

**WORTH COUNTY  
BUILDING & ZONING DEPT.**

**229-776-8202 (office)**

**229-776-8247 (Fax)**

**204 E. Franklin St. Suite 16**

**Sylvester, Ga 31791**

**WORTH COUNTY PERMIT INFORMATION  
Building, Plumbing, Electrical, Mechanical &  
Fuel Gas**

**What requires a permit:**

New Construction	Fence (7 ft or higher)
Manufactured Homes (New or Pre-Owned)	Electrical
Accessory Buildings:	Plumbing
Out Buildings, Barns,	Mechanical (HVAC)
Shops, Pole Barns, Grain Bins,	Fuel Gas
Decks, Additions, ETC.	Removal or Demolitions

**Anything that may require an inspection and is 200 sf or larger.**

**What you need to obtain a permit:**

**New Constructions:**

Verify the zoning location  
(R-1, R-2, AG, MHP, ETC.)

All General and Sub-Contractor must  
provide copy of liability and/or workers  
comp. insurance.

Copy of Health Dept. Approval  
(Septic System)

All affidavit signed before permit is issued.

Set of plans of the construction

If property is in a Flood Zone, must obtain  
A flood elevation certificate from surveyor.

Copy of General Contractor license  
and Sub-Contractor license (if applicable)

## Permit Fees

### Manufactured Homes, (includes electrical, plumbing & mechanical)

Single-Wide	\$500.00
Double-Wides	\$675.00
Triple-Wides	\$850.00
Quad-Wide	\$1025.00

### Building Permits - 200 sf or more

Dwellings, Additions, & Remodels	\$0.20 per sf plus \$50.00	
Accessory building (includes: out building, storage buildings, barns & decks)	\$0.10 per sf plus \$50.00	
Plumbing	\$75.00 (up to 4 toilets)	\$125.00 (over 4 toilets)
Electrical	\$75.00 (up to 400 amp)	\$125.00 (over 400 amp)
Mechanical	\$75.00 (up to 2 units)	\$125.00 (more than 2 units)
Fuel Gas	\$75.00	

### Inground Pools (includes electrical)

Pools	\$125.00
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### Demolition and Removal Permits (all taxes must be paid in full)

Demolition	\$75.00
Removal	\$75.00

**Violation Penalties- Equals cost of initial permits**



**BUILDING PERMIT APPLICATION**  
 204 E. Franklin Street Suite 16  
 Sylvester, Ga. 31791  
 229-776-8202  
 bldgdept@worthcountyboc.com  
 zoning@worthcountyboc.com

Permit #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Amt.: \_\_\_\_\_

<b>CATEGORY OF CONSTRUCTION</b>		<p style="text-align: center;"><b>Residential</b></p> <p>Valuation \$ _____</p> <p>Square footage _____ SF</p> <p>All fee determined the square Footage of the construction.</p> <p><b>FEES:</b>  <b>Dwellings</b> - \$.20 per square foot plus \$50.00  <b>Additions</b> - \$.20 per square foot plus \$50.00  <b>Accessory Buildings</b> – (includes out buildings, storage buildings, barns, &amp; decks) \$.10 per square foot plus \$50.00</p> <hr/> <p style="text-align: center;"><b>Commercial</b></p> <p>Valuation \$ _____</p> <p>Square Footage _____</p> <p>All commercial building fees are \$.20 per square foot plus \$50.00.</p> <hr/> <p>You may email application to <a href="mailto:zoning@worthocuntyboc.com">zoning@worthocuntyboc.com</a> will all required documents.</p> <p>Permit application will expire if permit is not obtained within 30 days of submission.</p>
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	
<b>TYPE OF WORK</b>		
<input type="checkbox"/> New 1- and 2- family Dwelling	<input type="checkbox"/> Demolition	
<input type="checkbox"/> Addition/Alteration/Replacement	<input type="checkbox"/> Deck/Patio	
<input type="checkbox"/> Accessory Structure/Garage	<input type="checkbox"/> Pools	
<input type="checkbox"/> Guest House	<input type="checkbox"/> Commercial Building	
<input type="checkbox"/> Other (add description)		
<b>JOB SITE INFORMATION AND LOCATION</b>		
Project/Tenant Name:		
Job Site Address:		
Tax Map/Parcel #:		
District Zone:	Flood Map:	
<b>WORK DESCRIPTION</b>		
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT	
Name:		
Address:	Phone:	
<b>CONTACT PERSON</b>		
Name:	Phone:	
Email:		
<b>CONTRACTOR INFORMATION</b>		
Name:	Registration #:	
Address:	Phone:	
Email:		

