



UPSON COUNTY BUILDING AND ZONING DEPARTMENT
DRAKE BUILDING
305 S. HIGHTOWER STREET, SUITE D-100
THOMASTON, GA. 30286-4170 706-647-1297 garagon@upsoncountyga.org

MANUFACTURED HOME BUILDING PERMIT REQUIREMENTS

- 1) COMPLETED MANUFACTURED HOME BUILDING PERMIT APPLICATION, WHICH INCLUDES, IN PART:
 - A. Model Number and Name of Manufactured & M/H Model
 - B. Year of Manufactured and Size of Manufactured Home
 - C. HUD ID Numbers
 - D. Dealer's Name and State ID#
 - E. Installer's Name and State ID#
 - F. Installer's Occupational Tax Certificate
 - G. Electrician's State License Number and Occupational Tax Certificate
 - H. Power Company Provider Name
 - I. Map and Parcel Numbers
 - J. Copies of Deed and Plat
 - K. Parcel Acreage
 - L. Physical Address Required (If not sure of address not yet assigned, call Neill Sanders -706-646-7997)
 - M. Site Plan
 - N. Zoning Information
 - O. Floodplain Information
- 2) Two (2) sets of floor plans of Manufactured Home
- 3) Purchase order of Manufactured Home
- 4) DRIVEWAY CERTIFICATE OF COMPLIANCE (**ROAD DEPARTMENT 706-647-2824**)
- 5) SEPTIC TANK PERMIT (**ENVIRONMENTAL HEALTH DEPT 706-647-5749**)
- 6) WELL PERMIT (**ENVIRONMENTAL HEALTH DEPT 706-647-5749**)
- 7) YELLOW TAX SLIP FROM TAX ASSESSOR'S OFFICE (See Keith Snidemiller) THEN YOU WILL TAKE IT TO THE TAX COMMISSIONERS OFFICE TO SIGN OFF ON IT.
- 8) PT41 FORM (Your Manufactured Home Dealer will provide you with this form)
- 9) ORDER **BLUE ADDRESS SIGN** FROM YOUR VOLUNTEER FIRE DEPARTMENT

(2025 form)