

PERMIT NUMBER _____
DEVELOPMENT PERMIT _____
DRIVEWAY PERMIT _____

DATE _____
LOCATE OR RELOCATE MOBILE HOME PERMIT _____
911 ADDRESS _____ DATE ASSIGNED _____

AS OF 7-24-14

RESIDENTIAL _____ COMMERCIAL _____ MINING OR SPECIALTY _____ PROPERTY ID: _____

911 RESIDENT NAME: _____ PHONE: _____

LOCATION/DESCRIPTION OF PROPERTY (ROAD, LOT #, Etc.): _____ USE OF LAND (RESIDENCE, HUNTING, Etc.): _____

ASSIGNED E-911 ADDRESS _____ BY: _____

DEVELOPMENT RESIDENCE _____ OUTBUILDING _____ NEW _____ ADDITION _____ NUMBER OF SEPARATE STRUCTURES TO BE BUILT _____

APPROXIMATE SQUARE FOOTAGE: _____ ESTIMATED COMPLETION/MOVE DATE: _____

LANDOWNER/PURCHASER: _____ PHONE: _____

MAILING ADDRESS: _____

APPLICANT: _____ PHONE: _____

CONTRACTOR/TRANSPORTER/SELLER: _____ PHONE: _____

PERMIT NUMBER _____

MOBILE HOME NEW: _____ USED: _____ YEAR MODEL: _____ INSPECTION: YES _____ NO _____ ESTIMATED MOVE DATE: _____

MH SERIAL NO: _____ DEALER/SELLER: _____

HEALTH DEPT SEPTIC PERMIT NO: OSC _____ EXISTING PERMIT: YES _____ NO _____ APPROVED BY: _____ NO: 150- _____

TO YOUR KNOWLEDGE IS THE PROPERTY LOCATED IN A FLOOD ZONE AREA: YES _____ NO _____ IS THERE A BODY OF WATER WITHIN 500 FT: YES _____ NO _____

DRIVEWAY COUNTY ROAD BEING ACCESSED: _____ TYPE OF VEHICLE TO UTILIZE DRIVEWAY: _____

NOTE: CODE ENFORCEMENT PERSONNEL WILL CONDUCT FIELD INSPECTION

I hereby certify all the information provided is correct to the best of my knowledge.

Signature: _____ Date: _____

NOTE: FILING OF THIS DOCUMENT WILL CREATE A REVIEW OF THE COUNTY'S VALUATION OF THE PROPERTY. REASONABLE NOTICE IS HEREBY PROVIDED THAT AN ONSITE INSPECTION BY A MEMBER OF THE COUNTY APPRAISAL STAFF MAY BE REQUIRED.

COUNTY USE ONLY

FLOOD PLAIN Yes _____ No _____ APPROVED YES _____ No _____ ADDENDUMS YES _____ NO _____ NO. OF PAGES _____

COMMENTS: _____

APPROVAL: _____

DATE: _____

INFORMATION SHEET FOR WASHINGTON COUNTY PERMITS

Washington County started a development permit procedure on January 1, 2014 for any development in unincorporated parts of the County. These permits are required for new or used mobile homes, residential or commercial construction, remodels and new outbuildings over 400 square feet, new RV parks, mobile home parks, subdivisions with private roads and for new or rebuilt driveways.

Purpose of the Development Permits

This procedure was begun to ensure that residents and businesses:

- 1) Have homes, roads, subdivisions, and structures built in areas that are not subject to flooding or severe erosion— or in flood zones.
- 2) Are aware that private roads (built by private contractors) are the responsibility of the builder and that there is no guarantee that private roads will ever be maintained by the County.
- 3) Have valid and prominently posted E-911 addresses to improve the ability of first responders and emergency personnel to locate the address which they are dispatched,
- 4) Can participate in the low cost Federal Flood Insurance Program.

Who Issues the Permits?

