

Manufactured & Stick Built Homes

All Manufactured Homes must have a current location permit before they are moved into Mitchell County.

Prior to applying for a location permit for a manufactured or stick built home, the applicant must first:

- Have the required amount of land per residence. Check the zoning district for the land. The Building Dept. and the Mitchell Co. Health Dept. Environmental Specialist can give you more information about acreage requirements and zoning. 150' of road frontage is required per residence.
- Have a copy of the approved permits for the well and/or septic tank. (You need to take a copy of the plat or tax map to the Health Dept. when making the application).
- Make application with the applicable power company.
- Take a copy of your contract or paperwork for your home to the Mitchell County Tax Assessors office (room 101 in the Court House (229) 336-2005). They also require a copy of the current years tax receipt or a copy of the PT41 from the manufactured home dealer. They will give you a property record card to bring to the Building Dept.
- The Building Dept. requires a copy of the approved well and/or septic tank permit, power application receipt, and the property record card. They will also need to know who the Installer or setup person for the home is (the dealer can supply you with this information) and who you will use as an electrician. The Installer and electrician must be licensed with the State of Georgia and registered with Mitchell County.

IMPORTANT - No Mobile/Manufactured Home Without (HUD Insignia) shall be brought into the County.

POST YOUR ADDRESS

The Mitchell County Board of Commissioners passed an ordinance stating, "All residences and business of Mitchell County shall have a 911 address, and the address numbers shall be at least 2 1/2 inches high and clearly visible from the public road and/or street. Numbers shall be posted at a permanent location (post, mailbox, or building)". All new residents or businesses should contact the Mitchell County Building and Zoning Dept. for an address.

Address must be posted prior to final inspections,(no power until completed)

CONTACT INFORMATION

MITCHELL COUNTY BUILDING AND ZONING
18 NORTH COURT STREET
PO BOX 302
CAMILLA, GA. 31730
PHONE (229) 336-2060
FAX (229) 336-2362

MITCHELL COUNTY HEALTH DEPARTMENT
88 WEST OAKLAND AVENUE
CAMILLA, GA. 31730
PHONE (229) 336-2055

MITCHELL COUNTY TAX ASSESSORS
11 WEST BROAD ST.
PO BOX 6
CAMILLA, GA 31730
PHONE (229) 336-2005
FAX (229) 336-2004

NATURAL RESOURCES CONSERVATION SERVICE
(NRCS)
30 WEST BROAD ST
ROOM 125
CAMILLA, GA. 31730
PHONE (229) 336-1451

MITCHELL E.M.C.
475 CAIRO HWY.
PO BOX 409
CAMILLA, GA. 31730
PHONE (229) 336-5221

GEORGIA POWER CO.
305 COTTON AVENUE S.E.
PELHAM, GA. 31779
PHONE (229) 294-3331

MITCHELL COUNTY BUILDING & ZONING DEPARTMENT



**18 North Court Street
P.O. Box 302
Camilla, Georgia 31730**

**Phone: (229) 336-2060
Fax: (229) 336-2362**

Check List Before Land Purchase

FLOOD ZONE: You may review the FEMA Flood maps at the Mitchell County Building and Zoning Dept. (229) 336-2060, to see if the property is located in a flood zone. If the property is located in a predetermined flood elevation zone new construction must be built a minimum of 1 foot above the 100 year flood stage. This information is obtained from a licensed Surveyor, Engineer or Architect. If the property is located in a flood zone that the elevation has not been determined, the owner is required to sign an Elevation Certificate stating the residence is located 3 feet above the highest adjacent grade.

WETLANDS: Natural Resources Conservation Service (NRCS) can help you to determine if your land has wetlands. There are restrictions that apply to wetlands that you will need to be aware of. Contact NRCS at (229) 336-1451.

ZONING: The Mitchell County Building & Zoning Dept. (229) 336-2060 can help you see if the property is zoned to allow the intended use. If not, the property may possibly be rezoned to allow such use. This is done through a rezoning process. The owner or legal agent for the owner files an application, with a plat or sketch of the area to be rezoned at the Mitchell County Building and Zoning Dept. (there is a fee). The application will then be advertised 15 days prior to the date of the public hearing before the Mitchell County Planning Commission. The Board will make its recommendation on the rezoning request to the Board of Commissioners. The Board of Commissioners approve or deny the rezoning requests during their regular monthly meeting.

WELLS & SEPTIC TANKS: Applications for well and/or septic tanks must be filed with the Mitchell County Health Dept. (229) 336-2055. Before making an application for a well and/or septic tank you will need a plat of the land or a copy of the tax map, (available at the Mitchell County Tax Assessors Office, room 101 in the Court House). There are also minimum acreage requirements, so please contact the Environmental Specialist at the Health Dept. for this information. The lot must also have at least 150 feet of road frontage for both a well and septic tank. If the lot has community water then it may be reduced to 100 feet. (Fees are charged for these services)

SUBDIVISION : A subdivision means **all divisions of a tract of land into two (2) or more lots, building sites, or other divisions** for the purpose, whether immediate or future, of sale, legacy or building development and includes all divisions of land involving a new street or a change in existing streets, and includes resubdivision and, where appropriate to the context, relates to the process of subdividing; provided, however, that the following are not included (exempted) in this definition:

1. *The division of land into parcels of ten (10) acres or more which have a minimum of two (200) feet of frontage on a public road.*
2. *Divisions of property by testamentary or intestate provisions;*
3. *Divisions of property upon court order;*
4. *Consolidation of existing lots by deed or other recorded instrument.*

Will the property that you are interested in be subdivided off of another parcel of land? If so, you may need to go through the subdivision process. You may contact the Mitchell County Building and Zoning Dept. (229) 336-2060 to determine if the subdivision process is necessary. If it is determined that you must go through the subdivision process the owner or legal agent of owner contacts a surveyor to have the land surveyed and a plat drawn. The owner then takes the plat to the Mitchell County Health Dept. Environmental Specialist for approval. After approval by the Health Dept. the owner/agent will need to bring the plat to the Mitchell County Building and Zoning Dept. for approval. Approval may be done in house, if the subdivision is 3 lots or less with no easements or the subdivision may need to go before the Mitchell County Planning Commission for approval. (There is a fee)

BUILDING PERMIT INFORMATION

The owner or builder must make application with the Mitchell County Building & Zoning Dept. (229) 336-2060. Information and items needed for a Building Permit:

- Copy of Well and/or Septic Permit from the Health Department (call 336-2055)
- Copy of Driveway permit from Public Works, if needed (call 336-2048). State Dept. of Transportation if on a state highway (call (229) 430-4198)
- Copy of Site Plans showing building setbacks and location of driveway.
- Copy of the house plans or a sketch for review. (Bldg. Inspector retains plans until Final Inspection)
- Copy of Contractor's Business License.
- Copy of Plumber's Business License and State Card.
- Copy of Electrician's Business License and State Card.
- Copy of HVAC's Business License and State Card.
- If owner is doing all of his own work contractor information is not needed.
- Elevation Certificate, if in a Flood Prone area.

Mitchell County requires that structures be built to the International Building Code Standards.

The following inspections are required:

1. FOUNDATION - Before Pouring
2. ROUGH-IN - Before Concealing Electrical, Plumbing, Framing, & A/C
3. FINAL - Before Occupying Premises.