

City of Tallapoosa

Department of Planning

25 East Alabama Street

Tallapoosa, Georgia 30176

770-574-3108

770-574-2345

Fax: 770-574-3100

MANUFACTURED HOME PERMIT FOR PLACEMENT: APPLICATION

Date: _____

APPLICANT INFORMATION:

Applicants' Name: _____

Contact phone number: _____

Home Address: _____

City/State/Zip: _____

Tax map and parcel info: _____

Applicant signature: _____

LOCATION INFORMATION:

Address where home is to be placed: _____

Zoning (Must be RM or MFR-M): _____

GENERAL INFORMATION:

Number of homes to be located (if in park): _____

Home is less than 5 years old/age? _____ / _____

(If no, permit shall be denied)

Permanent foundation: _____ Roof pitch 3:12: _____ Appearance: _____

Removal of all towing devices: _____ Permanent porches: _____

Must meet definition of Dwelling, single family (unless in park): _____

APPLICANT SIGNATURE: _____

NOTE: A rendering (plat) must be submitted demonstrating location of home, all required porches and the ability to determine compliance with all standard and requirements and must include the following certifications:

1. Knowledge of permanent porches: "Porches (landing) at all entrances other than "main exterior door" must be "36 x 48", at the main exterior door, the porch must be a minimum of fifty square feet. All must be permanently attached to the building. Steps must be permanent and if more than three steps include a handrail."
(Signature block for applicant).

OVER

2. Knowledge of all towing equipment being removed: "All towing devices, wheels, axles and hitches shall be removed" (Signature block of applicant.)

Permit shall be processed and a decision on whether to permit the placement of the manufactured home shall be made within 5 business days. Notification shall be mailed to the applicant within 5 business days after the decision. Permit fee is \$25.00, plus \$10.00 per manufactured home included in request and is non-refundable (for a single home on a single lot in an RM district, the total cost for the approval of placement permit shall be \$35.00). It is strongly recommended that the applicant purchase a copy of the City of Tallapoosa's Zoning Ordinance, available from City Hall for \$4.00. Additionally, a park applicant shall need a statement of capacity or approval from Haralson County Health Department for a septic system if not on city sewer. Lastly, a photo of the proposed home is recommended to be included with the application.

OFFICE USE ONLY:

- 1. Zoning: _____
- 2. Does home(s) qualify as Dwelling, single family? _____
- 3. Age of home(s)? _____
- 4. Porches displayed? _____
- 5. Proper size? _____
- 6. If single unit, does proposed appearance comply with neighborhood standards? _____
- 7. If in park, does park have 5 acres? _____
- 8. Park - adequate density? _____
- 9. Park - provide required buffer? _____
- 10. Park - is this a non-conforming use? _____
- 11. Park - adequate sewer capacity? _____
- 12. Have all certificates on application? _____

Date of evaluation: _____

APPROVED / DENIED

(CIRCLE STATUS)

Comments and shortcomings/errors if denied due to application:

Evaluation performed by: Patrick J. Clarey

Signature: _____

City of Tallapoosa
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(770) 574 - 3108
(770) 574 - 2345
fax: (770) 574 - 3100

IMPORTANT INFORMATION – CALL BEFORE YOU DIG! Call 811 (or 1-800-282-7411)

NOTE: Do NOT submit this page with your permit application.

REQUIRED PERMIT INFORMATION:

1. Plat/survey or drawing of dimensions of property (drawing must be accompanied by deed).
2. Size of the building to be erected.
3. Location of building on lot.
4. location of existing structures on lot.
5. Number of dwelling units the building is designed to accommodate.
6. The setback lines of building on adjoining lots (if attempting to use a set back less than that required in Zoning Ordinance).
7. Layout of off-street parking.
8. Construction plans of what is to be built (includes dimensions; commercial plans need to be detailed).

HOW TO SCHEDULE AN INSPECTION:

1. Contact City Hall (speak to Patrick Clarey) at 574-3108 and request inspection. If call is before noon, the inspection may be done at 1:00 pm that day (except Thursday, when inspections shall be done at 8:00 am). Any called in after that time shall be done the next day at approximately 1:00 pm.

REQUIRED INSPECTIONS:

1. SET BACK INSPECTION.
2. FOOTINGS.
3. SLAB & PLUMBING (if necessary).
4. ROUGH IN (after plumbing, electrical, heating & air, and insulation has been installed).
5. 30 DAY TEMPORARY POWER (electrical).
6. FINAL

Other important information:(will fail final if not installed)

1. All new houses must have a 4" street number attached to the house, preferably below the porch/night light in such a manner that when the light is on, it illuminates the number. Number must contrast with house color or have highly reflective background, as typically sold at hardware store.
2. Mail boxes must have the house number attached, on both sides of the box so that the flag/arm does not block the number in either the up or down position. Also, these numbers must be at least 3" high.

FEES:

1. House plan inspection: \$25.00
2. Subdivision plan inspection; prelim & final separate; each: \$50.00; recording fee \$8.00. (total fees \$108.00)
3. Grading permit: \$25.00, plus \$25 per acre over one acre
4. Residential: .25 per heated square foot; commercial: by value of project.
5. Electrical/plumbing/heating & air: \$50.00 each.
6. Accessory bldg: \$50; pool is \$75 and includes electrical
7. Who needs: Anyone building or altering land, if the value is over \$100.00 and affects property line or structural element. Up to \$1000.00, no fee permit. Over \$1000.00, then fees (does not apply to grading, electrical, plumbing, heating & air permits).