Development, E-911 Addresses, County Right-of-Way (i.e. Driveway) Permits and Mobile Home Transport Permits:

*Washington County Tax Assessors' Office
 121 Jones Street, Sandersville, GA 31082
 Email: wboa@washingtoncountyga.gov*

*Phone 47-552-2837
 Fax: 478-640-9962*

Septic Tank Permits:

*Washington County Board of Health
 201 Morningside Drive
 Sandersville, GA 31082*

*Phone: 478-552-3210
 Fax: 478-552-1832*

Utility Company Right-of-Way Encroachments (other than Drive-ways)

*Director of Public Works, Washington County Road Department
 1862 Kaolin Drive
 Sandersville, GA*

*Phone: 478-552-5330
 Phone 478-552-552-8052*

What You Should Know

Starting any Development Activities without an approved permit is a violation of County Ordinances and may lead to a citation and fine. All residents, businesses, builders, contractors, and others should take note of the estimated turnaround times on the issuance of all permits when planning their projects.

I certify that I have read and understood these procedures on the attached pages.

Signature

Print Name

Date

Address

APPLICATION PROCEDURES & RULES:

STEP 1: APPLY FOR AN E-911 ADDRESS (IF NEEDED)

- Each residence or commercial establishment must have its own address.
- The residence or structure **MUST** be staked out before an address is issued.
- The cost for the application is \$20.
- A site visit is required and is conducted on Fridays; turnaround time can take up to 7 business days.

STEP 2: APPLY FOR A DEVELOPMENT PERMIT (MUST HAVE A VALID E-911 ADDRESS).

- This permit is required for residential or commercial construction, all new additions or outbuildings over 400 square feet, new subdivisions, RV parks, mobile home parks, new or used mobile homes, and pool houses.
- A site visit is required before construction starts.
- The cost of the application is:
 - \$50 for residences, commercial buildings, habitable outbuildings, habitable pool houses & all mobile homes.
 - \$20 for all other outbuildings, remodels, carports or pool houses over 400 square feet.
 - \$200 for subdivisions, RV parks, and mobile home parks
- These permits require one or more site visits; turnaround time is typically 5 to 10 business days.

STEP 3: APPLY FOR SEPTIC TANK PERMIT (AFTER OBTAINING E-911 ADDRESS & DEVELOPMENT PERMIT)

- All Residents, commercial developers and businesses shall obtain this permit for mobile homes (new, used or replacement) or for all structure intended for human occupancy from the Washington County Board of Health
- The Septic tank permits are issued by the Board of Health under State of Georgia regulations.
- Turnaround time on such permits varies, but is subject to State regulations and testing schedules, turnaround ay take up to 20 business days.

OTHER PERMITS: COUNTY RIGHT-OF-WAY ENCROACHMENTS

- Encroachments into the right of way, such as new or rebuilt driveways, or utilities require a County permit.
- There is no fee.
- A site visit, however, is required. Subsequent to such visit, County personnel will determine the width and diameter of driveway pipes (if necessary).
- Turnaround time will be up to 10 business days.
- Utility companies should address encroachments (other than driveways) directly with the Director of Public Works at the Washington County Road Department, 1862 Kaolin Drive, Sandersville, GA (Phone: 478-552-5330).

OTHER PERMITS: TRANSPORT OF MOBILE OR MANUFACTURED HOME

- Permits to Transport a Mobile or Manufactured home must be obtained before transporting to any site in the County to ensure the mobile home's habitability (includes electrical, plumbing, & structure inspections).
- Inspection must be conducted by a certified home inspector, a licensed contractor or a building inspector from a local municipality. The County does not inspect the Home but relies on the 3rd party inspection.
- New or used mobile homes being brought to an existing home site requires a re-inspection and approval of any existing septic system at such home site by the Health Department.
- Mobile homes shall be registered with the Tax Assessor whenever there is a change of ownership.
- Decals for mobile homes must be obtained from the Tax Commissioner each year.