



**Newton County
Department of Development Services**

CHECKLIST FOR MOVING A STRUCTURE

(Revised 11-03-2014)

APPLICABLE STANDARDS

The Moving, Placement and Removal of Buildings Ordinance of Newton County, Georgia.

Depending on your situation, you may need one or more of the following permits. Please read the description of each to determine which are applicable. *Please note that these permits must be applied for at least thirty (30) days prior to the date of the proposed move.*

Permit to Remove Structure (Division 4)

If the structure you wish to move is currently within unincorporated Newton County, you must apply for a permit to remove the structure from the original property. This is to ensure utilities are properly disconnected, the premises are returned to safe and sanitary conditions, etc.

Permit to Move Structure (Division 2)

If the route you will be using to move the structure includes any county roads, you must apply for a permit. This is to ensure the vehicle and load are within required standards, the route is acceptable, etc. Per Division 2 of the Moving, Placement and Removal of Buildings Ordinance of Newton County, Georgia, "no person shall move a house, dwelling apartment building or other oversize load on any county road, street or bridge within the unincorporated area of the County without a permit to do so issued by the planning department."

Requirements for Submittal

- (1) A statement, as referenced in section 2-110 (b)(7), that the person making the application on behalf of the mover has lawful authority to execute such application and that all requirements under this ordinance have been met.
- (2) A statement, as referenced in section 2-110 (b)(9), that the mover/applicant agrees to indemnify the county and hold the county harmless from any damages which the county may suffer and from any and all liability claims.
- (3) A statement certifying that the applicant will comply with all criteria listed in 2-120 and 2-130.
- (4) Proof of liability coverage in the amount of at least \$500,000 combined single limit.
- (5) A statement that the proposed route has been reviewed and approved by the Public Works and Public Safety Departments. * This is done by office once application is received for review.

Permit to Place Structure (Division 3)

If the structure will be located within unincorporated Newton County, a permit must be obtained to place the structure at the destination property. This is to ensure the structure is structurally sound for relocation, zoning standards are met, etc.

Building Permit

A building permit must be obtained in addition to the Permit to Place Structure listed above.

FEES (Subject to change)

Permit to Remove Structure on County Parcel	\$100.00
Permit to Move Structure on County Roads	\$250.00
Permit to Place Structure onto Vacant Land	\$250.00
Building Permit	Varies



APPLICATION FOR PERMIT TO MOVE STRUCTURE ON COUNTY ROADS

Newton County Department of Development Services
1113 Usher Street, Suite 204, Covington, GA 30014
678-625-1650 Phone * 770-784-2118 Fax

Owner(s) Information:		
Name _____	Street Address _____	Phone _____
Name _____	City, State, Zip _____	Cell _____
		Email _____

Present Location of Structure:		Destination Location of Structure:	
Street Address _____	Map & Parcel # _____	Street Address _____	Map & Parcel # _____
City, State, Zip _____		City, State, Zip _____	

Mover Information:		
Company Name _____	Business Address _____	Phone _____
Contact Name _____	City, State, Zip _____	Cell _____
		Email _____

Insurance Company Information:		Liability Coverage Amount:
Company Name _____	Insurance Company Address _____	\$ _____
Contact Name _____	City, State, Zip _____	
	Phone _____	

Structure Information:			Proposed Move Information:	
Vehicle & Load			Date of Move _____	
Total Height _____	Outside Length _____	Outside Width _____	Time of Move _____	

Applicant's Certification and Signature:

I affirm that the information I have provided on this application form is complete, accurate, and true to the best of my knowledge.

_____ Name	_____ Date
_____ Name	_____ Date



**APPLICATION FOR BUILDING PERMIT FOR A MANUFACTURED HOME
IN MHP, MHS or MSR (Mixed Use Single-Family Residential) ZONING DISTRICT**

Newton County Department of Development Services
1113 Usher Street, Suite 204, Covington, GA 30014
678-625-1659 Phone * 770-784-2118 Fax

Applicant(s) Information:

Name _____	Street Address _____	Phone _____
Name _____	City, State, Zip _____	Cell _____
		Email _____

Destination Location of Structure:

LOT # _____

Street Address _____ City _____ State _____ Zip _____

Map & Parcel # _____

Owner Information:

Company Name (if applicable) _____	Address _____	Phone _____
Name _____	City, State, Zip _____	Cell _____
		Email _____

Required Minimum Heated Square Feet for zoning district: 720 SF for MHS & MHP Districts
1250 SF for MSR District
Current Zoning: _____

Total Square Footage of Structure: _____
Power Provider: _____

Total Heated SF: _____
Total Unheated SF: _____

Applicant's Certification and Signature:

- _____ I understand I must have a permit from the Department of Development Services in order to place a structure in a Mobile Home Park or Mobile Home Subdivision.
- _____ I understand there are applicable fees for my request.
- _____ I have provided a site plan indicating the proposed placement of the structure on the property.
- _____ I have provided photograph(s) of the property showing the proposed location according to my site plan.
- _____ I affirm that the information I have provided on this application form is complete, accurate, and true to the best of my knowledge.

Name _____	Date _____
Name _____	Date _____

FEES (Subject to change)

Building Permit \$150 (Includes Electrical)

Office Use Only

Application # _____ Permit # _____ Date Submitted _____

() Approved () Denied

Reviewer's Signature: _____ Date: ___/___/___

DEMONSTRATION OF COMPLIANCE WITH CLASS "A" STANDARDS

Please initial next to each development standard to indicate compliance.

___ A minimum width in excess of twenty-eight (28) feet.

___ A minimum roof pitch of 5:12, which means having a pitch equal to at least five inches of vertical height for every twelve inches of horizontal run. Any dwelling unit for which a building permit was obtained prior to the adoption of this ordinance may be extended, enlarged or repaired as otherwise provided by this Ordinance with the same roof pitch as that allowed by the previous building permit.

___ A minimum roof overhang of 12 inches is required. All roof surfaces exposed to view shall be covered with asphalt or fiberglass shingles, wood shakes or shingles, standing seam (non-corrugated tin or steel), clay tiles, slate, or similar materials.

___ Exterior siding consisting of wood, hardboard, vinyl, brick, masonry, stone, or aluminum (vinyl covered or painted, but in no case exceeding the reflectivity of gloss white paint) comparable in composition, appearance, and durability to the exterior siding commonly used in site-built dwellings.

___ A curtain wall, unpierced except for required ventilation and access, must be installed so that it encloses the area located under the home to the ground level. Such a wall shall have a minimum thickness of four (4) inches and shall be constructed of masonry or similar material as approved by the Zoning Administrator.

___ The dwelling must be placed on a permanent foundation, either slab or pier, which meets the requirement of the Standard Building Code. In addition, the dwelling shall be completely underpinned with masonry, stone, or other similar materials manufactured for the purpose of underpinning as approved by the Zoning Administrator. Installation shall be in accordance with the Rules and Regulations for Manufactured Homes made and promulgated by the Georgia Safety Fire Commissioner and shall be completed prior to permanent electrical service.

___ Utility meters must be mounted to the structure rather than on a utility pole, and all axles, tongues, and transporting and towing apparatus must be removed before occupancy.

___ A landing must be installed at each outside doorway. The minimum size of the landing shall be four feet by six feet (excluding steps) at each doorway. The structure must include steps which lead to ground level, and both landing and steps must meet the requirements of the Standard Building Code.

___ The dwelling must be installed in accordance with O.C.G.A. § 8-2-160 et seq., and the rules promulgated thereunder.