

## **Manufactured Home Permit Application**

## **Review Process**

#### **Contact Information**

Currituck County
Planning and Community Development
Central Permitting Division

Mainland Office

153 Courthouse Road, Suite G107 Mainland Phone: 252.232.3378 Currituck, NC 27929 Mainland Fax: 252.232.3470

Corolla Office

 1123 Ocean Trail
 Corolla Phone:
 252.453.8555

 PO Box 73
 Corolla Fax:
 252.453.8300

Corolla, NC 27927

Website: <a href="http://www.co.currituck.nc.us/planning-community-development.cfm">http://www.co.currituck.nc.us/planning-community-development.cfm</a>

### Step 1 Application Submittal

The applicant must submit a complete application packet. A complete application packet consists of the following:

- o Completed Currituck County Manufactured Home Permit Application
- Permit Fee(s) (paid at permit issuance)
- O Construction Plans for modulars, decks, porches, or room additions
- O Site Plan, if required (replacement mobile homes in a mobile home park do not require a site plan)
- o Minor Stormwater Plan and Form SW-001, if required
- Septic/Sewer Approval (wastewater improvements permit, existing septic system inspection, or wastewater reservation)
- o Well Permit, if required
- o CAMA Permit, if required
- V Flood Zone certificate, if required
- Appointment of Lien Agent, if required
- Submittal Checklist

The construction of 2-3'x3' landings with stairs are included in the manufactured home permit. Decks, porches, or room additions require plans and specifications.

#### Step 2 Permit Review

The county staff will review the application for completeness and code compliance. Once all requirements are met and permit fees are paid the permit will be issued. Approved permits must be signed by the owner or applicant.

#### Step 3 Posting of Permit and Plans

Building permits must be posted at the construction site and clearly visible from the road. One set of approved plans (modulars, decks, porches, additions) and set-up manual (mobile homes) must be on the jobsite for all inspections.

#### Step 4 Inspections

Inspections must be scheduled by 4:00 pm one business day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday. The required inspections will vary for each project; please review the Inspection Handbook for inspection types.



# **Manufactured Home Permit Application**Application Form

Contact Information			
APPLICANT:		PROPERTY OWNER:	
Telephone:		Telephone:	
Mobile:		Mobile:	
E-Mail Address:		E-Mail Address:	
Project Information		ESTIMATED PROJECT C	COST: \$
Physical Street Address:			
Parcel Identification Number(s):			
Year Size			
Serial Number	# of Bedr	ooms # of Bathrod	oms Wind Zone
Permit Classification	☐ Singlewide	☐ Triplewide	☐ Modular, off frame
remin classification	☐ Doublewide	$\square$ Modular, on frame	☐ Other
Additional Businet Information	□ Pool	☐ Elevator	☐ Other
Additional Project Information	□Pier/Bulkhead	☐ Hot Tub	
Does this project include installation of a gas li	ne, appliance, or equipment?	☐ Yes ☐ No	Square Footage
Will this home replace an existing home on the	property? $\square$ Yes $\square$ No		Heated Living
Is this project within 75 feet of a waterway?	☐ Yes ☐ No		Porch
Are you building a deck or porch?	□ No		Deck
Will the natural contour of the property be mod (If yes, stormwater plan required for developm		ner than adjacent grades? 🗌 Yes	□ No Misc. TOTAL
Who will set-up the MODULAR home?		eneral Contractor	IOIAL
	☐ Other, provide an origina	al \$5,000 surety bond in accordance	e with NCGS 143-139.1
The permit is null and void if work or construed inspection is requested and approread and examined this application and known will be complied with whether specification the provisions of any other state or local law	ved within any 12-month pe now the same to be true a ed herein or not. The grant	eriod, or for substantial deviation nd correct. All provisions of law ting of the permit does not presu	ns from plans. I hereby certify that I have vs and ordinances governing this type o ume to give authority to violate or cance
Printed Full Name of Applicant	Signature of Appli	cant	Date
OFFICIAL USE ONLY:			
Building Permit Number CAMA Number		Type of Water: Septic Permit Number:	
· ' ' ———	lood Zone: E ide (R) Side (L	BFE: DFE: ) Rear	Max % Coverage:

