

**HOUSTON COUNTY BUILDING INSPECTION**  
**200 Carl Vinson Pkwy**  
**Warner Robins, Ga 31088**  
**(478) 542-2018**

**INSTRUCTIONS FOR OBTAINING MOBILE HOMES PERMITS**

1. Go to the Environmental Health Department to obtain a septic tank approval. This should be the first step because in some cases it may take a day or two to obtain the approval. (Even though it may be located in a mobile home park, you will still need an approval from Environmental Health Department).
2. Go to the Houston County Tax Office, (if you have not already purchased your current Houston County mobile home decal), to register your mobile home and purchase your decal.
3. Go to the Houston County Water Department if the mobile home will be located where there is county water, if this is the case a water tap fee must be paid. If the home will be serviced by a well, then you will need a well permit from the Environmental Health Department.
4. If there is an open ditch, you must get a driveway pipe permit either from Houston County Public Works or from our office.
5. Bring your septic tank approval, receipt that taxes have been paid, and receipt for water to the Building Inspection Department to obtain a mobile home permit. Singlewide permits will cost \$100.00 and doublewide permits are based on the base cost of the home.
6. You must have the name of the **licensed** electrician who is doing the work on your mobile home when you come to get the permit.
7. After obtaining all of the necessary permits for the mobile home you will need to call for a **SET-UP INSPECTION**, which requires completion of electrical, plumbing, blocking, and tie downs. This inspection must be prior to the installation of the underpinning. The home must be unlocked for this inspection.
8. After the Set-Up inspection is approved you will need to call for a **FINAL INSPECTION**, which will require completion of stairs, landings, and underpinning.
9. **POWER WILL NOT BE CONNECTED UNTIL BOTH INSPECTIONS ARE APPROVED.**