



**COUNTY OF DUPLIN**  
BUILDING INSPECTIONS DEPARTMENT  
PO BOX 950  
KENANSVILLE, NC 28349  
PHONE: (910) 296-2124 FAX: (910) 296-2166

**INFORMATION NEEDED TO OBTAIN  
SET-UP PERMITS FOR MANUFACTURED/MODULAR  
HOMES!!**

1. Tax ID # of owner.
2. 911 address to property.
3. Septic tank approval or zoning permit from town if required.
4. Bill of sale (not hand written) or receipt of taxes paid on manufactured home.
5. If a mobile home dealer or licensed set-up contractor is setting up the manufactured home then they are required to purchase set-up permits themselves.
6. If a licensed electrician is wiring your home then they are required to purchase electrical permits themselves.
7. If you are in a possible flood zone please let us know before permit is issued.



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## **Manufactured Home Checklist**

No Underpinning until after first initial inspection is complete.

Support piers in accordance with NCMH Code or Manufacturers Setup Guidelines.

Adjacent grade to home must be sloped away to maintain positive drainage.

Vegetation under home cut to a maximum of 2" above grade.

All homes on permanent footings must have sod, stumps, & all other organic matter removed from footing areas.

Anchor tiedowns in accordance with NCMH Code or Manufacturer's Guidelines.

Longitudinal tiedowns in accordance with NCMH Code or Manufacturer's Guidelines.

All ABS or PVC drain lines strapped with approved pipe strap material every 4' under house.

No cross connection between different drain pipe materials unless approved fittings used.

All drain lines sloped to direction of flow toward septic tank or public sewer at  $\frac{1}{4}$ " per foot on pipe sizes 2-1/2" or smaller & 1/8" per foot on pipe sizes 3" or larger.

Cleanouts on drain lines shall be in accordance with NCMH Code & NC plumbing codes

Water supply line must be in place & must be an approved material, PVC is not approved to be used under home, a full open valve shall be located either outside home within 5' of the foundation wall in a readily accessible valve box or in the crawl space within 3' of access.

If water supply is private well, well must be in working condition prior to inspection (Electrical power run to, water line in place between house & well buried at proper depths in accordance with respective codes.

If water supply is public, an expansion tank must be installed on supply side of water heater.

Dryer vent must be of approved material & ducted to the outside of home.



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If Central A/C is to be used, it must be in place & installed prior to inspection with proper permit issued.

Insulation under home must be in place.

If home is multi section, crossover duct must be in place.

All exterior doors regardless of use or nonuse must have steps, if door swings to outside (excluding screen doors) a 3'x3' landing must be in place along with steps; Any steps, landings, decks, etc. over 30" in height must have rails.

Address #'s must be either on home if within sight of roadway or permanent sign adjacent to driveway if located outside sight of roadway.

Inside of home must be in a habitable condition prior to inspection, no construction or repair work being performed.

Smoke detectors must be in working condition & located near all sleeping areas.

Electrical work must be completed prior to inspection with permit issued to either licensed NC electrician or homeowner who intends to live in the home, If intent is to rent or sale then NC Licensed Electrician must do work.

Electrical service equipment must be in good working condition & all openings covered.

All light fixtures & switches, receptacles must be in place & in working condition.

Range & Dryer receptacles must be 4 wire, 4 prong.

This checklist is intended only to help with the most common questions we receive in reference to manufactured home set-ups, while much effort was put forth to make this list it does not fully cover all aspects of code enforcement, meaning we may find other violations upon inspection.

Home must fully comply with Duplin County Minimum Housing Standards, if you need a copy of these they are available in our office.

If any questions please call (910-296-2124, this is also the # to request inspection when home is ready.



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**Manufactured Home Permit Application**

PLEASE PRINT CLEARLY OR TYPE	PROPERTY ADDRESS		
	NUMBER AND STREET	CITY	TOWNSHIP
	NAME	MAILING ADDRESS - NUMBER STREET CITY STATE AND ZIP CODE	PHONE NUMBER
HOME OWNER /APPLICANT	LAST		
	FIRST		
PROPERTY OWNER	LAST		
	FIRST		
SET-UP CONTRACTOR	COMPANY		
	LICENSE NUMBER		
ELECTRICAL CONTRACTOR	COMPANY		
	LICENSE NUMBER		
PLUMBING CONTRACTOR	COMPANY		
	LICENSE NUMBER		
MECHANICAL CONTRACTOR	COMPANY		
	LICENSE NUMBER		

**PROVIDE INFORMATION REQUESTED. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.**

**HOME INFORMATION: THIS INFORMATION MUST BE COMPLETED**

Make / Model: \_\_\_\_\_  
 Model Year: \_\_\_\_\_  
 Width: \_\_\_\_\_  
 Length: \_\_\_\_\_  
 Number of Bedrooms: \_\_\_\_\_  
 Purchase Price: \_\_\_\_\_  
 Purchased From: \_\_\_\_\_  
 Year Purchased: \_\_\_\_\_

Foundation:     Temporary     Permanent  
 Will be used as Rental Unit:     Yes     No

UTILITIES  
 Sanitary Sewer Permit Number: \_\_\_\_\_  
 Sanitary Sewer District: \_\_\_\_\_  
 Electrical Service Provider:     EMC     Progress

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the home shall conform to the State of North Carolina Regulations for Manufactured Homes and all other codes and regulations or private building restrictions, if any, which may be imposed on the above property by deed.

\_\_\_\_\_  
 Signature (of owner Of Authorized Agent)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_