Authorized Signature: \_\_\_\_\_

Print Name:	Date:
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**MANUFACTURE HM PERMIT APPLICATION**  
 204 E. Franklin Street Suite 16  
 Sylvester, Ga. 31791  
 229-776-8202  
[bldgdept@worthcountyboc.com](mailto:bldgdept@worthcountyboc.com)  
[zoning@worthcountyboc.com](mailto:zoning@worthcountyboc.com)

BP Permit #: \_\_\_\_\_  
 PLU Permit #: \_\_\_\_\_  
 EP Permit #: \_\_\_\_\_  
 ME Permit #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 AMT: \_\_\_\_\_

MAUFACTURED HOME INFORMATION		Valuation \$ _____
Placement	Removal/Demolition	
<input type="checkbox"/> Single-Wide	<input type="checkbox"/> Remove <input type="checkbox"/> Demolition	
<input type="checkbox"/> Double-Wide	<input type="checkbox"/> Remove <input type="checkbox"/> Demolition	
<input type="checkbox"/> Triple-Wide	<input type="checkbox"/> Remove <input type="checkbox"/> Demolition	
<input type="checkbox"/> Quad-Wide	<input type="checkbox"/> Remove <input type="checkbox"/> Demolition	
JOB SITE INFORMATION AND LOCATION		<b>Manufacture Home Information:</b> Make: _____ Model: _____ Year: _____ Size: _____ Serial #: _____  <b>FEES:</b> Single-wide \$500.00 Double-wide \$675.00 Triple-wide \$850.00 Quad-wide \$1025.00  You may email application to <a href="mailto:zoning@worthocuntyboc.com">zoning@worthocuntyboc.com</a> will all required documents.  Permit application will expire if permit is not obtained within 30 days of submission.  <b>All removals:</b> All manufactured home is to be removed within 30 days of date permit is obtained. All debris is to be cleared and utilities is to be capped off. <b>All demolitions:</b> Permits are valid for 60 days from ate obtained. All debris is to be removed from property daily or contained in a roll back dumpster until filled, then emptied. All utilities is to be capped off.
Project/Tenant Name:		
Job Site Address:		
Tax Map/Parcel #:		
District Zone:	Flood Map:	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT	
Name:		
Address:	Phone:	
INSTALLER INFORMATION		
Name:	Registration #:	
Address:	Phone:	
PLUMBER INFORMATION		
Name:	Registration #:	
Address:	Phone:	
ELECTRICIAN INFORMATION		
Name:	Registration #:	
Address:	Phone:	
MECHANICAL INFORMATION		
Name:	Registration #:	
Address:	Phone:	

Authorized Signature: \_\_\_\_\_

Print Name:	Date:
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**FUEL GAS PERMIT  
APPLICATION**  
 204 E. Franklin Street Suite 16  
 Sylvester, Ga. 31791  
 229-776-8202  
 bldgdept@worthcountybo.com  
 zoning@worthcountybo.com

Permit #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Amt.: \_\_\_\_\_

<b>CATEGORY OF CONSTRUCTION</b>		<b>FUEL GAS FEES:</b> \$75.00
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	
<b>FUEL GAS PERMITS</b>		<b>FUEL GAS ONLY:</b>
<input type="checkbox"/> fuel gas permit		
<b>JOB SITE INFORMATION AND LOCATION</b>		<input type="checkbox"/> furnace <input type="checkbox"/> gas heat pump <input type="checkbox"/> water heater <input type="checkbox"/> range <input type="checkbox"/> fireplace <input type="checkbox"/> dryer <input type="checkbox"/> wall unit heater <input type="checkbox"/> other
Project/Tenant Name:		
Job Site Address:		
Tax Map/Parcel #:		
<b>WORK DESCRIPTION</b>		You may email application to <a href="mailto:zoning@worthocuntybo.com">zoning@worthocuntybo.com</a> will all required documents.  Permit application will expire if permit is not obtained within 30 days of submission.
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT	
Name:		
Address:	Phone:	
<b>CONTACT PERSON</b>		
Name:	Phone:	
Email:		
<b>CONTRACTOR INFORMATION</b>		
Name:	Registration #:	
Address:	Phone:	
Email:		

Authorized Signature: \_\_\_\_\_

Print Name:	Date:
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**PLUMBING/FUEL GAS PERMIT APPLICATION**  
 204 E. Franklin Street Suite 16  
 Sylvester, Ga. 31791  
 229-776-8202  
 bldgdept@worthcountyboc.com  
 zoning@worthcountyboc.com

