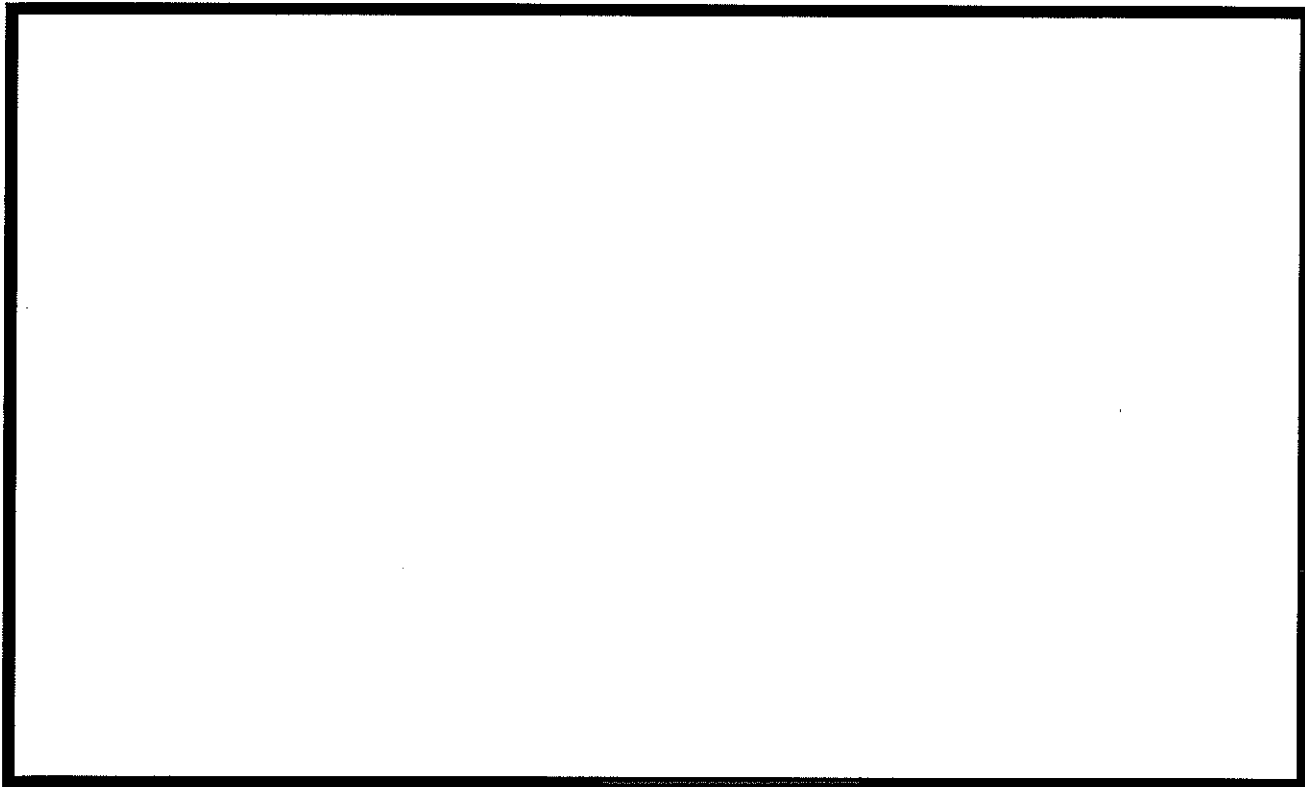
Catoosa County/City of Ringgold
Building Site Plan

Permit # _____

Name of Owner: _____

Sketch of Property

1. Show Location of Home
2. Show all roads and street names
3. Show Setback from property line
4. Show size of lot
5. Show drainage & proposed changes



Set Backs: Front _____ Back _____ Left _____ Right _____
Type of Heat Electric Gas Wood Oil Coal Steam Solar

As Owner/Agent of property located at _____ I acknowledge that I am aware that within the City of Ringgold/Catoosa county owner/agents are responsible for the water drainage on their property. A Site Plan showing drainage is shown above. Owner/Agent is solely responsible for verification of property lines, set back distance and utility easement locations. The city or county will not be held responsible for property lines or building lines not surveyed correctly.

Owner/Agent must obtain a Dig Permit from the Ga. UPC prior to construction.

Date _____

Owner _____