

**CITY OF DONALSONVILLE
MANUFACTURED BUILDING PERMIT APPLICATION**

DATE 20 **FEE AMT. \$** _____ **PAID** Y N **PERMIT#MB** _____

NAME: _____ **TELEPHONE:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

LOT ADDRESS: (IF DIFFERENT) _____

IS LOT: OWNED RENTED **IS LOT IN FLOOD PLAIN:** Y N

NAME OF LOT OWNER IF RENTED: _____

IS MB TO BE USED FOR: HOME OR COMMERCIAL

PURCHASE PRICE OF MANUFACTURED HOME: \$ _____

MB PURCHASED FROM: _____ **PHONE :** _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

NAME OF MANUFACTURER: _____

SINGLE WIDE DOUBLE WIDE **SIZE:** _____ **AREA** _____ **Sq** _____

IS MB HUD CERTIFIED: Y N **HUD #** _____

IS MB MOUNTED ON METAL CHASIS WOOD JOIST OTHER

OUTSIDE FINISH: _____ **ROOF MATERIAL:** _____

INSIDE FINISH: _____ **SKIRTING MATERIAL: BRICK OR BLOCK**

IS CONSTRUCTION CONSISTENT WITH OTHER BUILDINGS Y N

CITY SERVICES REQUIRED FOR MB WATER SEWER GAS

ARE REQUIRED SERVICES AVAILABLE AT SIGHT?: Y N

RESTRICTIONS AND CONDITIONS: _____

COMMENTS: _____

BY VOTE OF THE MAYOR AND COUNCIL, _____ **ON THIS THE** _____ **DAY OF**

_____ **20** _____

THIS APPLICATION IS HEREBY: APPROVED REJECTED

APPLICANT _____ **CITY OF DONALSONVILLE**

SIGNED: _____ **SIGNED:** _____



PT41 Form

DEALER'S STATEMENT OF SALE OF MOBILE HOME

Pursuant to Georgia Department of Revenue Rule 560-11-9-.03(d), this form is to be completed by the dealer upon the sale of a mobile home after January 1. The dealer shall maintain the "Dealer's Copy" and provide the purchaser with the remaining copies. The purchaser shall submit this statement to the county tax commissioner at the time the mobile home location permit is obtained. The tax commissioner shall distribute the copies accordingly.

SECTION A: DEALER INFORMATION				
Name:		Georgia ID No.:	Date Mobile Home Sold:	Invoice No.:
Address:		City, State, Zip:		County where dealer located:
SECTION B: PURCHASER INFORMATION				
Name:		Address:		
City, State, Zip:		County where mobile home is to be located:	Purchase Price:	
SECTION C: MOBILE HOME INFORMATION				
Make:		Model:		
Size:	Model Year:	Manufacturer's ID #:		
SECTION D: DEALER'S STATEMENT				
Check A. or B. below:				
A. _____, as the authorized agent for the mobile home dealer listed above, acknowledge that the mobile home purchased by the taxpayer listed above was not in the dealer's inventory as of January 1, 2_____.				
B. _____, as the authorized agent for the mobile home dealer listed above, acknowledge that the mobile home purchased by the taxpayer listed above has been or will be included in the Inventory Section of Form PT-50P required to be returned to the _____ County Board of Tax Assessors for tax year 2_____.				
_____ Signature of Authorized Agent			_____ Date	
<input type="checkbox"/> TAX COMMISSIONER'S COPY	<input type="checkbox"/> TAX ASSESSORS COPY	<input type="checkbox"/> MOTOR VEHICLE DIVISION COPY	<input type="checkbox"/> PURCHASER'S COPY	<input type="checkbox"/> DEALER'S COPY

560-11-9-.04 Issuance of Permits; Display of Decals.

(1) Each year every owner of a mobile home subject to taxation under Article 10 of Chapter 5 of Title 48 of the Official Code of Georgia Annotated shall on or before April 1 and at the time of returning such mobile home for taxation, pay all taxes due to the tax commissioner on such mobile home and obtain a mobile home location permit.

(2) The tax commissioner shall not issue such location permit until all outstanding taxes due on the mobile home, including delinquent taxes, interest and penalties, are paid.

(3) The tax commissioner shall give the taxpayer a decal as evidence of the payment of all outstanding taxes and the issuance of a mobile home location permit.

(a) The mobile home decal shall be in the color and form prescribed each year by the Commissioner and shall reflect the county of issuance and the calendar year for which the permit is issued.

(b) The mobile home decal shall be attached to the mobile home of the owner immediately after receiving it from the tax commissioner. The local governing authority may by local ordinance provide for a uniform manner of displaying such decal that facilitates the enforcement of this Regulation. In the absence of such an ordinance, the decal shall be prominently displayed on the mobile home in a manner that makes it clearly visible to appraisal officials that come on the premises to inspect the mobile home.



the owner may submit reasonable evidence of such tax payment to the tax commissioner of the county where the mobile home is now situated and that tax commissioner shall issue a mobile home location permit for such county.

