BUYING A MANUFACTURED HOME OFF OF A DEALER'S SALES LOT??

1st Step: Visit the County Health Department you will need to take a recorded plat and a level 3 soil report (Health Dept can provide a list of soil classifiers if needed) to apply for a "Septic System Permit". After the Environmentalist has conducted a site evaluation to determine the best location of the septic system, he will issue the permit. Fee is $225-$325 according to amount of bedrooms. Payable to Hart County Health Dept., for a new system and $100. for a re-evaluation for an existing system. The Health Dept. is located at 64 Reynolds St., Hartwell, 376-2582. Hours are 8:00 - 10:00 AM only.

Step 2: Take your approved "Septic System Permit" and "Bill of Sale" to the Tax Commissioner's Office to obtain a "Homestead Permit" (if you own land) or a "Location Permit" (if you will be renting or leasing the land). The Tax Commissioner Office is located in the County Courthouse, 376-3944. Hours are 8:30 AM – 5:00 PM.

Step 3: Take your "Septic System Permit", "Location/Homestead Permit" and "Bill of Sale" to the Addressing/Permit Office to obtain a "Transportation Permit" to move the home to its new location. The Addressing/Permit Office is located in the Administrative Services Bldg., 800 Chandler St., Hartwell, 376-1468. Hours 8:30 AM – 5:00 PM. There is a $100.00 Fee for the "Transportation Permit".

Step 4: Talk to the E-911 Addressing Coordinator about getting an address, there is a $50 Fee. Notify them of any health problems E911 should be aware of if 911 had to respond to an emergency.

Step 5: Public Works Dept. Personnel will issue you a Certificate of Occupancy prior to your moving into your mobile home. Home needs tie-downs, stairs and landings. Skirting must be permanently installed within 30 days of Certificate of Occupancy.

Step 6: Contact Hart EMC about providing service to your site. Hart EMC is at 1071 Elberton Hwy. Hartwell, 376-4714. Georgia Power also serves limited areas within the County. They are located at 1551 Zion CME Church Rd., Hartwell, 376-4727.

Step 7: Between January 1st and April 1st of the next year, visit the Tax Assessors Office in the County Courthouse to report the changes made and sign for any exemptions that may apply.

ORDINANCES ARE SUBJECT TO CHANGE, VERIFY WITH US OR GO TO www.hartcountyga.org

Hart County E-911 Addressing/Permit Office, Hartwell, 376-1468