Information Needed for Mobile Home Permits

- **Preliminary Zoning Certificate:** This document must be completed by the Edgecombe County Planning Department for properties not located in any Town Limits or ETJ, with the exception of Leggett and Speed, prior to receipt of the septic report or improvements permit. If the property is located within a town or in a town's ETJ please obtain the preliminary zoning certificate from that jurisdiction.

- **Septic Report or Improvements Permit:** The Environmental Health Department (Room 443) must give approval of all septic systems prior to any permits being issued. A copy of the septic system report is required before a mobile home permit is issued. If public sewer is used, this document will not be needed.

- **Moving Permit:** If the home is being moved within Edgecombe County, a moving permit must be obtained from the Edgecombe County Tax Collector’s office before a mobile home permit is issued. If the home is being moved from another County documentation from that County’s tax office must be submitted as verification that no taxes are owed.

- **Tax Assessor’s Certification:** This document must be completed by the Edgecombe County Tax Assessor’s (Room 312) and Tax Collector’s (Room 154) offices. Tax Departments may request the title of the home.

- **Bill of Sale or Title:** This document verifies ownership of the mobile home.

- **Set up Contractor Form:** This document must be completed and signed by the setup contractor or the dealership.

- **Zoning Certificate:** The Edgecombe County Planning Department (Room 205) will provide a zoning certificate for all property not located in any Town Limits or ETJ, with the exception of Leggett and Speed. If you are moving to a town or a town’s ETJ, please obtain the zoning certificate from that jurisdiction prior to applying for permits.

Please present all of the applicable documents with your permit application to the Edgecombe County Planning & Inspections Department. Permits are issued between 8:00 a.m. and 4:00 p.m., Monday – Friday in Room 205. Payment is accepted by cash, check, credit card or debit card. No over the phone credit card or debit card payments will be accepted.
# Manufactured Home Building Permit Application

<table>
<thead>
<tr>
<th>Application Date:</th>
<th>Tax Parcel ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Homeowner (as shown on title/bill of sale):</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td>Zip:</td>
</tr>
<tr>
<td>Person to live in Home:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Land Owner's Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Value of Home:</td>
<td>Size of Home:</td>
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<tr>
<td></td>
<td>Year of Home:</td>
</tr>
<tr>
<td>Power Company:</td>
<td>Premise or Account #:</td>
</tr>
<tr>
<td>Dealer/Sales Co. &amp; License #:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Address:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Set-up Contractor/Mover &amp; License #:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Address:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Electrician &amp; License #:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Address:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>A/C Installer &amp; License #:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Address:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Plumber &amp; License #:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Address:</td>
<td>Phone #:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Underpinning?</th>
<th>Brick</th>
<th>Vinyl</th>
<th>Well</th>
<th>County Water</th>
<th>Has driveway been installed on property?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permit Fees:</th>
<th>Singlewide:</th>
<th>$125.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Doublewide:</td>
<td>$165.00</td>
</tr>
<tr>
<td></td>
<td>Triplewide:</td>
<td>$190.00</td>
</tr>
<tr>
<td></td>
<td>Modular:</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

I hereby certify that all information in this application is correct and will comply with the State Building Code and all other applicable State and local laws, ordinances and regulations. **Work may only begin after approval and issuance of the permit. Failure to obtain a manufactured home permit will result in a Stop work Order and a $200.00 fine will be assessed.** Zoning Certificate may need to be purchased from the Town if the home is inside of a Town's Jurisdiction. Re-inspection fees are charged at $75.00 first time or $150.00 each additional trip.

Printed Name of Applicant/ Agent  Signature of Applicant/Agent  Date

Revised July 2021
Information for Set-up Contractor/MOVER or Dealership

Requirement for Edgecombe County
Manufactured Home Building Permit Application

Contractor’s Name & License #: ___________________________ Phone #: ______________

Contractor’s Address: ___________________________ City: ______________ State: _______ Zip: _______

I propose to set-up a properly labeled manufactured home at the following address:

Address: ___________________________ City: ______________ State: _______ Zip: _______

☐ I am a North Carolina licensed manufactured home set-up contractor/mover.

License #: ___________________________ Name of Business: ___________________________

Printed Name of Set-up Contractor/MOVER Signature of Set-up Contractor /MOVER Date

☐ I am the owner of the proposed manufactured home. I intend to personally set-up the proposed
manufactured home, and I understand that problems which may arise due to set-up of the home will be solely my
responsibility, and I will be left with no recourse through the State or local jurisdiction and must assume total liability for
correction of any problems that occur as a result of the set-up of the manufactured home. I personally have a thorough
knowledge of the requirements of the CURRENT State of North Carolina Regulations for Manufactured Homes that require
me to set-up the home in accordance with the home manufacture’s installation manual for NEW manufactured homes
and either the home manufacture’s installation instructions or the CURRENT State of North Carolina Regulations for
Manufactured Homes for USED manufactured homes with regard to the set-up of my home.

