**Mobile Home (MOBH) Permit Requirements**

**Unincorporated areas of Marion County, TN**

Mobile Homes set ***prior*** to obtaining a Mobile Home Permit are subject to being moved, ***at the owner’s expense*** if they fail to meet the adopted Marion County, TN setbacks, have been set in the Flood Plain or are located in an unsecured or dangerous location.

To apply for a Mobile Home Permit, you must have the following:

**9 1 1 Address**

The 9 1 1 address where the Mobile Home will be placed must be included on the Mobile Home Permit Application prior to submitting the application for review.

The 9 1 1 address ***must be posted street side*** prior to requesting any inspection.

To obtain a 9 1 1 address:

Contact: Jerry Don Case at the 9 1 1 Office

Phone: 423 942 4423

Physical Address: 105 West First Street, Jasper, TN 37347

Email: jdcase\_911@yahoo.com

 If emailing your request for a 9 1 1 address include the State Tax Map and Parcel ID for the property.

**The Building and Planning Office does not use Lot Numbers.**

**State Tax Map and Parcel Number**

The State Tax Map and Parcel Number of the property where the Mobile Home will be placed.

The State Tax Map and Parcel Number information can be found online at

[Tennessee Property Data Home Page (tn.gov)](https://www.assessment.cot.tn.gov/RE_Assessment/).

or

The Assessor of Property’s Office

Phone: 423 942 3494

Marion County Court House, Suite 203, Jasper, TN 37347

**Site/Plot Plan**

The Site/Plot Plan must include the location where the Mobile Home will be placed clearly marked on the plan.

If you do not have a Site/Plot Plan, contact:

The Assessor of Property’s Office

Phone: 423 942 3494

Marion County Court House, Suite 203, Jasper, TN 37347

Request a Tax Map of the property where the Mobile Home will be set.

**Septic Permits and Division of Water Resources**

Septic Permits are issued by the **T**ennessee **D**epartment of **E**nvironment and **C**onservation (TDEC).

To apply online for Division of Water Resources services including Septic Permits go to:

<https://tdec.tn.gov/septic>

For all other water related correspondence including Septic and Decentralized Systems or Greywater go to:

<http://tn.gov/environment/section/wr-water-resources>

If you prefer not to apply online, appointments for Septic Permits and other DWR services must be made directly with:

 TDEC Area Representative: Natalie Lankford at 423 883 7526

If she is unavailable, you may contact the Chattanooga TDEC Office at 423 634 5745 for assistance.

**IMPORTANT:** The Marion County Building and Planning Office cannot issue any Septic Permits perform Perc tests or provide Verification of Systems letters. Additionally, we do not maintain or have access to Septic Permit Testing Records. Please contact the Tennessee Division of Water for Septic Permits and any information regarding them.

*Reference: 08/06/2018, Division of Water Resources staff will no longer be housed in Grundy and Marion, TN Counties.*

 For all other water related correspondence including Septic and Decentralized Systems or Greywater go to:

<http://tn.gov/environment/section/wr-water-resources>

A copy of the Septic Permit or the Septic Permit receipt showing your payment as well as any associated paperwork **must be included with the Mobile Home Permit Application at the time the application is submitted.**

If an existing septic system will be used, you will need to obtain a ***Verification of System letter*** from TDEC.

If you have any questions regarding septic, contact Natalie Lankford at 423 883 7526 or the Chattanooga TDEC Office at 423 634 5745.

The following questions assume you are replacing a Mobile Home that is ***currently*** on that site and septic is already in place.

1. Does this replace the existing Mobile Home ***currently*** on this site?
2. How many Mobile Homes are ***currently*** on this property?

With the above information, you may complete an application form for a Mobile Home Permit.

**Once the review process is complete and you have requested a Pre-Installation Inspection and that Inspection has been completed and passed, you will then pay the $75.00 permit fee and receive your permit.**

Payment can be made at your convenience after the required and approved Pre-Installation Inspection is complete. Our office does not call with inspection results. Feel free to contact us to confirm the status of your inspection.

