



BUILDING INSPECTIONS DEPARTMENT
PO BOX 950, 209 SEMINARY ST.
KENANSVILLE, NC 28349
PHONE: (910) 296-2124 FAX: (910) 296-2166
EMAIL: INSPECTIONS@DUPLINCOUNTYNC.COM

INFORMATION NEEDED FOR MANUFACTURED HOME SET UP PERMIT ISSUANCE

- Septic Tank Approval from Environmental Health Dept.
 - (910) 296-2126

- Zoning Permit from The Town Hall (If located in or within the Extra Territorial Jurisdiction of a town OR Plan review from the County Planner)
 - Call your Town Hall for any zoning questions.
 - County Planner: 910-296-2102

- 911 issued addressed to property, we will require proof of this.
 - (910) 296-2169

- Typed Bill of Sale from dealership or copy of Tax Moving Permit
 - You can obtain a moving permit from the Tax office the mobile home is from.

- The Duplin County Permit Application Filled Out
 - You can pick up an application in our office, email, or on our website: www.duplincountync.com, click on "Departments", Then click "Building Inspections" for our list of *Forms and Information*.

- If you have hired an individual to wire your home, they must be a licensed contractor and they are required to purchase the electrical permit.
 - *If the OWNER is doing the wiring, they must still obtain a permit and live in the home for a year at minimum.

- If you have hired an individual to plumb your home, they must be a licensed contractor and they are required to purchase the plumbing permit.
 - *If the OWNER is doing the plumbing, they must still obtain a permit and live in the home for a year at minimum.

- If you have hired an individual to install mechanical work to your home, they must be a licensed contractor and they are required to purchase the Mechanical permit.
 - *If the OWNER is doing the mechanical, they must still obtain a permit and live in the home for a year at minimum.

- If a home is located in a floodplain you will be required to have a land surveyor issued Elevation Certificate before permit is issued.
 - Contact a local surveyor to obtain that document.



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MANUFACTURED HOME INSPECTION PROCEDURE

NEW MANUFACTURED HOMES

The manufacturer's setup manual shall be used for installation of all new manufactured homes and the manual shall be available to the inspector at the time of inspection.

PRE-OWNED MANUFACTURED HOMES

The original manufacturer's setup manual, if available, or the NC Regulations for Manufactured Homes 2004 Edition shall be used for the installation of all pre-owned manufactured homes. If the original setup manual is used, it shall be available to the inspector at the time of inspection.

FOOTING INSPECTION

A footing inspection shall be required for piers, masonry skirting, perimeter foundations and any additions such as porches, decks, garages, etc. before any concrete is poured. The footing must meet all the requirements of the NC Code and be free of any loose soil, mud, water, roots or any other foreign matter.

SET UP INSPECTION

Before calling for an inspection, make sure of the following:

- No Underpinning until after the 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 tie downs in accordance with NCMH Code or Manufacturer's Guidelines.
- Longitudinal tie downs 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.



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- All drain lines slope to the direction of flow toward the septic tank or public sewer at ¼ " 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 the water supply is a private well, the 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 the water supply is public, an expansion tank must be installed on the supply side of the water heater.
- Dryer vent must be of approved material & ducted to the outside of home.
- 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 the home is multi section, a 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 the 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 a permit issued to either licensed NC electrician or homeowner who intends to live in the home, If intent is to rent or sell 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.



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- 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.

FINAL INSPECTION

All previous inspections shall be approved prior to final inspection unless the inspector gave permission to precede with skirting on set up inspection.

Address numbers at least 4" in height shall be posted for final inspection.

No power will be authorized for the home until everything has passed inspection.



