

What Permits are Required?

To place a manufactured home on a lot in a manufactured home park, the following permits are required:

① Manufactured Home Set-up Permit*

This permit is usually issued to your licensed set-up contractor who delivers your manufactured home and sets up the block piers and tie-downs.

This permit can be issued to the owner of the manufactured home, but only if the home is to “owner occupied,” i.e., it cannot be for rent.

To apply for this permit you must provide the name and location of the manufactured home park along with the space number.

*The block piers, tie-downs, skirting, stairs, and handrails must be inspected on this permit.

② Electrical Permit*

Your electrical contractor applies for the electrical permit. You must provide your manufactured home set-up permit number for them to get the electrical permit.

You may do your own wiring if you will personally occupy the manufactured home. You must meet with an electrical inspector in person to determine if you are qualified to safely complete the work. Our inspectors are available in the office from 7:45 to 8:15 a.m. and 4:00 to 4:45 p.m.

* The electrical service and connections are inspected on this

permit.

Note: If you hire licensed contractors to perform the manufactured home set-up or electrical work, they are responsible for getting their own permits and requesting inspections.

Where Do I Get These Permits?

The manufactured home set-up and electrical permits are issued by the Inspections Division, 100 E. First Street. The office is in City Hall South on the corner of First and Church Streets.

The permit fees can be paid in the City Revenue Office. Payment can be made by cash, check, Visa™, or MasterCard™.

Who Will Inspect the Work?

A Building inspector will inspect:

Manufactured Home Set-up Permit

block piers, tie-downs, stairs, handrails, skirting

An Electrical Inspector:

Electrical Permit

service panel and electrical connections to the manufactured home

Note: The set-up and electrical work must be completed, so the inspection can be done in one trip.

How Do I Request Inspections?

When the set-up and electrical work is complete you can request the inspection by 6:30 a.m. via INSPECTNET web service at www.inspectnet.org to request a same day inspection. *Note: If you hire a contractor to perform one or both of these services then they are responsible for requesting inspections.*

How Do I Get Electrical Power?

Apply to your electrical service provider as soon as you know you will require power for your lot. You can apply at any time independent of our process.

After **all** the required inspections are completed and approved your electrical power release will be sent electronically to Duke Power so they can set a meter.

What are the Set-Up Rules?

Please refer to the sheet from our office, “Manufactured Home Set-Up Regulations,” and “Manufactured Home Set-Up Policy.” The clerk who processes your Board application can provide this information to you.



**Permit Requirements
For
Manufactured Homes in
Manufactured Housing
Developments**

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