

CHECK LIST FOR ****MOBILE HOME**** SET-UP PERMIT

(Please make sure you have the following)

The following is a **general** outline and guide to obtaining permits needed to build and occupy a single family Mobile Home (depending on circumstances, additional forms may be needed).

Please verify that the following items and sections have been completed prior to seeing a Technician

- Title to Mobile Home or **Form 500** from Mobile Home Dealer
- Brunswick County Permit Application Form
(Please complete the following sections on **FRONT** and **BACK**)

Please complete **ALL** items including the following on the Application Form:

- Owner/Agent Information
- Driving directions to property from Highway 17
- Section #1** Zoning & Building
- Section #2** Environmental Health (ITEMS **D** through **E ONLY**)
- Section #3** To Be Completed by Utility Department - Down the Hall
- Section #4** Storm Water (Including items A ---- E)
- Section #5** Site Plan Drawing (On back of application form)

Location of HVAC Unit

(Mechanical equipment for residential uses, such as **HVAC** units, may extend into any required side yard but shall remain at least six (6) feet from the property line)

- Section #6** Signature and Date Authorizing County Personnel to go on said property
- Page #3** Additional Information Sheet (If applicable)
- Page #4** **Completed** Information Sheet For Applying For A Mobile Home

PLEASE ATTACH A COPY OF THE FOLLOWING TO APPLICATION FORM

- Septic Permit or Sewer Certification (If applicable)
- Set-Up Contractor's Name and License Number
- Elevation Certification (If applicable)
- CAMA Permit (If applicable)
- Zoning Compliance Letter from municipality (If applicable)
- Home Inspection Certification (If applicable)

SPECIAL NOTE:

A Mobile Home 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 N.C. Licensed Home Inspector, then approved by Zoning and submitted at the time of Property Development Application. **MOBILE HOMES BUILT PRIOR TO JULY 1, 1976 MAY NOT BE BROUGHT INTO OR RELOCATED IN BRUNSWICK COUNTY.**