Permit #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Amt.: \_\_\_\_\_

<b>CATEGORY OF CONSTRUCTION</b>		<b>PLUMBING FEES:</b> Up to 4 toilets \$75.00 4 or more toilets \$125.00  <hr/> <b>FUEL GAS ONLY:</b>  <input type="checkbox"/> furnace <input type="checkbox"/> gas heat pump  <input type="checkbox"/> water heater <input type="checkbox"/> range  <input type="checkbox"/> fireplace <input type="checkbox"/> dryer  <input type="checkbox"/> wall unit heater  <input type="checkbox"/> other
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	
<b>PLUMBING PERMITS</b>		
<input type="checkbox"/> 1 to 4 toilets		
<input type="checkbox"/> 4 or more toilets		
<b>FUEL GAS PERMITS</b>		
<input type="checkbox"/> fuel gas permit		
<b>JOB SITE INFORMATION AND LOCATION</b>		
Project/Tenant Name:		
Job Site Address:		
Tax Map/Parcel #:		
<b>WORK DESCRIPTION</b>		
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT	
Name:		
Address:	Phone:	
<b>CONTACT PERSON</b>		
Name:	Phone:	
Email:		
<b>CONTRACTOR INFORMATION</b>		
Name:	Registration #:	
Address:	Phone:	
Email:		

You may email application to [zoning@worthocuntyboc.com](mailto:zoning@worthocuntyboc.com) will all required documents.

Permit application will expire if permit is not obtained within 30 days of submission.

Authorized Signature: \_\_\_\_\_

Print Name:	Date:
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**ELECTRICAL PERMIT  
APPLICATION**  
 204 E. Franklin Street Suite 16  
 Sylvester, Ga. 31791  
 229-776-8202  
 bldgdept@worthcountybo.com  
 zoning@worthcountybo.com

Permit #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Amt.: \_\_\_\_\_

<b>CATEGORY OF CONSTRUCTION</b>		<b>ELECTRICAL FEES:</b> Up to 400 amps \$75.00 Over 400 amps \$125.00  You may email application to <a href="mailto:zoning@worthocuntybo.com">zoning@worthocuntybo.com</a> will all required documents.  Permit application will expire if permit is not obtained within 30 days of submission.
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	
<b>JOB SITE INFORMATION AND LOCATION</b>		
Project/Tenant Name:		
Job Site Address:		
Tax Map/Parcel #:		
<b>WORK DESCRIPTION</b>		
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT	
Name:		
Address:	Phone:	
<b>CONTACT PERSON</b>		
Name:	Phone:	
Email:		
<b>CONTRACTOR INFORMATION</b>		
Name:	Registration #:	
Address:	Phone:	
Email:		

**Authorized Signature:** \_\_\_\_\_

Print Name:	Date:
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**MECHANICAL/FUEL GAS PERMIT APPLICATION**  
 204 E. Franklin Street Suite 16  
 Sylvester, Ga. 31791  
 229-776-8202  
 bldgdept@worthcountybo.com  
 zoning@worthcountybo.com

Permit #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Amt.: \_\_\_\_\_

<b>CATEGORY OF CONSTRUCTION</b>		<b>MECHANICAL FEES:</b> Up to 2 units \$75.00 2 or more units \$125.00  <hr/> <b>FUEL GAS ONLY:</b> <input type="checkbox"/> furnace <input type="checkbox"/> gas heat pump  <input type="checkbox"/> water heater <input type="checkbox"/> range  <input type="checkbox"/> fireplace <input type="checkbox"/> dryer  <input type="checkbox"/> wall unit heater  <input type="checkbox"/> other
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	
<b>MECHANICAL PERMITS</b>		
<input type="checkbox"/> 1 to 2 units (central heating & cooling)		
<input type="checkbox"/> 2 or more units (central heating & cooling)		
<b>FUEL GAS PERMITS</b>		
<input type="checkbox"/> fuel gas permit		
<b>JOB SITE INFORMATION AND LOCATION</b>		
Project/Tenant Name:		
Job Site Address:		
Tax Map/Parcel #:		
<b>WORK DESCRIPTION</b>		
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT	
Name:		
Address:	Phone:	
<b>CONTACT PERSON</b>		
Name:	Phone:	
Email:		
<b>CONTRACTOR INFORMATION</b>		
Name:	Registration #:	
Address:	Phone:	
Email:		

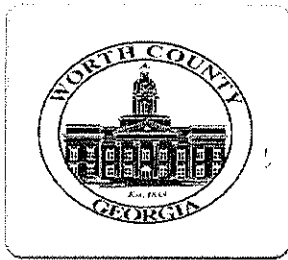
You may email application to [zoning@worthocuntyboc.com](mailto:zoning@worthocuntyboc.com) will all required documents.

