



Manufactured Home Permitting Requirements

To expedite the approval process of your application and eliminate delays, items checked on this list must be completed before the application can be accepted. Bring application to the Building Department, 2nd floor of the Community Services Building, 98 E. Morgan St.

Provide the following with your application:

- City Zoning approval within city jurisdiction - 95 West Main St., 2nd floor, 883-8580
- Septic system approval - Environmental Health Dept, 1st fl. Community Services Building, 884-3139
- GIS tax map or survey - draw the building(s) on it – available at www.transylvaniacounty.org using the Transylvania County GIS under requested links
- Erosion Control – for land disturbing activity of 4000 square feet or more, draw the proposed erosion control measures on the GIS tax map or survey
- Site Address – Emergency Services, Addressing Dept., 155 Public Safety Way, 884-3108, Ext. 1
4" numbers shall be permanently installed for final inspection
- Lien Agent Document – when project value exceeds \$30,000, available at <http://liensnc.com/>
- Floodplain Development Permit Application and Elevation Certificate - whenever property is located in the 100 year floodplain outside the city's jurisdiction – available at the Bldg. Dept.
- Manufactured Home Permit Application – all blanks must be completed

Procedural Information:

When are permits issued?

Monday – Friday, 9:00 – 12:00, 1:00 – 4:00, allow 15 minutes

What are the fees for the permit?

The permit fee for a singlewide is \$150. The permit fee for a doublewide is \$175.
The permit fee for 5/12 and greater roof pitch is \$75.

When will the Building Inspector come?

One visit will be made when the following three items have been requested. **The permit fee for additional trips is \$75 each trip.**

1. Marriage Wall inspection - for 5/12 and greater roof pitch, **the set-up contractor responsible for the work shall call in to report that the work is ready for inspection.**
2. Set-up - When the set-up of the home is completed, **the set-up contractor responsible for the work shall call in to report that the work is ready for inspection.** Set-up includes plumbing tests. Site installed portion of the building drain shall be tested by either (a) water/flood system to approximately 2" inches in the tub (b) air, 5 lbs, 15 minutes. Also included are steps and landings (under 36 sq. ft.). If any interior door swings to the outside of the home, a landing will be required. Landings 6 x 6 or smaller can be set on cap blocks as long as cap blocks are 6" below grade level. Large decks (over 36 sq. ft.) - footings for decks must be 12" deep and 4 times the diameter of the post (for example: 4 x 4 post – 16" square hole, 6 x 6 post – 24" square hole).

3. Electrical inspection - When the electrical work is complete, **the electrical contractor responsible for the work shall call in to report that the work is ready for an inspection.**

Why do I need a set-up permit?

Manufactured homes are required to be inspected to make sure that your home is installed to meet standards set by the North Carolina Department of Insurance. These standards are designed to ensure the structural strength and stability of the home, and safety to life and property.

What if the manufactured home is elevated?

When more than 25% of the area of a manufactured/mobile home is installed so that the bottom of the main frame members are more than 3 feet above ground level, the manufactured/mobile home stabilizing system shall be designed by a NC Licensed Design Professional. Plans and specifications for the set-up shall be left with the homeowner or Building Official. Set-up will be subject to inspection by local Code Enforcement Officials. (Section 3.7.7 State of NC Regulations for Manufactured Homes)

When the inspector comes:

Have the home unlocked for the inspections.

All piers will be checked for good soil bearing. No piers are allowed to bear on fill dirt.

Have the set-up manual on site. The inspector will need to refer to the manual for information required by the manufacturer and this could affect your warranty.

The site installed portion of the DWV system and the water distribution system shall be tested and inspected in accordance with the N.C. Plumbing Code. The sewer pipe and water service pipes shall be connected and left unconcealed for the inspection. Water service pipes above ground shall be insulated with R 6.5 pipe insulation.

Do not underpin the home prior to the inspection.

When is a licensed plumbing contractor required?

The sewer line and any other plumbing beyond the edge of the home require a licensed plumber.

When will the power be turned on?

Some documents will be required at this point if they are not already on file. They include: final septic system approval, well construction report, and elevation certificate for flood areas.

After your home has been inspected and approved, and all of the above documents are received, the Building Department will notify your power company that it is now safe to connect electricity to your home. You must also contact your power company at your earliest convenience in order to prevent delays in service. The power company is notified *only once per day* at 9:30 AM each weekday.

A representative from the County Tax Assessor's office will visit your construction project in approximately 3 months to view the improvements for property tax purposes. For more information contact the Tax Assessor's office at 884-3200.

Code reference: 2004 State of North Carolina Regulations for Manufactured Homes