



Community Development Department

Zoning Division

135 West Cherokee Avenue, Suite 124 Cartersville, GA 30120

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Requirements Checklist for Manufactured Homes

1) **Zoning Verification**

Zoning staff must verify that the proposed vacant lot allows for a manufactured home. A manufactured home is allowed on a vacant lot in the R-4 (residential) district. In the A-1 (agriculture) district, the vacant lot must be a standard size lot, 2 acres or greater.

2) **New vs. Used Manufactured Home**

A copy of title, bill of sale or other document verifying ownership, size, and other info is required. If a used manufactured home is proposed to be moved onto a property in unincorporated Bartow County, there is an additional review – contact permitting staff 770-387-5067 for details.

3) **Size - Square Footage**

Minimum 1,200 square feet of heated area.

4) **Roof Pitch**

Minimum 5:12 pitch roof. If existing roof needs to be modified, plans need to be submitted before issuance of a permit. If a new roof is constructed to meet this requirement, the Building Official will require a structural engineer to as-built certify the roof and that the home remains HUD compliant.

5) **Landings**

Any single-family dwelling, including manufactured homes, shall have porches or landings on at least two sides, minimum size of 5 feet by 5 feet.

6) **Installation**

A manufactured home installation permit is required BEFORE the home can be placed on site. A penalty will be added to the permit fee if home is brought in before the permit is obtained. Installation shall be concluded in 120 days. Tongue and axel shall be removed.

7) **Underpinning**

Underpinning shall consist of masonry (for example, brick, stone, rock, concrete block).

8) **Allatoona Overlay District**

Check to see if the property is in the Allatoona Overlay District – the following are prohibited as exterior finish materials for manufactured homes in this district: vinyl siding, unfinished cinder blocks, metal siding, and aluminum siding.