(c) Where there has been a sale or transfer of a mobile home and the new owner seeks a mobile home location permit in a county other than that in which the previous owner was required to return the mobile home and pay the taxes due, the new owner, in the absence of satisfactory evidence obtained from the old owner that taxes have been paid, may request from the tax commissioner of such county a certificate indicating that all taxes outstanding have been paid. Upon receipt of the certificate from the new owner, the tax commissioner of the county where the mobile home is now situated shall issue the required mobile home location permit.

(d) Upon the sale of a mobile home by a dealer after January 1, the dealer shall complete and provide to the purchaser Form PT-41. The purchaser shall submit Form PT-41 to the tax commissioner at the time the mobile home location permit is obtained. Upon receipt of Form PT-41, the tax commissioner shall collect any outstanding taxes from prior years that may be unpaid, and shall then issue the required mobile home location permit for the current year without payment of tax. The tax commissioner shall retain one copy of Form PT-41 and distribute a copy to the purchaser, the dealer, the board of tax assessors, and the Motor Vehicle Division.



1934
Charter Member

City of Donalsonville

127 East Second Street • Post Office Box 308
DONALSONVILLE, GEORGIA 39845

Telephone 229-524-2118 FAX 229-524-8360



IMPORTANT NOTICE: MANUFACTURED BUILDING UNDERPINNING

TO: ALL MANUFACTURED BUILDING AND HOMEOWNERS RECEIVING APPROVAL TO LOCATE A MANUFACTURE STRUCTURE WITHIN THE CITY OF DONALSONVILLE OUTSIDE A MANUFACTURED HOME PARK

The Mayor and Council of the City of Donalsonville have adopted a Policy that all manufactured buildings located within the City are to be underpinned around the entire perimeter with a masonry underpinning material such as concrete block or brick, and shall be constructed in such a manner so that the construction of the underpinning will pass an inspection by the City's Building Inspection Department. Utility services such as electricity, water, sewer, sanitation, etc., will not be authorized for the home or building until the underpinning has been completed.

Some additional guidelines that should be adhered too are as follows:

- (A) The individual or contractor who constructs the masonry underpinning must be licensed or permitted to perform such work within the city, unless the owner chooses to perform the work by him or herself, without assistance. However,
- (B) Whoever constructs the masonry underpinning for a manufactured home or building must construct it according to the common, acceptable standards for masonry construction practices.
- (C) Coating block construction with stucco or plaster may or may not be a requirement of the Mayor and Council for your particular location, however, in all cases where the block or brick masonry material is not constructed in a straight and level fashion that is aesthetically pleasing, the building inspector will require that the work be coated with stucco or plaster.
- (D) The underpinning of the manufactured home or building shall have a framed access port or scuttle, generally pre-fabbed from metal, installed, and shall have sufficient air vents installed around the perimeter to provide ventilation beneath the structure.
- (E) The soil at your building location site should be treated for soil dwelling pests such as termites and certain types of ants that may damage the structure prior to the installation of the building.



1934
Charter Member

City of Donalsonville

127 E. 2nd Street • P.O. Box 308
DONALSONVILLE, GEORGIA 39845

Telephone 229-524-2118 Fax: 229-524-8360



IMPORTANT NOTICE:

TO: MANUFACTURED HOMEOWNERS OR APPLICANTS FOR PERMITS TO LOCATE A MANUFACTURED HOME OR BUILDING IN THE CITY,

FROM: BUILDING INSPECTION DEPARTMENT

RE: TREATING FOR SOIL SWELLING PESTS-TERMITES, ANTS, ETC.

MESSAGE:

If you are a resident of the city who dwells in a manufactured home, or an applicant for a permit to locate a manufactured building within the city, the Building Inspection Department hereby calls your attention to the issue of soil treatment to prevent the infestation of your building or home by unwanted pests such as termites and certain varieties of ants. As you no doubt know, soil dwelling pests are a continual factor to deal with in warmer climates, and will attack manufactured homes just as they do site-built homes.

The difference that we have been made aware of is that while mortgage lenders for site-built homes almost always require a certificate of treatment, commonly called a "Termite Certificate" as a part of the loan package, mortgage lenders for manufactured buildings and homes may not do so.

You should therefore give careful consideration to having a qualified person or company check the soil around and under your manufactured home or building to determine the need for this protection. Termites do not know the difference in wood products, whether in manufactured home or a site-built one, but what you do about them now will make an important difference in preventing damage to your manufactured home or building that could save you a lot of money in years to come.