Permit application will expire if permit is not obtained within 30 days of submission.

Authorized Signature: \_\_\_\_\_

Print Name:	Date:
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## Residential Contractor INSPECTIONS

The General Contractor Must Notify Our Office For The  
Certificate of Occupancy Inspection Before the Building Is Occupied

### RESPONSIBILITIES OF PERMIT HOLDERS:

1. Please give **24 hours prior notification when requesting inspections**
2. Post field copy on site in a conspicuous place prior to commencing work.
3. Comply with all applicable local, state and federal laws, codes, rules, regulations, etc.
4. Request applicable required inspections:

### MINIMUM REQUIRED INSPECTIONS:

#### Building

- a. Footing/slab – before concrete is placed.
- b. Framing – after all rough-in plumbing, electrical and mechanical is in place.
- c. Insulation: after baffles and insulation is installed and before installing gypsum board.
- d. **Final**– after all building, mechanical, plumbing, gas and electrical systems are installed, connected and tested.

#### Plumbing

- a. Underground piping – after piping is installed and before backfill is placed.
- b. Rough-in – after soil, waste and vent, water supply and fuel piping are in place and before piping is concealed.
- c. **Final** – after all piping and fixtures are in place, connected and tested (Section 311 IPC).

#### Electrical

- a. Underground – after conduits are installed and before backfill is placed.
- b. Slab rough-in – after all electrical systems are installed prior to placement of concrete.
- c. Rough-in – after all wiring, conduit and boxes are installed prior to concealment. Exterior disconnect required.
- d. **Final** – after entire system is installed, connected and ready for testing.

#### Mechanical

- a. Underground – after ducts and refrigerant piping is installed and before backfill is placed.
- b. Rough-in – after all ducts and refrigerant piping is in place and before piping is concealed and before any fixtures or appliances are connected.
- c. **Final** – after all piping, fixtures and appliances are installed, connected and tested. Requires a blower door test.

#### Gas

- a. Underground – after all piping is installed and before backfill is placed.
- b. Rough-in – after piping is installed and before piping is concealed and before any fixtures or appliances are connected. A Gas Pressure Test Affidavit is required before services may be connected.
- c. **Final** – after all piping, fixtures and appliances are installed, connected and tested (Section 406 IFGC).

#### Fire Protection Systems (Coordinate inspection with the Fire Dept. (229) 776-8223 (when applicable)

- a. Fire Pump installed and ready for testing in accordance with NFPA 20.
- b. Above Ground – after all above ground sprinkler system components are installed.
- c. **Final** – after all underground and above ground sprinklers are installed, flushed and tested.

**CONTACT THE BUILDING & ZONING DEPARTMENT  
AT 229-776-8202  
FOR ALL INSPECTIONS**



## Mobile Home Pre-Inspection Checklist

### TWO (2) STEP INSPECTION PROCESS

#### STEP ONE: CALL FOR THE FIRST INSPECTION WHEN THESE ITEMS ARE COMPLETE.

1. E-911 issued address numbers must be installed.
2. Mobile Home Decal installed where visible from the outside and facing the street.
3. Piers (blocking) and tie downs complete. Have manufacturer's instructions in a waterproof bag on the power pole to verify recommended tie down procedure. (SEE ATTACHED)
4. DO NOT underpin until Building Inspector has inspected and approved piers and tie downs. You may underpin behind any decks and/or landings ONLY.
5. All electrical work complete. (SEE ELECTRICAL INFORMATION)  
Access to the interior electrical panel is required.
6. Septic tank installed and plumbing complete. (SEE PLUMBING INFORMATION)
7. All mechanical work complete. (SEE MECHANICAL INFORMATION)

When all of the above items are completed and approved, You will be allowed a temporary release of power with signed affidavit.

#### STEP TWO:

1. Call for the second inspection when the underpinning for the mobile home is complete.
2. All entrance decks and stairs complete. (3X3 minimum landing, steps, handrails, etc.)

When all of the items are completed and approved, You will be allowed permanent release of power and a CERTIFICATE of COMPLIANCE will be issued.

### CALLING FOR AN INSPECTION

#### YOU MUST:

Call the Building and Zoning Department at 229-776-8202 and request an inspection.  
If you have any questions, please call the office between the hours of 8-5 and ask for an inspector.

IF YOU CALL FOR AN INSPECTION AND FOR ANY REASON YOU CANNOT BE READY, PLEASE CALL AND CANCEL YOUR SCHEDULED INSPECTION SO THAT WE MAY SERVICE OTHER CUSTOMERS.

