

An application for a manufactured home must be completed and submitted along with a site plan meeting the requirements listed in the Site Plan Submittal Guide. A lot requiring a new private wastewater system (septic) and/or well will require an Environmental Services permit for the systems. Manufactured home replacements will require an onsite review of the wastewater system (septic) size and functionality. This process will begin with the application for the Manufactured Home Building Permit. Fees for onsite wastewater or well verification are paid at the time of application. The permit will be issued when all requirements are met and the permit fees are paid.

The permit for a manufactured home will include all inspections required to set up the home, proper utility connections (electrical, plumbing, gas) and the installation of the stoops and steps. Exterior wood floor systems (decks) 36 square feet or less will be included in this permit. Any deck exceeding 36 square feet will require a separate building permit and plans meeting the current edition of **North Carolina Residential Building Code**. Footings and pier spacing and anchorage shall meet the current **North Carolina Regulations for Manufactured Homes** and the **Manufacturer's Installation Instructions**. Steps shall meet the **North Carolina Regulations for Manufactured Homes**. Electrical, plumbing and mechanical work shall meet the requirement of the **National Electrical Code, North Carolina Plumbing** and **North Carolina Mechanical Codes**, respectively, along with the **North Carolina Regulations for Manufactured Homes**. Connection of plumbing systems to existing systems located under the footprint of the home may be performed by the set-up contractor. Connections of plumbing systems outside the footprint require a licensed plumbing contractor.

Note: *Section 1.2.4 of the North Carolina Regulations for Manufactured Homes states that the licensed set-up contractor who is installing a particular home shall be the party that obtains the required permits from the local jurisdiction, and the name under which the dealer or set-up contractor is licensed and the license number shall appear on the permit.*

Reminder

A Certificate of Occupancy is required before occupancy of any new or relocated Manufactured Home.

EXCEPTION: The homeowner may obtain the permit on the behalf of the installer so long as the name under which the dealer or set-up contractor is licensed and the license number appears on the permit.

The following is a summary of items required at the inspection. This is

meant to be a guide and is not a complete list of code requirements. Requests for inspections are made after all work has been completed, and the home is open and ready for inspection. The permit card and address must be posted.

1. All entrance doors must have steps leading to them.
2. Entrance doors swinging out shall have a minimum 3' X 3' landing outside the door (not applicable for screen or storm door).
3. All steps are in accordance with the **North Carolina Regulations for Manufactured Homes** section 3.11.
4. A deck greater than 36 square feet requires a separate building permit.
5. For new homes, the manufacturer's installation instructions must be in a conspicuous location. Foundation system and tie downs must be installed in accordance with the installation instructions for new homes. Installation of relocated homes may be in accordance with the **North Carolina Regulations for Manufactured Homes**.

- 6. In the absence of specific instructions from the manufacturer, an engineer's letter is required for the set up when more than 25% of the homes length is higher than 3'- 0" above grade measured at the bottom of the I-Beam, reference **North Carolina Regulations for Manufactured Homes** section 3.7.7.
- 7. Soil bearing test has been performed and the results posted in a conspicuous place to determine pier spacing.
- 8. All footer blocks shall be covered with earth.
- 9. An engineer's letter is required when screw anchors are placed in concrete.
- 10. Underneath the home is graded to prevent the water collecting.
- 11. A GFCI convenience receptacle is located adjacent to mechanical equipment.
- 12. The electrical system is complete with proper conductor and overcurrent device sizes.
- 13. All electrical conduit is supported according to code.
- 14. The water supply is installed in accordance with **North Carolina Regulations for Manufactured Homes** section 3.13.6.



- 15. All hose bibs have means for back flow prevention.
- 16. The sewer line is run with correct fall and the connection to septic tank exposed for the inspection.
- 17. All mechanical equipment must be installed with proper overcurrent protection device.
- 18. All mechanical equipment located outside is level on a suitable pad.
- 19. The ductwork run under the home is supported every 4'-0" and is greater than 0'-4" above grade.
- 20. Any replacement mechanical equipment must be approved for use in manufactured housing.
- 21. A re-inspection fee is charged for all additional inspections. Re-inspection fees must be paid before or at the time of re-inspection by check or money order payable to Wake County or by creditcard when scheduling through InspectTalk at (919) 856-6060. All checks and money orders must have the permit number noted on them.
- 22. Do not install any skirting until all inspections have been approved.

Site Plan Requirements

A preliminary site plan is required prior to permits being issued. A final (as-built) site plan may be required prior to the issuance of a Certificate of Occupancy. A good resource for a site plan is a survey issued for a recent mortgage or refinance closing.

A site plan includes the entire lot, drawn to scale (maximum paper size of 11 by 17 inches), showing the following:

- Lot lines with dimensions and road frontage delineated; existing or proposed driveways, parking spaces and walkways with width and surface-material described.
- All existing and proposed buildings or other structures with overall dimensions given and their setback(s) from nearest property lines clearly delineated.

- Existing or proposed well, septic tank and drain field location(s) or sewer and water easements and proposed connection location(s).
- All surface waters; FEMA 100-year flood fringe and floodway lines (or approximate 100-year flood line in unnumbered A Zones); flood hazard soils areas (adjust flood hazard soils to Wake County topography or field surveyed low points as appropriate); wetlands; reserved open spaces; the location, dimensions and arrangements of all drainageway, watershed, riparian, and other buffers and their associated required setbacks; the location of any existing or proposed easements (widths listed).
- A title block indicating parcel identification number (PIN), north arrow and scale of the site plan, bar scale (for preliminary plans, indicate that it is a preliminary plan), name of the Professional Land Surveyor, Landscape Architect, Professional Engineer, the landowner or his authorized agent's signature, and for licensed professionals, seal of the person who prepared the plan, date map was prepared (and any revision dates).
- For as-built final plans, indicate that it is an as-built plan, provide name of the Professional Land Surveyor who prepared the plan, his signature and seal and date map was prepared (and any revision dates).
- If parcel is less than 5 acres, scales of 1" = 30', 40', 50', 60' or 100' are acceptable.
- All existing and proposed impervious surfaces shall be clearly delineated and listed in sq. ft. and as a percentage of the total net lot size listed.
- Location, type and relevant dimensions and capacities of stormwater management structures and other devices (if stormwater management is required), plus associated easements (show dimensions).

Further information regarding requirements of the Stormwater Programs may be obtained from Wake County Environmental Services at (919) 856-7400.

Scheduling and Access to Inspection Records

Permit information and inspections results may be viewed under **Online Inspection Services** at www.wakegov.com/inspect. Pass/fail information for inspections is available on the **Interactive Voice Response System (IVR)** at (919) 856-6060.

Scheduling and cancellation of inspections is available through the **IVR** at (919) 856-6060 or the **Online Inspections Services** at www.wakegov.com/inspect.

Re-inspection fees must be paid either before or by the time of re-inspection. Fees may be paid when the inspection is scheduled using the IVR or by check or money order made payable to Wake County with the permit number listed in the memo portion of the check.

Both services are available 24 hours a day, seven days a week. All inspections scheduled prior to 6 a.m. through the **IVR** or the **Online Inspection Services** are scheduled for same day service. Requests for inspections received after 6 a.m. will be performed the next day. A login name and password is required to schedule or cancel using the Online Inspections Service. You may set this up with the Permit Staff when the permit is picked up. Special inspections or cancellations may be requested through the Permit Staff at (919) 856-6222.

