



**Procedures for Manufactured Homes placed in Richmond County,
including established approved Manufactured Home Parks.**

1) Augusta-Richmond County Planning & Zoning Commission Office:

Location: 525 Telfair Street.

A map or copy of the site plan where the manufactured home is located shall be presented to the Planning Commission before an application approval is granted.

Augusta-Richmond County Planning & Zoning can be reached at (706) 821-1796.

2) Augusta-Richmond County Tax Assessor's Office:

Location: Room #102 of the Municipal Building, 530 Greene Street.

The taxpayer will supply all the necessary data and paperwork on their manufactured home to be initially entered into the system. Paperwork obtained from Planning and Zoning will be required. Purchase Agreement from dealer, a Dealer's Statement of Sale of Manufactured Home (PT-41), should be obtained from the Manufactured Home Dealer and presented to Tax Assessor's Office.

When purchasing a manufactured home from an individual, an application from Planning & Zoning and a Bill of Sale with year, make, length and width of home, and VIN Number must be presented. Tax Assessor's office will need year and number of last decal purchased on home.

Tax Assessor's Office can be reached at (706) 821-1762.

3) Augusta-Richmond County Tag Office:

Location: Room #117 of the Municipal Building, 530 Greene Street.

The taxpayer will be issued their manufactured home location permit (decal) and pay any taxes or fees that may be due. Any paperwork obtained from Planning & Zoning and the Tax Assessor's Office will also be required.

Tag Office can be reached at (706) 821-2393.

4) Augusta-Richmond County Health Department:

Location: 1916 North Leg Road, Suite # K.

Septic Tank Approval sheet is required. No visit is necessary. Please call between 8:00 – 9:00 AM to set up appointment with Health Department inspector to meet with you on your property. Application from Planning & Zoning must be signed by Inspector (Yellow & Pink Copy) if this is an existing septic tank. If new septic tank is being installed, application needs to be signed, or have a copy of permit. On established approved parks, on county sewerage, you do not need to call the Health Department. Service fee required.

Health Department can be reached at (706) 667-4234.



5) Augusta-Richmond County Utilities Department:

Location: 2670 Peach Orchard Road.

Need proof of Water Tap (Water Tap Receipt). Need proof of Sewerage (Sewer Tap Receipt), if on County Sewerage. No proof of water tap is needed if water is furnished by established approved park.

Utilities Department can be reached at (706) 821-1851.

6) Augusta-Richmond County License and Inspections Department:

Location: 1815 Marvin Griffin Road.

Bring all paperwork to the License and Inspection Department. Electrical permit is obtained from this office. Plumbing permit is required if on Richmond County Sewerage System, if this is a new installation.

License and Inspections can be reached at (706) 312-5050.

Anyone wishing to place a manufactured home on any property in Richmond County shall comply with the following requirements:

- a) The Manufactured Home will have to be set upon its own lot, parcel or tract, with corner stakes and property lines identified. No manufactured home shall be located on lot, parcel or tract occupied by any other dwelling or manufactured home.
- b) Manufactured homes shall be located in (agriculture) or 4-MH (manufactured home residential) zones.
- c) Manufactured homes shall not be located within 150 feet of any previously existing permanent dwelling, if property is zoned agriculture.

Individual Manufactured Homes shall conform to all requirements of the Zone in which the homes are located.

Front, side and rear setbacks, drainage easement restrictions and minimum building line restrictions must be maintained. If not sure of setbacks, you may contact Wayne Redfern (706-312-5442).

- d) Any Manufactured Home located on an individual lot, parcel or tract shall be placed installed in accordance with OCGA Title 8, Chapter 2, Article 2, Part 3, and shall be provided with a solid skirting / curtain wall enclosure constructed of masonry to include stone, faux stone, brick, faced block, or stucco with the required vents so constructed as to prevent passage of persons, animals, or debris into space beneath the manufactured home (spaces in legal mobile home parks are exempt).
- e) Porches are required to have a minimum of 4" x 4" handrails with pickets or slats around the deck no more than 3.5" apart.
- f) Additional storage shed may be placed on the lot in a Manufactured Home Park with a 15-foot setback from any other manufactured home.



Planning & Development Department
1815 Marvin Griffin Road, Augusta, GA 30906
(706) 312-5050 Fax: (706) 312-4277

TO: Manufactured Homes and Utility Building Dealers
RE: Industrialized Buildings / Manufactured Homes / Utility Building
DATE: April 27, 1994

The State of Georgia has adopted requirements governing the use of pre-constructed buildings. A manufactured (mobile home) is designed to be used as a dwelling only. The state law limits the use of these structures to the purpose for which they are designed. The law does provide for a pre-constructed building to be used commercially. These buildings are defined as industrialized buildings and to be used commercially for anything other than raw storage. They must bear the State DCA Insignia, indicating the approved construction requirement for the building.

As of May 27, 1994, Augusta-Richmond County will issue permits only when compliance with the provisions of the state law is met.