IF YOU DO NOT CANCEL. THERE WILL BE A \$50.00 REINSPECTION FEE. IF CHARGED A REINSPECTION FEE. YOU ARE REQUIRED TO PAY THIS FEE BEFORE ANOTHER INSPECTION WILL BE SCHEDULED.

## Mobile Home set-up

### 1. Underpinning and skirting:

- A. Ventilation requirements must be met.
- B. Shall be underpinned with brick, concrete block, vinyl, or continuous aluminum or fiberglass skirting extending to the ground around the perimeter of the mobile home.
- C. R-309.2-Access: An access crawl hole 18 inches by 24 inches shall be provided to the underfloor space.

### 2. Manufactured Home Installation:

The Federal Manufactured Home Construction and Safety Standard program requires that all manufactured homes be provided with installation instructions covering foundation, anchoring and utility connections. This is described in your Manufacturer's Instruction Booklet. If this information is not available, we will use the following guidelines.

- A. Footings: All piers shall be placed on solid concrete blocks or other manufacturer approved process: less than 80 inches in height, 16 inches X 16 inches X 4 inches thick; more than 80 inches in height, 24 inches X 24 inches X 6 inches thick.
- B. Piers:
  - 1. Piers less than 36 inches in height: 8" X 16" block with open cells located vertically.
  - 2. All piers between 36 inches and 80 inches in height AND all corner piers must be double blocked (8" X 16" blocked inter-locked) and capped with a 4" masonry cap.
  - 3. Piers over 80 inches in height require engineering certification.

<u>TIE DOWNS AND ANCHORS</u>			
<u>LENGTH OF HOME</u>	<u># OF VERTICAL TIES</u>	<u># DIAGONAL TIES PER SIDE</u>	<u>MINIMUM NO. OF ANCHORS</u>
A	B	C	D
UP TO 40	2	4	8
40 TO 46	2	4	8
46 TO 49	2	5	10
49 TO 54	3	5	10
54 TO 58	3	5	10
58 TO 64	3	6	12
64 TO 70	3	6	12
70 TO 73	3	7	14
73 TO 84	4	7	14

- a. Double section manufactured homes require only the diagonal ties specified in column C.
- b. Length of manufactured home (as used in the above table) refers to length excluding the draw bar or tongue.
- c. Double sections will be bolted together by manufactured requirements.
- d. Open hook ends shall not be used in any part of the anchoring system.
- e. Anchors need to be at ground level.

### Electrical:

FOUR WIRE SYSTEM —Use 4 separate insulated conductors approved for rated amps of the disconnect.

#### CONDUCTOR TYPE AND SIZES

AMPS	COPPER			ALUMINUM		
	2 HOT	NEUT.	GRND.	2 HOT	NEUT.	GRND.
200	2/0	#1	#6	4/0	2/0	#4
175	1/0	#2	#6	3/0	1/0	#4
150	#1	#3	#6	2/0	#1	#4
125	#2	#4	#8	1/0	#2	#6
100	#4	#8	#8	#2	#4	#6

NOTE: Wiring must be all copper or all aluminum, no mixing types of wire.

1. All electrical installed shall conform to the 2014 National Electrical Code.
2. Meter can be mounted on the home if HUD approved by manufacturer.
3. Any outside receptacles must be on the G.F.C.I. protection.
4. Bond double sections of mobile homes to each other with #6 copper.
5. Ground Rod Installation: Install two 8-foot ground rods 6 feet apart. Top of the ground rods must be 2 inches below grade. The ground wire must be buried 6 inches deep and attached to the ground rods with acorn type clamps. Do not cover ground rods or ground wire until approved.
6. Trench depth 18" conduit, or 24" direct burial wire.

### Plumbing:

1. All plumbing installed shall conform to the 2012 International Plumbing Code.
2. 2012 International Residential Code requires water service lines shall not be in the same ditch as the sewer line unless they meet code requirements.
3. No water service may pass over or through any septic tank or its drain field.
4. The water distribution system shall be protected against backflow with a "Backflow Prevention" device.
5. A separate service shut-off valve shall be installed on the water line at the supply side located near the mobile home.
6. Water line must be 12 inches below grade from meter to home.
7. Any above ground water line must be insulated.
8. A clean out for routing out a plugged sewer septic line must be installed with-in 5 feet of the mobile home and visible.

### Mechanical:

1. All mechanical installed shall conform to the 2012 International Mechanical Code.
2. Disconnect located within 6'.
3. Ducts and refrigerant lines properly installed.