

To Obtain a Permit :

The minimum information needed to complete an application for a Manufactured (Mobile) Home Installation permit includes:

1. Project Address
2. Property Owner's Name
3. Tax Parcel Number
4. Total Contract Cost
5. HVAC Contractor, phone #, Lic. #
6. Elec. Contractor, phone #, Lic. #
7. Plumbing Cont. phone #, Lic. #
8. Home setup contr., phone #, Lic. #
9. Year, size, model and serial number
10. Plot Plan
11. Septic permit
12. Elevation certificate if required.

PERMIT PRICING

(includes service systems)

Single-Wide	\$75.00
Single-Wide in Flood Zone	\$100
Double-Wide	\$100
Double-Wide in Flood Zone	\$125

What about the wind zone?

All Mobile Homes must be wind zone II.

Mobile homes must be anchored to meet 100 mph winds and built to NC regulations for manufactured homes to meet wind zone requirements.

Can I get a permit the same day?

Generally, no. The application must be approved by the inspections department . Usually three days are required.

SETUP INSPECTION

1. Must provide MFG setup manual for double-wide.
2. Provide completed MFG setup info sheet.
3. All electric, plumbing, & HVAC must be complete.
4. Backflow preventer must be installed on water supply & expansion tank.
5. Skirting must not be installed until underside is inspected.
6. Steps must be level, stable with rails and anchored for kicks and a 3x3 platform if the main door opens out.
7. Deck/porches must be complete.

GENERAL INFORMATION

1. If located within the flood plain, an elevation certificate is required.
2. FEMA setup is required in a flood plain.
3. An auxiliary structure must be self-supporting or engineered.
4. Additions must be engineered or third party approved with documentation.
5. Minor repairs to Vol. VII or engineer. Major repairs to third party HUD inspection.
6. Longitudinal ties needed on each end of I-beam.
7. Anchors/Ties must be 6 feet OC for wind zone II.

8. Double Wide homes require a porta-john/toilet facility for the time period of the set-up.
9. All HVAC equipment must be above flood, including duct-work.
10. You must submit a copy of the final flood elevation certification by surveyor to this office before the final inspection can be completed.
11. For sewer connected to the septic tank, do not glue black and white piping together. Have a clean out. Do not install sanitary tees on their sides or back. Increase the sewer to 4 inches once the sewer line exits from under the home.
12. Electrical inspections will check service from the meter base through the disconnect and into the home. Please have doors unlocked. Electrical will also check all outside electrical circuits and the water pump circuit. Two (2) electrical grounds are now required.
13. Mechanical: Any heat or air conditioning equipment installed outside the home must be elevated above the flood level and will also be inspected for proper installation. The same applies to the water pump.
14. 911 addresses numbers must be on your dwelling in four (4) inch or large numbers before final inspection.