Printed Name of Owner Signature of Owner Date

NOTE: ONLY the CURRENT manufactured home manufacturer’s installation instructions may be used for the installation
of a NEW manufactured home. If the homeowner is acting as his or hers own set-up contractor as prescribed in Section
1.2.4 of the CURRENT State of North Carolina Regulations for Manufactured Homes and in all cases the license name and
number of the set-up contractor shall appear on the permit.
New owner name: ______________________________________________________
New owner mailing address: __________________________________________

New location address: _____________________________ Lot Number_________
Is the home located in a Mobile Home Park? ______Yes ______No If YES, list the name of the mobile home park: _______________________________________
Parcel ID: ________________________________________________________
Land owner’s name if different than homeowner: ________________________

Listing for Tax year(s): ___________ Purchase date: ___________ Cost: ________ Year: ________
Make: ___________ Model: ___________ Width: ___________ Length: ___________ VIN#: ______________________
Home purchased from a dealer? Yes _____ No_______
Home purchased from a Financial Institution as: Repossessed _____ Used home _____
Home purchased from individual? Yes ____ No____ If YES, give name and address of prior owner: _____________________________
address: _____________________________
Home will be: Rental _____ Occupied by Owner _____ Held for Inventory _____
If home purchased from individual or financial institution (excluding homes from dealer lot), please answer the following:
Address of the home at time of purchase if different from address above. Street _______________________________________
City: ________________________ State: ________________________ County: ________________________
Was the home moved to the current location before or after purchase? ________ Before ________ After ______
Was a MOBILE HOME MOVING PERMIT obtained by you to move the home? ________ Yes ________ No ______
If NO, please list the name of person to whom the MOVING PERMIT was issued: _____________________________
MOBILE HOME MOVERS Name and Address: ______________________________________________________
Have ALL taxes for the current year and prior years been paid? Yes _____ No_______
If NO, all prior years taxes must be paid before certification will be issued.
Years owed ________________________ Amount owed ________________________ Acct # ______________________
Has the title been updated with DMV? Yes ________ No ________
Name shown on title: _____________________________________________

This form must be completed, signed, dated, and returned to the Edgecombe County Tax Assessor’s Office. Information not completed or any discrepancies in the information provided will delay the processing time for completing the Manufactured Home Certification form. If you are relocating the home you must provide the Edgecombe County Planning Office with a Mobile Home Moving permit.
Affirmation of homeowner: GS 105-310.-311. Under penalties prescribed by law, I hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statements, is true and complete. Social Security Number: The disclosure of this number is voluntary. This is needed to establish the identification of individuals. The authority to require this number for the Administration of a tax is given by United States Code Title 42, Section 405©(2)(c)(i).

Taxpayer Signature ________________________ Date ________________________
Employer: ________________________ Phone: Work: ________________________ Home: ________________________
Social Security No. ________________________

FAILURE TO SUBMIT THIS FORM WILL DELAY PERMITS
EDGECOMBE COUNTY ASSESSOR'S OFFICE CERTIFIES THAT THE MANUFACTURED HOME LISTED ABOVE IS PROPERLY LISTED/REGISTERED WITH OUR OFFICE.

Certified by: ___________________________ Date: ___________________________

EDGECOMBE COUNTY TAX COLLECTIONS OFFICE CERTIFIES ON THE MANUFACTURED HOME LISTED ABOVE:

☐ THERE ARE NO TAXES DUE TO EDGECOMBE COUNTY.

☐ ALL EDGECOMBE COUNTY PROPERTY TAXES HAVE BEEN PAID.

Certified by: ___________________________ Date: ___________________________
1. TO BE BUILT WITH TREAD LUMBER ONLY
2. OVER THREE (3) STEPS HIGH REQUIRES HAND RAIL ON BOTH SIDES
3. TREADS TO BE 9 INCH MINIMUM
4. RISER TO BE 8 ¼ INCHES MAXIMUM
5. HANDRAIL TO BE 30 – 38 INCHES HIGH
6. THE STEP WIDTH SHOULD BE A MINIMUM OF 36 INCHES WIDE
7. TWO (2) HANDRAILS, 36 INCHES ABOVE TOP OF STEPS