

**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	7:30-4:00
TUESDAY	7:30-4:00
WEDNESDAY	7:30-3:00
THURSDAY	7:30-4:00
FRIDAY	7:30-4:00

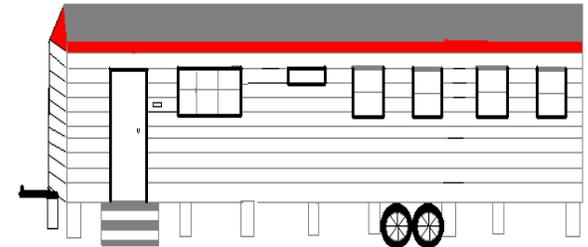
**BRUNSWICK COUNTY  
CENTRAL PERMITTING  
P.O. Box 249  
BOLIVIA, NC 28422  
(910) 253-2055  
(800) 621-0609  
FAX (910) 253-2024**

Last Revised: August 31, 2006

**OBTAINING  
PERMITS**

**FOR**

***MANUFACTURED  
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:*

### **BUILDING PERMIT**

**Fees:**

Singlewide Mobile Home	\$56.00
Doublewide Mobile Home	\$112.00

**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
- ✓ 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

**For Additional Information Contact the Brunswick County Central Permitting Office at (910)253-2055 or (800) 621-0609**

### **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)	\$30.00
Wire A/C (only)	\$30.00
Wiring both Mobile Home & A/C <i>(work done by same person)</i>	\$30.00

**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	\$30.00
-------------------	---------

**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	\$30.00
LP Piping	\$30.00

**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](http://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.*