



# County of Moore Planning and Transportation



Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010  
Transportation: (910) 947-3389  
Fax: (910) 947-1303

## EXTERNAL CHECKLIST FOR MANUFACTURED HOME PERMIT APPLICATION

- Completed manufactured home permit application those applications are found within our department, Planning and Community Development located at 1048 Carriage Oaks Drive, Carthage, NC 28327, our phone number 910-947-5010.
- For a new septic system, an improvement permit issued by the Moore County Environmental Health Department for the proposed use. The Environmental Health Department is located at 1042 Carriage Oaks Drive, Carthage, NC 28327. Their phone number is 910-947-6283.
- Existing septic systems: A septic system recertification permit is required by the County of Moore Health Department, Environmental Health Division for the following:
  - Replacement of existing manufactured homes.
  - Additions extending outside the existing foundation.
  - Interior renovations that result in an increased number of bedrooms.
  - Replacement or addition of storage buildings, swimming pools, decks, concrete pads, irrigation systems, geothermal systems, driveways, etc.. when in the area of septic system and/or repair area.

The Environmental Health Department is located at 1042 Carriage Oaks Drive, Carthage, NC 28327. Their phone number is 910-947-6283.

- If manufactured home is being moved within Moore County a moving permit is required to be issued by the Moore County Tax Department. The Tax Office is located at Moore County Historic Courthouse on the first floor 1<sup>st</sup> floor. Their phone number is 910-947-2255.
- VIN VERIFICATION completed by the Moore County Tax Department is required for all manufactured homes being located within the County of Moore. The Tax Office is located at the Moore County Historic Courthouse of the 1<sup>st</sup> floor. Their telephone number is 910-947-2255.
- A completed residential plot plan included within the manufactured home permit application. The purpose of the residential plot plan is to clearly identify where the proposed and existing structure(s)/ building(s) are/ will be located on the property. The residential plot plan shall identify the structure(s)/ buildings distances measured to all property lines. The residential plot plan also ensures the proposed structure(s)/building(s) are not being located on top of the existing septic system, septic lines or septic repair area.
- A notarized statement if the manufactured home is being placed on property in the ownership of someone other than the person submitting the application requesting to place a manufactured home on their property or in their manufactured home park. The notarized statement shall include permission to place the manufactured home on their property or in their manufactured home park.
- A copy of recorded deed maybe required to verify ownership. A survey may also be required if lot configuration does not reflect the current records of the county. (if manufactured home is being setup in an existing manufactured home park not applicable)
- A zoning permit may be required if the subject property is located within one of the following municipalities or their ETJ.

Cameron: 910-245-3212	Robbins: 910-948-2431	Whispering Pines: 910-949-3141
Carthage: 910-947-2331	Taylor Town: 910-295-4010	
Foxfire: 910-295-5107	Vass: 910-245-4676	



# County of Moore Planning and Transportation



Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010  
Transportation: (910) 947-3389  
Fax: (910) 947-1303

## **During Manufactured Home Setup Process**

During the setup process the Moore County Inspections Division staff shall inspect your project. Because of health and safety issues, you may not move into or occupy your building in any way until your final inspection has been approved and a Certificate of Occupancy is issued. Moving into a residence before a Certificate of Occupancy has been issued is a violation of the North Carolina State Building Code and may result in electrical power disconnection and and/or legal action.

## **Inspection Requests**

Inspection requests shall be called into the Planning and Community Development Department at 910-947-2221 or 910-947-5010 between the hours of 8:00 am to 5:00 pm. The requests will be promptly scheduled. Footing and slab inspections will, if possible, be done the following day.

## **Manufactured Home Skirting Required**

All manufactured homes placed, erected or located on any parcel or lot must have either a solid foundation or skirting that fully encloses the crawl space beneath the manufactured home. Materials for skirting shall be those generally used for skirting purposes, and skirting, or the construction of a solid foundation shall be completed before the final inspection of the manufactured home. A Certificate of Occupancy will not be issued until the skirting is completed.

## **Manufactured Homes**

Manufactured homes placed, erected or located on any parcel or lot, if constructed after June 15, 1976 must display a HUD label indicating the unit meets or exceeds the construction standards promulgated by the US Department of Housing and Urban Development. A mobile home that was constructed prior to June 15, 1976 that is already located within Moore County may be moved within the County provided all permits are obtained for set-up.

## **Moving Permit:**

If the manufactured home is being moved one location in Moore County to another location within Moore County a moving permit is required to be issued by the Moore County Tax Department. The Tax Office is located at the Moore County Historic Courthouse on the first floor. If you would like to speak with someone regarding moving permits their telephone number is 910-947-2255.

**The North Carolina General Statutes § 105-316.1 requires a moving permit to move a mobile home (a) in order to protect the local taxing units of this state against the nonpayment of ad valorem taxes on mobile homes, it is unlawful for any person other than a mobile home manufacturer or retailer to remove or cause to be removed any mobile home situated at a premises in this state without first obtaining a moving permit from the tax collector of the county in which the mobile home is situated. The moving permit shall be conspicuously displayed near the license tag on the rear of the mobile home at all times during its transportation.**

## **VIN Verification:**

The Moore County Tax Department located at the Moore County Historic Courthouse on the first floor provides VIN VERIFICATIONS. If you would like to speak with someone regarding VIN VERIFICATIONS their telephone number is 910-947-2255.



