



**ROCKDALE COUNTY PLANNING AND DEVELOPMENT
MANUFACTURED HOUSE PERMIT**

SUBMIT:

- Permit application (see next page)
- Digital copy of the structure location plan (prepared, signed and sealed by a land surveyor, professional engineer, or landscape architect)
- Digital copy of the floor plan no larger than 11” x 17”
- Approval letter from Environmental Health, if on septic tank (telephone: 770-278-7340), or Proof of sewer connection from Rockdale Water Resources (telephone:)
- Copy of Georgia Contractor’s License & Business License

STRUCTURE LOCATION PLAN:

- Boundary lines of the lot
- Subdivision name, zoning district, and tax parcel ID number
- Lot area (total square footage)
- Location and names of all abutting streets, other rights-of-way or easements
- Minimum required f building setbacks or buffer lines with dimensions (see [Section 214-1](#) and [Section 326-6](#))
- Location of all buildings with FFE, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed, dimensions of buildings and distances between all structures and to the nearest property lines
- All easements, public water, sewer or stormwater drainage facilities traversing or located on the property, septic tank and septic tank drain field
- Impervious area (includes all structures, sidewalks, driveways, paved areas, swimming pools): Existing, proposed and total impervious area (square footage)
- Limit of the 100-year floodplain, wetland areas, streams, historic structures and any applicable buffers or special building setback lines
- Existing and proposed grades with two-foot contour intervals, and erosion and sediment control measures
- All other applicable requirements of the UDO or conditions of zoning
- Name, address and telephone number of the property owner
- Name, address and telephone number of the person who prepared the structure location plan
- Exterior building material description (see [Section 214-7](#))
- Note on plan: “This structure Location Plan has been reviewed for general compliance with the Rockdale County Unified Development Ordinance and is approved for issuance of a building permit for the residential structure and other improvements shown hereon. (No framing inspection will be approved until a flood elevation certificate has been received by the department.) This approval is granted with the provision that no Certificate of Occupancy or Certificate of Completeness shall be issued until conformance to this structure location plan has been field verified by the building official or has been verified by an as-built foundation survey prepared by a Registered Land Surveyor or Professional Engineer”

Department of Planning and Development contact information:

In person: 968 Milstead Avenue, Conyers, GA 30012 ◦ Monday through Friday, 8:00am to 5:00pm	
Mail: P.O. Box 289, Conyers, GA 3001	Phone: 770 278-7100
Email: permit@rockdalecounty.org	Fax: 770 278-8940



ROCKDALE COUNTY PLANNING AND DEVELOPMENT MANUFACTURED HOUSE PERMIT APPLICATION

Date: [Click here to enter a date.](#)

PROPERTY INFORMATION:

Address of project: Click here to enter text.	
Lot number: Click here to enter text.	Subdivision name: Click here to enter text.

PROPERTY OWNER INFORMATION:

Name of property owner: Click here to enter text.	
Current address: Click here to enter text.	
Phone: Click here to enter text.	Email: Click here to enter text.

CONTRACTOR INFORMATION:

Name of company: Click here to enter text.	
Name of main contact: Click here to enter text.	
Address: Click here to enter text.	
Phone: Click here to enter text.	Email: Click here to enter text.

EROSION AND SEDIMENT CONTROL (must provide copy of card):

Name of card holder: Click here to enter text.	
Certification number: Click here to enter text.	Expiration date: Click here to enter a date.
Name of 24h contact: Click here to enter text.	Phone: Click here to enter text.

PROPOSED STRUCTURE:

Description of proposed use: Click here to enter text.				
Other structures on the property: Click here to enter text.				
Type of work: <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Repair				
Exterior finish (all that apply): <input type="checkbox"/> Brick <input type="checkbox"/> Wood <input type="checkbox"/> Stucco <input type="checkbox"/> Stone				
# stories: Number	# bedrooms: Number	# bathrooms: Number	# toilets: Number	# sinks: Number
# tubs: Number	# separate showers: Number	# water heaters: Number	# dishwashers: Number	
Utility service: <input type="checkbox"/> Gas <input type="checkbox"/> Electrical				
Heated square footage (excluding basement and bonus room): Number				
Finished basement sq. ft.: Number		Unfinished basement sq. ft.: Number		Garage sq. ft.: Number
Finished bonus room square footage: Number			Unfinished bonus room square footage: Number	
Total heated square footage: Number			Total unheated square footage: Number	
Estimated cost of project: \$ Number				

Signature of applicant: _____



ROCKDALE COUNTY PLANNING AND DEVELOPMENT
RESIDENTIAL DWELLING AFFIDAVIT
Compliance with the Georgia State Energy Code
(2006 International Energy Conservation Code with 2008
Georgia State Supplements and Amendments)

Permit number: Click here to enter text.	Date: Click here to enter a date.
Property address: Click here to enter text.	
Tax ID: Click here to enter text.	
Contracting company name: Click here to enter text.	
Address: Click here to enter text.	

