

Information Needed:

- ✓ Homeowner's Name, Address, & Telephone Number
- ✓ Location of the Property (Subdivision, Lot, & Block Number)
- ✓ Property Address
- ✓ Good directions to the property
- ✓ Tax Parcel ID Number (can be found on deed or tax bill)
- ✓ Set-Up Contractor's Name & License Number
- ✓ Title or Sales Contract from a Licensed Mobile Home Dealer
- ✓ Year, Make/Model, Size, and Color of Mobile Home
- ✓ Number of Bedrooms and Bathrooms in Mobile Home
- ✓ Septic Permit or Sewer Certification
- ✓ Zoning Application Form (Effective May 1, 2007)
- ✓ Property Development Permit (Zoning)
- ✓ CAMA Permit *(if applicable)*
- ✓ FEMA Flood Certification *(if applicable)*
- ✓ WELL Permit *(if applicable)*
- ✓ Water Certification
- ✓ Storm Water Certification Form
- ✓ MOBILE HOMES MUST BE **WIND ZONE II or III** TO BE SET UP IN Brunswick County

FREQUENTLY CALLED PHONE NUMBERS	
Central Permitting:	(910) 253-2055 (800) 621-0609
Fax	(910) 253-2024
Planning	(910) 253-2025 (800) 621-0609
Fax	(910) 253-2437
Environmental Health:	(910) 253-2250 (888) 428-4429
Building Inspections:	(910) 253-2050 (800) 822-5986
Utilities-Customer Service:	(910) 253-2655 (888) 428-4426
Geographic Information Systems:	(910) 253-2390 (800) 822-1526
Engineering:	(910) 253-2500
Tax Office:	(910) 253-2829 (800) 527-9001
Fire Marshal:	(910) 253-4376 (800) 522-2565
Register of Deeds:	(910) 253-2690 (877) 625-9310
N.C. Department of Transportation:	(910) 754-6527
N.C. Department of Land Resources:	(910) 796-7215



**BRUNSWICK COUNTY
CENTRAL PERMITTING HOURS:**

MONDAY	7:30-5:00
TUESDAY	7:30-5:00
WEDNESDAY	7:30-5:00
THURSDAY	7:30-5:00
FRIDAY	7:30-5:00

**BRUNSWICK COUNTY
CENTRAL PERMITTING
P.O. Box 249
BOLIVIA, NC 28422
(910) 253-2055
(800) 621-0609
FAX (910) 253-2024**

Last Revised: October 1, 2007

**OBTAINING
PERMITS**

FOR



**MOBILE
HOMES**

The following is a general outline and guide to obtaining permits needed to set up and occupy a manufactured (mobile) home. All applicable permits may be applied for at the Central Permitting Office.

The following permits and information is needed in order to process all permit applications:

SEPTIC PERMIT

Fees:
Property Development \$20.00

Environmental Health Site Evaluations—Application Fee*

Recheck of Existing Septic System \$200.00
2 to 4 Bedrooms \$540.00
(Up to 480 gallons per day)

5 to 12 Bedrooms \$640.00
Up to 1500 GPD)

13 Bedrooms and Up \$840.00
(Up to 2999 GPD)

3000 GPD and Up \$940.00
(Plus \$100.00 per each additional 500 gallons)

Revisit fee for site not ready \$ 25.00

Revision \$ 75.00

(Revision fee may vary depending on septic type)

(Rechecks of Existing Septic Systems are not conducted for existing site built homes.)

All connections to approved Community Wastewater Treatment and Disposal Systems will be permitted separately upon payment of the permit fee.

BUILDING PERMIT

Fees:
Singlewide Mobile Home \$100.00
Doublewide Mobile Home \$150.00

ELECTRICAL PERMIT

Electrical permits are needed to wire the mobile home as well as any mechanical units. Electrical permits are issued only to N.C. State Licensed Contractors or to home owners if they are wiring the mobile home. Homeowners may obtain the permit if they will occupy, not rent the mobile home.

Fees:
Manufactured Home (only) \$40.00
Wire A/C (only) \$40.00
Wiring both Mobile Home & A/C \$40.00
(work done by same person)

Information Needed:
✓ Building Permit Number

PLUMBING PERMIT

Plumbing permits are needed to plumb the mobile home. Plumbing permits are issued only to N.C. State Licensed Contractors or to home owners if they will occupy, not rent the mobile home.

Fees:
Manufactured home \$40.00

Information Needed:
✓ Building Permit Number

MECHANICAL

Mechanical permits are needed to install heating and air conditioning units, gas packs, heat pumps, and other mechanical units. Permits are issued to N.C. State licensed Mechanical Contractors or home owners if they are occupying the mobile home and not renting the mobile home.

Fees:
Per inspection \$40.00
LP Piping \$40.00

Information Needed:
✓ Building Permit Number

DECK & OPEN PORCH PERMITS

A separate permit is required for any decks or porches larger than 100 sq. ft

COMPLETION

In order to obtain final electrical power on a mobile home, there must be completion on the building permit, plumbing permit, deck/open porch permit, electrical permit, and mechanical permit (if applicable), and a certificate of completion on the septic system.

INSPECTIONS

Code Enforcement Officials are to provide inspection services based upon the N. C. Building Code. Plans and Specifications are to be used as a guide, but the written text shall prevail.

Schedule an inspection the day before one is needed. To schedule an inspection contact the Building Inspection Department at the numbers below. No persons may occupy any dwelling until a Certificate of Occupancy has been issued.

Inspections can be requested online at www.brunsko.net or called in to the Building Inspection's Dept. at 910/253-2050 or 800/822-5986.

For inspections, building, plumbing, mechanical and/or electrical code questions please call the Building Inspection's Department at 910/253-2050 or 800/822-5986.

MOBILE HOME CERTIFICATION

NOTE: Class A, B, and C Mobile Homes shall be subject to the following:
1. Mobile Homes shall not be permitted within a Planned Unit Development.
2. Mobile Homes constructed **prior** to **OCTOBER 27, 1987 Restricted.**

Mobile Homes constructed prior to October 27, 1987 may not be moved into Brunswick County from outside the County's geographic boundaries.

Mobile Homes constructed prior to October 27, 1987 and currently set-up within the County may be relocated following an inspection by a Licensed North Carolina Home Inspector (verification to be submitted at time of Property Development Application).

Class A Mobile Home (Doublewide)

Class B Mobile Home (Singlewide)

A **Class A** and **Class B** mobile Homes are movable or portable residential structure that:

1A. CLASS A has at least 960 sq. ft. of heated living space and is designed for year-round occupancy;

1B. CLASS B has at least 720 sq. ft. of heated living space and is designed for year-round occupancy and does not comply with the North Carolina State Uniform Residential Building Code.

THE FOLLOWING APPLIES TO BOTH CLASS A AND CLASS B MOBILE HOMES

2. Is oriented on the site in such a manner that the side having the main entrance, and by design intended to be the front of the mobile home, is generally parallel to the street abutting the site.

3. Has all its wheels, axles, transportation lights and towing apparatus removed after placement on the lot;

4. Shall be permanently affixed to a continuous solid underpinning unpierced except for required ventilation and access after placement on the lot, but before occupancy.