# County of Moore Planning and Transportation



Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010  
Transportation: (910) 947-3389  
Fax: (910) 947-1303

## MANUFACTURED HOME INSPECTIONS

### UNDERSIDE INSPECTION

- 1) Piers / Footings. (If more than 25% of the piers are taller than 36" the setup must be approved by an engineer or architect)
- 2) Anchors / Tie downs.
- 3) Insulation under home / Condition of vapor retarder at belly.
- 4) Plumbing drain with test.
- 5) HVAC duct support under home and condition of ductwork.
- 6) Clothes dryer duct vented outside of skirting. (Duct must be smooth metal pipe only)
- 7) Exposed waterlines must be insulated under the home.
- 8) Electrical service panel must be completed. (Exterior)
- 9) Electrical sub panel must be completed. (Interior)
- 10) Smoke detector(s) location. (One in each bedroom and one outside each bedroom area)
- 11) Electrical safety walk thru. (No exposed wires, broken receptacle or switch covers, etc)
- 12) Marriage walls (Double or triple wide homes only)

### FINAL INSPECTION

- 1) Building address numbers must be posted on home. (4 inch minimum height & reflective)
- 2) Landings and steps at all exit doors. (Doors swinging out require a 3'x3' minimum stoop)
- 3) Foundation wall or skirting. (This must be completed at final or you cannot move into home)
- 4) Connection to the septic tank or public sewer system.
- 5) Connection to the well or public water system.
- 6) Plumbing pressure reduction valve.
- 7) Furnace wired with over current protection. (You must have a source of built-in heat such as a furnace or baseboard heaters, space heaters will not work)
- 8) AC wired with over current protection. (You do not have to have air conditioning but you must have heat see item #7)
- 9) Water heater wired with over current protection.
- 10) Smoke detectors need batteries installed so they can be tested.
- 11) Vapor retarder on the ground (6 mil poly) and the crawl space ventilation completed.

**Please be advised that occupancy (moving into) of the home prior to passing the final inspection and a Certificate of Occupancy being issued is illegal in the State of North Carolina. Violation of this law will result in the power being terminated to the home and can result in monetary fines or both.**

\_\_\_\_\_  
Property Owner / Agent Signature

\_\_\_\_\_  
Date



# County of Moore Planning and Transportation



Inspections/Permitting: (910) 947-2221  
 Planning: (910) 947-5010  
 Transportation: (910) 947-3389  
 Fax: (910) 947-1303

Manufactured Home Permit Application			
Application Date: _____			
Location/Address of Property: _____			
Description of Proposed Work: _____ _____ _____			
Applicant: _____			Phone: _____
Owner: _____			Phone: _____
Owner Address: _____		City: _____	St: _____ Zip: _____
Year of Home: _____	Home Length & Width: _____		Number of Bedrooms: _____
Will a mechanical system (heating and/or air conditioner) be installed with the manufactured home? (a separate fee will be charged for the mechanical system in addition to the manufacture home permit.) <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>			
Please list the names of the contractors who will be performing the work for this project. If the work will be preformed by the owner just write owner or self in the name field.			
Setup/General Contractor		Phone	License
Address:		City	St Zip
Electrical Contractor		Phone	License
Address:		City	St Zip
Mechanical Contractor		Phone	License
Address:		City	St Zip
Plumbing Contractor		Phone	License
Address:		City	St Zip
I hereby certify that all information in this application is correct and all work will comply with the State Building Code and other applicable State and local laws, ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein. I understand if this application is incomplete, no inspections will be performed on the project. By signing below I attest that I have obtained all subcontractors permission to obtain these permits.			
Owner/Agent Signature: _____			Date: _____
Office Use Only (Moore County Tax Dept.):			
VIN #: _____ Initials: _____ Date: _____			

# County of Moore Planning and Transportation



Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010  
Transportation: (910) 947-3389

## Public Water / Sewer Verification Form

A completed form shall be submitted with the building permit application for any new construction required to be connected to public water and/or sewer.

Address: _____	ParlD: _____
Proposed Use: _____	
<input type="checkbox"/> A site plan illustrating the proposed building location is attached.	
<input type="checkbox"/> <b>Water Verification</b> - To be completed by the public utility provider.	
I, the undersigned, certify that the proposed building to be located at the address listed above has received all applicable water permits to initiate the building permit process.	
Utility Provider: _____	
Name: _____	
Title: _____	
Signature: _____	
Date: _____	
<input type="checkbox"/> <b>Sewer Verification</b> - To be completed by the utility provider.	
I, the undersigned, certify that the proposed building to be located at the address listed above has received all applicable sewer permits to initiate the building permit process.	
Utility Provider: _____	
Name: _____	
Title: _____	
Signature: _____	
Date: _____	