

Mobile Home/ Modular Home Permit

NOTE- Home must be Wind Zone II

There should be a label located in the home reflecting this information, if not contact our office and speak with an inspector for further instructions

Before a Mobile/Manufactured/Modular Home is moved, delivered and /or installed to a new location you must obtain and/or make application of the following:

(Permits are to be placed in a Ready Accessible Location on Property)

1. GIS/911 Address
2. Pin card and Parcel # signed by Tax Office
3. Zoning approval for location proposed
4. Flood Elevation Certificate if in flood zone and Finished construction elevation certificate once work is completed and before a Certificate of Occupancy is issued
5. Septic Tank Approval if not on Town of Lake Waccamaw public sewer/water
6. Legal documentation from dealer, title, or purchase agreement (Take this information to tax office when obtaining pin card)
7. Modular Homes require a complete set of plans (140 MPH or greater), surety bond, or General Contractors name/license number
8. Contractor Information- Application for each trade permit must be filled out. Permits required may be obtained by the owner if being occupied by the same for at least on year and not leased to any other individual and the owner is performing the work. If not issued to the owner, a state qualified licensed individual in their trade shall apply for the permits. (Dealers obtaining permits for their sub-contractors shall provide our office with a notarized letter stating the have their permission to pick them up. These documents shall be kept on file in the office.
9. Name of Power Company servicing proposed property
10. If purchasing from an individual the tax office and local Jurisdiction will need the current owner and/or previous owner(s) of the home. If the home is located in another Town or County, proof of up-to-date tax records from that location shall be provided to the local tax office and jurisdiction proposed Home is being transitioned to. A moving permit shall be required and obtained from the local tax office, if moved by someone other than the dealer.

It is the Permit Holders RESPONSIBILITY to know and abide by
North Carolina State Building Code