

## Mobile Home Information

### Verify Zoning and Setbacks on parcel

The following items are needed to complete the process;

1. Mobile Home Permit Application
2. Copy of Current Camden County Tax Decal & Registration
3. Copy of Mobile Home Purchase Agreement
4. Contractors
  - a. Mobile Home Mover
    - i. State of Georgia Certification
    - ii. Georgia Occupational License
      1. Copy of Current Occupational License in a Georgia City or County
      2. City of Woodbine Application for Occupational License Tax Certificate
      3. Occupational License Fee Due - \$50.00 (Due to City of Woodbine if not already licensed in Woodbine)
      4. Affidavit for City Public Benefit Application (SAVE Affidavit)
        - a. This form must be notarized.
  - b. Electrician
    - i. State of Georgia Certification
    - ii. Georgia Occupational License
      1. Copy of Current Occupational License in a Georgia City or County
      2. City of Woodbine Application for Occupational Tax Certificate
      3. Administrative Fee Due - \$50.00 (Due to City of Woodbine if not already licensed in Woodbine)
      4. Authorized Permit Agent Form for Electrical Contractor
        - a. This form must be notarized.
      5. Affidavit for City Public Benefit Application (SAVE Affidavit)
        - a. This form must be notarized.
        - b. This form must be signed by the same person who signs the "Authorized Permit Agent Form for Electrical Contractors".
  - c. Plumber
    - i. State of Georgia Certification
    - ii. Georgia Occupational License
      1. Copy of Current Occupational License in a Georgia City or County
      2. City of Woodbine Application for Occupational License Tax Certificate
      3. Occupational License Fee Due – \$50.00 per (Due to City of Woodbine if not already licensed in Woodbine)
      4. Authorized Permit Agent Form for Plumbing Contractors
        - a. This form must be notarized.
      5. Affidavit for City Public Benefit Application (SAVE Affidavit)
        - a. This form must be notarized.
        - b. This form must be signed by the same person who signs the "Authorized Permit Agent Form for Plumbing Contractors".
  - d. HVAC (Air Conditioning)
    - i. State of Georgia Certification
    - ii. Georgia Occupational License
      1. Copy of Current Occupational License in a Georgia City or County
      2. City of Woodbine Application for Occupational License Tax Certificate
      3. Occupational License Fee Due - \$50.00 (Due to City of Woodbine if not already licensed in Woodbine)
      4. Authorized Permit Agent Form for Mechanical Contractors
        - a. This form must be notarized.
      5. Affidavit for City Public Benefit Application (SAVE Affidavit)
        - a. This form must be notarized.
        - b. This form must be signed by the same person who signs the "Authorized Permit Agent Form for Mechanical Contractors".

**The fee for Mobile Home Permit is based on the cost of the electrical, plumbing and HVAC. Mobile Home Permit must be paid prior to moving Mobile Home. Water/Sewer Taps and Water/Sewer Service Deposits are separate costs to this process.**