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CHECK PERMIT TYPE: BUILDING ELECTRICAL MECHANICAL PLUMBING FUEL PIPING MANUFACTURED SET UP MODULAR SET UP

RELOCATED BUILDING: PREVIOUS OWNER: _____ PREVIOUS ADDRESS: _____

PROPERTY OWNER:	OWNER'S PHONE NUMBER:
911 ADDRESS OF PROJECT:	TOWN:
CIRCLE OCCUPANCY TYPE: ASSEMBLY BUSINESS EDUCATIONAL FACTORY HAZARDOUS INSTITUTIONAL MERCANTILE SINGLE FAMILY RESIDENTIAL DUPLEX RESIDENTIAL MULTI RESIDENTIAL STORAGE UTILITY POULTRY/LIVESTOCK	OWNER EMAIL:
CONTRACTOR COMPANY NAME:	LICENSE NUMBER/ TYPE:
CONTRACTOR ADDRESS:	TOWN:
CONTRACTOR EMAIL:	CONTRACTOR'S PHONE NUMBER:
CONTACT PERSON:	CONTACT PHONE NUMBER:
SCOPE OF WORK:	MANUFACTURED OR MODULAR SIZE SET UP: LENGTH: _____ X WIDTH: _____ TOTAL SQUARE FOOTAGE: _____ YEAR MODEL OF UNIT: _____
SQUARE FOOTAGE OF WORK AREA: _____ BUILDING WIDTH: _____ LENGTH: _____ SIZE OF ELECTRICAL SERVICE: _____ AMPS NUMBER OF HEAT/ AC UNITS: _____ NUMBER OF PLUMBING FIXTURES: _____ NUMBER OF BARN OR POULTRY HOUSES: _____	VALUATION: \$ _____

I WISH TO PERFORM THE WORK ON MY PERSONAL HOME, BUSINESS, OR PROPERTY LOCATED AT THE ABOVE ADDRESS WHICH IS OWNED BY MYSELF. I FURTHER ATTEST THAT THE WORK TO BE PERFORMED WILL NOT BE PERFORMED BY ANYONE OTHER THAN MYSELF SOLELY. I FURTHER UNDERSTAND THAT I AM RESPONSIBLE FOR OBTAINING ALL INSPECTIONS, MAKING ANY CORRECTION AND PAYING ANY INSPECTION FEES THAT MAY RESULT. ANY SUCH FEES MUST BE PAID IN FULL PRIOR TO FINAL INSPECTIONS. I UNDERSTAND THAT IF I DECIDE NOT TO PERFORM THE WORK MYSELF AND CHOOSE TO HIRE SOMEONE ELSE, THAT INDIVIDUAL MUST BE PROPERLY LICENSED AND MUST OBTAIN THEIR OWN PERMIT IN ACCORDANCE WITH NORTH CAROLINA GENERAL STATUTES. FAILURE TO COMPLY WITH THESE STATUES MAY RESULT IN ACTION BY THE APPROPRIATE NC LICENSING BOARD. IT SHALL FURTHER RESULT IN PERMIT(S) BEING REVOKED. I ATTEST UNDER PENALTIES OF PERJURY THAT ALL STATEMENTS ON THIS FORM ARE TRUE.

OWNER'S SIGNATURE _____ **DATE:** _____

HEREBY CERTIFY THAT ALL THE INFORMATION IN THIS APPLICATION IS CORRECT AND ALL WORK WILL COMPLY WITH THE STATE BUILDING CODE AND ALL OTHER APPLICABLE STATE AND LOCAL LAWS, ORDINANCES, AND REGULATIONS. THE INSPECTION DEPT. WILL BE NOTIFIED OF ANY CHANGES IN THE APPROVED PLANS AND SPECIFICATIONS FOR THE PROJECT PERMITTED HEREIN. IF THE PROPERTY IS IN THE FLOODPLAIN, AN ELEVATION CERTIFICATE MUST BE SUBMITTED PRIOR TO CONSTRUCTION & THAT THIS IS NOT AN AUTHORIZATION TO BEGIN WORK. WORK MAY ONLY COMMENCE AFTER APPROVAL AND ISSUANCE OF THE PERMIT. REINSPECTION FEES ARE \$50.00 PER TRIP.

CONTRACTOR'S SIGNATURE _____ **DATE:** _____