

## Northampton County Code Enforcement

PO Box 97 Jackson, NC 27845

252-534-5171 office 252-534-1538 fax

### Requirements for Obtaining Manufactured Homes Building Permit

The following information is required to process your permit application. **Incomplete applications will not be accepted.**

1. Authorization for a Septic System is required. Please contact the Northampton County Environmental Health Department at 252-534-5841.
2. You will need a zoning authorization. Please contact the Northampton County Zoning Department at 252-534-1905 or [william.flynn@nhcnc.net](mailto:william.flynn@nhcnc.net) or [tim.lassiter1@nhcnc.net](mailto:tim.lassiter1@nhcnc.net) for properties located in the county's jurisdiction. **If construction is within the town limits** of Conway, Garysburg, Gaston, Jackson, Lasker, Rich Square, Seaboard, Severn, or Woodland, you must obtain a zoning authorization from that town before a building permit can be issued. Zoning authorizations must include the **Tax parcel number.** **This may be obtained from the tax office or Land Records.**
3. All applications must include the following:
  - A. Two (2) sets of legible building plans (drawn to scale-11 x 17 minimum size). **Allow two (2) days minimum for plan review.** To include,
    - a. Foundation plan (cross-section of footing and foundation).
    - b. Floor plan, fully dimensioned, with all rooms identified.
    - c. Wall cross-sections showing all framing details, insulation information, etc.
    - d. Framing plans, (floors & roof), including: fenestration calculations, roof & foundation ventilation calculations, and truss, LVL, and any other engineered components.
    - e. Building elevations (front view, rear view, left and right view)
    - f. All plans must be accompanied by the Residential Building Permit Application. Form is available at [www.northamptonnc.com](http://www.northamptonnc.com) under building inspections department.
  - B. A **Bill of Sale** or Contract to Purchase identifying the Make, Model, Year and Serial Number of the home is required to purchase a Manufactured Home Permit. **If** the serial number is not available at the time, a Certificate of Occupancy will not be issued until it is received.
  - C. If cost of the project is \$30,000 or more, a North Carolina Licensed General Contractor is required and a copy of the **Appointment of Lien Agent.** See [www.liensnc.com](http://www.liensnc.com).
  - D. A **surety bond**, if the General Contractor is not licensed. State law [G.S. 143-139.1] requires that any person or corporation that undertakes to erect a modular building (other than the property owner) must have a valid NC General Contractor's License or provide the local building official with a valid \$5,000 Surety Bond for each modular building to be erected. Third Party certification stamp is required on plans. **All** manufactured buildings shall be set up and installed in compliance with manufacturer's instructions.
  - E. **Tax Moving Permit** is required (**but not needed if buying off the dealer's lot**). This must be done **before** the home is moved. This permit is obtained from the tax office in the county where the home is currently located. **Lot numbers will not be accepted as an E911 address.**
  - F. A set-up manual with addendum needs to be provided for our office and a copy on site.

**Any deviation from submitted plans will require additional review and an update of permit and fees.**

### **IMPORTANT:**

According to the North Carolina General Statutes 153A-358, permits expire six (6) months after the issue date if no inspections are requested. Permits also expire when work has started but discontinued for (12) months from the last inspection date.

**If a person commences any work on a building or service system before obtaining the necessary permits, they shall be subject to penalty as established by the local governing body [G.S. 153A-354, 160a-114]. The permit fees will be doubled if work has begun without permits.**