## **Contractor of Record**

Address   Phone   City/St   Contact Name   NC License #   Phone   City/St   Phone   City/St   Phone   City/St   Phone   City/St   Phone   City/St   Phone   City/St   Phone   Phone   Phone   Phone   Phone   Phone   Phone	MH Set-up Contractor	Name	NC License #
City/St		Address	Phone
Address		City/St	Contact Name
City/St	Moving Contractor	Name	NC License #
Building Contractor Name		Address	Phone
Address		City/St	Contact Name
City/St	<b>Building Contractor</b>	Name	NC License #
Electrical Contractor    Address		Address	Phone
Address		City/St	Contact Name
City/St	Electrical Contractor	Name	NC License #
Mechanical Contractor  Name		Address	Phone
Address		City/St	Contact Name
City/St	Mechanical Contractor	Name	NC License #
Plumbing Contractor Name		Address	Phone
Address		City/St	Contact Name
City/St	Plumbing Contractor	Name	NC License #
Gas Contractor  Name		Address	Phone
Address Phone  City/St Contact Name  NC License #  Address Phone  City/St Contact Name  City/St Contact Name  OWNER CONTRACTOR  As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:    Set-up		City/St	Contact Name
Other Contractor  Name	Gas Contractor	Name	NC License #
Other Contractor  Name		Address	Phone
Address Phone  City/St Contact Name  OWNER CONTRACTOR  As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:    Set-up   General/Building   Electrical   Mechanical   Plumbing   Gas		City/St	Contact Name
OWNER CONTRACTOR  As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:	Other Contractor	Name	NC License #
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	property for at least of obtain workers' compe plumbing, mechanical, of	ne year following the completion of ensation insurance, if necessary. I w and gas contractor for this project ur	construction. I understand that it is my responsibility to fill contract with a North Carolina licensed electrical
Signature of Property Owner Date	□ Set-up □	□ General/Building □ Electrical	□ Mechanical □ Plumbing □ Gas
	Signature of Property (	Owner	 Date

## **Contractor Affidavit**

STATE OF NORTH CAROLINA

**COUNTY OF CURRITUCK** 

Please submit the signed affidavit with the permit application or prior to the first inspection of the permitted work.

□ General	□ Electrical	□ Mechanical	□ Plumbing	□ Gas
Contractor Informa  License Hol  Name of Be  Business Ad  Phone:	der: usiness:			
NC License License Cla	- Number:			
Project Information  Project Add  Building Pe  Cost of Tra	dress: rmit Number:	\$		
no longer affiliated	with this project, I	Ill responsibility and ability as will notify the Currituck Count at it is my responsibility to	y Central Permitting D	ivision in writing within
Signature of License	e Holder		Date	

**CONTRACTOR AFFIDAVIT** 

Owner Exemption Affidavit

# Owner Exemption Affidavit

## STATE OF NORTH CAROLINA COUNTY OF CURRITUCK

# OWNER EXEMPTION AFFIDAVIT PURSUANT TO GS 87-14(a)(1)

Property Ad	dress:			PIN:		
Type of Con		□ Residential	□ Commercial	□ Industrial	□ Other	
Intended Use	e after complet	tion:				
l,	(Print Full No			, (	) (Phone Number)	
-	n an exemptic	n from licensure	under G.S. 87-1(b)(2) g to the following:	by initialing the re	(Phone Number) elevant provisions in pare	agraph 1 and
1.			the property set forth or or a building permit is he OR		building is to be construc	ted or altered
			orized to act on behalf		poration (name of firm o who owns the prop	erty set forth
	above on whi		to be constructed or alt	ered and for whic	n an application for a bu	lding permit is
2.	duty will not		any person not duly lic		n or alteration of the bui erms of Article 1 of Cha <sub>l</sub>	
3.	the North Ca	rolina State Build	ing Code, unless the pla	ins for the constru	r present for all inspection ction or alteration of the ne General Statutes of No	building were
4.	building for v		on is granted for twelve		<ol><li>2), I am required by law pletion, during which time</li></ol>	
5.	Contractors for construction of General Contractors	or verification that or alteration speci- tractors determine	I am validly entitled to fied herein. I further ur s that I am not entitled	claim an exemption derstand that, if to claim this exem	th Carolina Licensing Boar on under G.S.87-1(b)(2) f the North Carolina Licen ption, the building permit suant to G.S. 153A-362	or the building sing Board for issued for the
Signature of	Affignt				 Date	
_		subscribed before	e me this the day	of	, 20	
Signature of	Notary Public					
Printed Nam	e of Notary Pu					
My commissi	on expires:				(Notary Stamp or Sec	al)
		d for construction part to law — G.S. 1		0,000. It is a Cla	ss F felony to willfully cor	nmit perjury in
Building Perr	mit Application	Number:				

## **Appointment of Lien Agent**

## Pursuant to North Carolina General Assembly Law 2012-158

North Carolina law requires an owner or contractor acting on the owner's behalf to appoint a lien agent when they first contract for improvements to real property. A lien agent is not required for the following:

- a. Improvements less than \$30,000 at the time the original building permit is issued;
- b. Improvements to an existing single family residential dwelling as defined in GS 87-15.5 (7) that is used by the owner as a residence;
- c. The first furnishing of labor or materials at the site is prior to April 1, 2013; or,
- d. Public building or other public work or public improvements.

#### **Lien Agent Information**

Name of Lien Agent:	
Mailing Address of Agent:	
Physical Address of Agent:	
Phone:	
Fax:	
Email:	

A website was created to facilitate the filings of appointments of lien agents and filing of notices to lien agents by potential lien claimants at <a href="www.liensnc.com">www.liensnc.com</a>. When an owner or contractor acting on the owner's behalf appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project. The document will include:

- Designated lien agent and contact information
- Unique entry or identifying number for the project
- Owner and contact information
- Contractor
- o Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- QR Code for easy access to the property information in the LiensNC system

NOTICE: A copy of the Appointment of Lien Agent form or document printed from the LiensNC website can be included in the building permit application submittal in lieu of this form and must be posted at the job site.

## Submittal Checklist

Applications/Forms/Permits  Residential Manufactured Home Permit Application Form  Wastewater approval or permit  New Septic: Construction improvements permit (ARHS)  Existing Septic: Existing system inspection (ARHS)  Central Sewer: Sewer reservation form (operator of central system)  Well Permit, if required (ARHS)  Contractor of Record Form  Contractor of Record Form  Contractor and/or owner affidavit(s)  CAMA permit, if required  V- Zone Certificate (if development is located in VE flood zone)  Foundation Certification (if chassis is 36 inches or more above grade)  Appointment of Lien Agent, if required (www.liensnc.com)  Minor Stormwater Plan Form SW-001, if required  Plans  Two complete sets of detailed modular plans  Name, address, and signature of plan designer  Foundation Plan (sizes and spacing):  Flood vent openings (SFHA only)  Floor plan  Building elevations  Typical wall sections (sizes and spacing)  Design pressure rating  Wind ratings (120mph or greater)  Site plan (if lot is 20,000 square feet or smaller the site plan must be prepared by a licensed surveyor, engineer, or architect)  Lot/parcel dimensions  Location of existing physical features (roads, streets, navigable waterways)  Location and dimensions of the proposed construction and existing structures  Setback measurements to all property lines  Septic system, repair area, and well locations  Proposed fill or grade changes  Hood Damage Prevention, if Applicable  Soundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource  System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA.	Resi	dential Manufactured Home Permit Submittal Checklist	
2 Wastewater approval or permit  New Septic: Construction improvements permit (ARHS)  Existing Septic: Existing system inspection (ARHS)  Central Sewer: Sewer reservation form (operator of central system)  3 Well Permit, if required (ARHS)  4 Contractor of Record Form  5 Contractor and/or owner affidavit(s)  6 CAMA permit, if required  7 V- Zone Certification (if development is located in VE flood zone)  8 Foundation Certification (if chassis is 36 inches or more above grade)  9 Appointment of Lien Agent, if required (www.liensnc.com)  10 Minor Stormwater Plan Form SW-001, if required  Plans  11 Two complete sets of detailed modular plans  12 Two complete sets of detailed building plans (decks, porches, room additions)  Name, address, and signature of plan designer  Foundation Plan (sizes and spacing):  o Flood vent openings (SFHA only)  Floor plan  Building elevations  Typical wall sections (sizes and spacing)  Design pressure rating  Wind ratings (1 20mph or greater)  13 Site plan (if lot is 20,000 square feet or smaller the site plan must be prepared by a licensed surveyor, engineer, or architect)  Lot/parcel dimensions  Location of existing physical features (roads, streets, navigable waterways)  Location and dimensions of the proposed construction and existing structures  Setback measurements to all property lines  Septic system, repair area, and well locations  Proposed fill or grade changes  14 Minor Stormwater Plan, if required  Flood Damage Prevention, if Applicable  Soundary of the Special Flood Hozard Area (SFHA), Floodway, Coastal Barrier Resource  System (CBRS) Area, water course relocation, or a statement that the entire lot is within a		Applications/Forms/Permits	
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Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a	14	Minor Stormwater Plan, if required	
System (CBRS) Area, water course relocation, or a statement that the entire lot is within a		Flood Damage Prevention, if Applicable	
	15	Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource	
specific SFHA.		System (CBRS) Area, water course relocation, or a statement that the entire lot is within a	
16 Proposed elevation of all structures and utility systems	16		
17 Plans for nonstructural fill (if being utilized in V zone)	17	Plans for nonstructural fill (if being utilized in V zone)	
Fees		Fees	
18 Permit fees to be paid at permit issuance	18	Permit fees to be paid at permit issuance	