



# Manufactured Home Permit Application Review Process

## Contact Information

Currituck County  
Planning and Inspections Department  
Permits and Inspections Division

*Mainland Office*  
153 Courthouse Road, Suite G101  
Currituck, NC 27929

Mainland Phone: 252-232-3378

*Corolla Office*  
1123 Ocean Trail  
PO Box 73  
Corolla, NC 27927

Corolla Phone: 252-453-8555

Website: [www.currituckinspections.com](http://www.currituckinspections.com)

## Step 1 Application Submittal

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

- Completed Currituck County Manufactured Home Permit Application
- Permit Fee(s) (paid at permit issuance)
- Construction Plans for modulars, decks, porches, or room additions
- Site Plan, if required (replacement mobile homes in a mobile home park do not require a site plan)
- Minor Stormwater Plan and Form SW-001, if required
- Septic/Sewer Approval (wastewater improvements permit, existing septic system inspection, or wastewater reservation)
- Well Permit, if required
- 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 3:00 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 COST: \$** \_\_\_\_\_

Physical Street Address: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_ Subdivision: \_\_\_\_\_

Year \_\_\_\_\_ Size \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Serial Number \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_ Wind Zone \_\_\_\_\_

<b>Permit Classification</b>	<input type="checkbox"/> Singlewide	<input type="checkbox"/> Triplewide	<input type="checkbox"/> Modular, off frame
	<input type="checkbox"/> Doublewide	<input type="checkbox"/> Modular, on frame	<input type="checkbox"/> Other
<b>Additional Project Information</b>	<input type="checkbox"/> Pool	<input type="checkbox"/> Elevator	<input type="checkbox"/> Other
	<input type="checkbox"/> Pier/Bulkhead	<input type="checkbox"/> Hot Tub	

Does this project include installation of a gas line, appliance, or equipment?  Yes  No

Will this home replace an existing home on the property?  Yes  No

Is this project within 75 feet of a waterway?  Yes  No

Are you building a deck or porch?  Yes  No

Will the natural contour of the property be modified by grading or filling higher than adjacent grades?  Yes  No  
(If yes, stormwater plan required for development).

Who will set-up the MODULAR home?  Owner  Licensed General Contractor  
 Other, provide an original \$5,000 surety bond in accordance with NCGS 143-139.1

Square Footage	
Heated Living	
Porch	
Deck	
Misc.	
<b>TOTAL</b>	

The permit is null and void if work or construction authorized under this permit is not commenced within 6 months, after commencement of work no required inspection is requested and approved within any 12-month period, or for substantial deviations from plans. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation, construction, or the performance of construction.

\_\_\_\_\_  
Printed Full Name of Applicant                      Signature of Applicant                      Date

**OFFICIAL USE ONLY:**

Building Permit Number _____	Type of Water: _____
CAMA Number _____	Septic Permit Number: _____
Zoning of Property: _____	Flood Zone: _____ BFE: _____ DFE: _____ Max % Coverage: _____
Min Setbacks: Front _____	Side (R) _____ Side (L) _____ Rear _____

## Contractor of Record

Building Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Electrical Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Mechanical Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Plumbing Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Insulation Contractor	Name _____ Address _____ City/St _____	NC License # <u>Not Required</u> Phone _____ Email Address _____
Gas Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Moving Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Pool/Hot Tub Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____
Other Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Email Address _____

### 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:

- General
  Electrical
  Mechanical
  Plumbing
  Gas

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

# Owner Exemption Affidavit

## Pursuant to North Carolina General Statutes 87-1 (a)(1)

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

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

Property Address: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_

I, \_\_\_\_\_ hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the statements below I am attesting to the following:

\_\_\_\_ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered.

OR

\_\_\_\_ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation): \_\_\_\_\_.

- \_\_\_\_ 1. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.
- \_\_\_\_ 2. I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
- \_\_\_\_ 3. I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S.87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 160D-1115.
- \_\_\_\_ 4. I understand that by excuting this licensing exemption AFFIDAVIT pursuant to G.S.87-1(b)(2) I am required by law to occupy the building for which the licensing exemption is granted for tweleve months after the date of Certificate of Compliance issuance, during which time it may not be offered for rent, lease or sale.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

Sworn to (or affirmed) and subscribed before me this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My commission expires: \_\_\_\_\_

(Notary Stamp or Seal)

Note: This affidavit is used for construction projects that exceed \$30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.



Contractor Affidavit

# Licensed Trade Permit Application

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

General	Electrical	Mechanical	Plumbing	Gas
Sprinkler	Refrigeration	Fire Suppression		

### Contractor Information

License Holder: \_\_\_\_\_  
 Name of Business: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### License Information

NC License Number: \_\_\_\_\_  
 License Classification: \_\_\_\_\_

### Project Information

Project Address: \_\_\_\_\_  
 Application Reference Number: \_\_\_\_\_  
 Cost of Trade Work: \$ \_\_\_\_\_  
 Site Supervisor: \_\_\_\_\_

### Scope Of Work

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary.

\_\_\_\_\_  
 Signature of License Holder

\_\_\_\_\_  
 Date

# 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 [www.liensnc.com](http://www.liensnc.com). 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
- 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

Residential Manufactured Home Permit Submittal Checklist		
Applications/Forms/Permits		
1	Residential Manufactured Home Permit Application Form	
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, Trades, and/or owner affidavit(s)	
6	CAMA permit, if required	
7	V- Zone Certificate (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 ( <a href="http://www.liensnc.com">www.liensnc.com</a> )	
10	Minor Stormwater Plan Form SW-001, if required	
Plans		
11	One complete PDF set of detailed modular plans	
12	One complete PDF set 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 (130mph wind zone)	
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		
15	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 specific SFHA.	
16	Proposed elevation of all structures and utility systems	
17	Plans for nonstructural fill (if being utilized in V zone)	
Fees		
18	Permit fees to be paid at permit issuance	