This office cannot accept debit/credit cards. Mobile Home Permit fees may be paid by check or cash. Checks should be made payable to the Marion County Trustee. Payment is not made until the approved Pre-Installation is complete.

If for any reason after issuance of the Mobile Home Permit the fee payment is NOT REFUNDABLE or transferrable.

Marion County, TN has a Mobile Home Resolution in place that states all Mobile Homes must be placed on an individual lot. The lot sizes are as follows:

1. If there is public water on the property the ***minimum***lot size is 15,000 square feet, and

b. If there is well water the ***minimum*** lot size is 25,000 square feet.

**In accordance with State Law, Mobile Homes must be setup by a licensed installer with the State of Tennessee.**

**Mobile Home Minimum Setbacks**: Are measured from the property lines, **not the road or right-of-way**. The minimum setbacks allowed are:

**Front - Forty (40’) Feet Side - Ten (10’) Feet Rear - Twenty-Five (25’) Feet**

**Electrical Permits** are obtained separately from the State of Tennessee at core.tn.gov or contact your local utility company for guidance.

**Areas which may have unstable soils are required to have the following prior to issuance of a Mobile Home Permit.**

* + 2022 FEMA Elevation Certificate – FEMA Form FF-206-FY-22-152 (formerly 086-0-33) (10/22) are required for all property adjacent to the river or any low-lying areas which might be in the Flood Plain. This certificate **must** be submitted ***prior*** to issuance of a Mobile Home Permit.
	+ You **must** have the lot checked and approved by TDEC for use of a septic system. This approval **must** be submitted with the Mobile Home Permit application.
	+ If the lot does not have a public water supply, the lot **must** be a minimum 25,000 square feet.
	+ Plot Plan (showing how the Mobile Home will be set on the lot) **must** be submitted with the Mobile Home Permit Application.
	+ Every lot **must** adjoin and/or abut a government-maintained road for at least fifty (50’) feet.
	+ A copy of the State Tax Map (with tax map and parcel number) of the parcel of property to be placed on **must** be submitted with the Mobile Home Permit Application.

\*TDEC **T**ennessee **D**epartment of **E**nvironment and **C**onservation

**Required Mobile Home Inspections**

**Mobile Home Placement Pre-Installation Inspection**

**Prio**r to installing any mobile home, you must mark the mobile home’s placement location and that location must be approved by the Marion County Building Official.

The site will be determined by minimum sixteen (16”) inch wood stakes or rebar with orange survey tape at each corner where the mobile home will be placed.

The side property lines must be clearly marked with tape.

**The 9 1 1 address MUST be posted street side**

**BEFORE**

**any Inspection can be requested, otherwise an Inspection will not be performed.**

**Scheduling Inspections**

 To schedule an inspection, phone 423 942 3527

Requests for inspections **should not** be sent via email

email is not assessible by all office staff and the request may be missed and not scheduled.

Allow one day’s notice when scheduling an inspection. Requests for Building Inspections left on the answering machine after 4:00 P.M. CST will be considered to have been received the following business day.

Provide the following information when requesting any inspection:

* Callers name and call-back number including the area code
* 9 1 1 Property Address **IMPORTANT: This office does not use Lot Numbers**
* Type of Inspection being requested:

 Mobile Home Placement Pre-Installation Inspection

Inspections are scheduled Monday through Friday. We are unable to provide a specific time the Building Inspector will arrive.

**Certificate of Occupancy for Mobile Homes**

Our office does not issue a Certificate of Occupancy for mobile homes.

The only inspection completed by this office for a mobile home is a Pre-Placement Inspection. A Pre-Placement Inspection is in consideration of where the mobile home will be set on the property and not about the structure itself.  We will not issue a Certificate of Occupancy for any structure our office had not completed any inspection/s on

as related to the structure itself.