The State of Georgia has adopted as State Law, the International Energy Conservation Code, 2006 Edition. This code regulates the design, erection, construction, alteration and renovation of buildings. The designer/ builder/ general contractor shall comply with the standards of this Code which are applicable.

This code contains requirements for energy conservation and in prior editions, first became effective on April 1, 1996. Compliance with this code by designers, general contractors & builders is mandatory.

[Enter name here](#) personally appeared before me who on oath says that he/she is the designer /builder/contractor or their designated agent and certifies that the above permitted structure shall be built in accordance with the International Energy Code 2006 Edition.

This the [number](#) day of [month](#), 20 [year](#)

Notary Public signature

Designer, builder, contractor or agent signature

GA Registration No. and expiration date

Seal:

ROCKDALE COUNTY PLANNING AND DEVELOPMENT
OCCUPATION TAX AFFIDAVIT
 (No State card required)

This affidavit must be filled, signed and completed with a current copy of each occupational tax license, *prior* to the issuance of the certificate of occupancy.

Master permit number: Click here to enter text.	Date issued: Click here to enter a date.
Property address: Click here to enter text.	
Contractor or owner: Click here to enter text.	

License Type	Contractor or Company	County and License Number
Demolition	Click here to enter text.	Click here to enter text.
Grading	Click here to enter text.	Click here to enter text.
Footing	Click here to enter text.	Click here to enter text.
Foundation	Click here to enter text.	Click here to enter text.
Waterproofing	Click here to enter text.	Click here to enter text.
Pest Control	Click here to enter text.	Click here to enter text.
Concrete Finisher	Click here to enter text.	Click here to enter text.
Framing	Click here to enter text.	Click here to enter text.
Siding/ Cornice	Click here to enter text.	Click here to enter text.
Masonry/ Stucco	Click here to enter text.	Click here to enter text.
Fireplace	Click here to enter text.	Click here to enter text.
Roofing/ Sheathing	Click here to enter text.	Click here to enter text.
Insulation	Click here to enter text.	Click here to enter text.
Sheetrock - Hang	Click here to enter text.	Click here to enter text.
Sheetrock - Finish	Click here to enter text.	Click here to enter text.
Interior Trim	Click here to enter text.	Click here to enter text.
Painting Interior	Click here to enter text.	Click here to enter text.
Painting Exterior	Click here to enter text.	Click here to enter text.
Wallpaper	Click here to enter text.	Click here to enter text.
Tile	Click here to enter text.	Click here to enter text.
Landscaping	Click here to enter text.	Click here to enter text.
Gutters	Click here to enter text.	Click here to enter text.
Fire Sprinkler	Click here to enter text.	Click here to enter text.
Lawn Sprinkler	Click here to enter text.	Click here to enter text.
Decks/ Porches	Click here to enter text.	Click here to enter text.
Cabinetry	Click here to enter text.	Click here to enter text.
Glass/ Mirrors	Click here to enter text.	Click here to enter text.
Marble Fixtures	Click here to enter text.	Click here to enter text.
Cleaning Services	Click here to enter text.	Click here to enter text.
Septic Tank	Click here to enter text.	Click here to enter text.
Well	Click here to enter text.	Click here to enter text.
Door/ Widow Installation	Click here to enter text.	Click here to enter text.
Asphalt Paving Contractor	Click here to enter text.	Click here to enter text.

I do understand that I am responsible for each required contractor to provide proof of having paid applicable occupation taxes. Any false information or representation will be prosecuted under all applicable laws and ordinances.

Master permit holder signature: _____ Date: _____

O.C.G.A. 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a Permit or License, as referenced in O.C.G.A. 50-36-1, from Rockdale County, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- I am a United States citizen.
- I am a legal permanent resident of the United States.
- I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or _____ other federal immigration agency is: enter number here

**** Wait to be in front of the notary before signing ****

Enter applicant name here, the undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in Conyers, Georgia, this _____ day of _____, 20_____ .

Notary Public signature

Applicant signature

GA Registration No. and expiration date

Seal: