



## Columbus County Building Inspections

### Mobile/Manufactured Homes Permit - Checklist

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

- 1) **GIS/E-911 Address issued by the Columbus County Addressing/GIS Department**
  - If subdividing land, address is provided as each parcel is built.
- 2) **Zoning Permit issued by jurisdiction – IF applicable**
  - If located within a flood zone an Elevation Certificate will be required prior to a permit being issued.
    - o A finished construction elevation certificate will need to be supplied to the Columbus County Building Inspections office before a certificate of occupancy can be issued.
- 3) **Septic Tank Approval Permit or Building Permit Impact Statement – IF applicable**
  - Columbus County Building Inspections needs a copy of the following documents before a final inspection is scheduled:
    - o Operation Permit
    - o Well Permit
- 4) **Legal documentation**
  - All documentation must have the serial number, year, make, and model information available.
  - Examples:
    - o Form 500 from dealer
    - o Title
    - o Purchase agreement
  - You will need this information to obtain your PIN card from the Power Company servicing your site.
- 5) **Contractor information**
  - An application for each trade must be filled out.
  - Permits required may be obtained by the residence owner if the residence is going to be occupied by the said residence owner for one full year AND the said residence owner is performing the work.
  - If the permits are not issued to the owner, a state qualified licensed professional in the associated profession must apply for the permits.
    - o Professionals obtaining permits for their sub-contractors will need to provide Columbus County Building Inspections office with a notarized letter stating permission to pick up the permits. All notarized documents will be kept on file with Columbus County Building Inspections.
- 6) **Power Company Information**
  - Provide the information of the Power Company servicing your site.
    - o If Progress Energy is servicing your site, will need to supply Columbus County Building Inspections with the eight (8) digit premise number.
- 7) **Property Identification Number Card (PIN)**
  - Obtain a PIN card for the construction site at the Tax Office
    - o The PIN card will need to be signed by one of the following individuals:
      - Coley Kinlaw, Randy Greene
    - o If the residence is being purchased from another individual:
      - The Tax Office will need the information of the current or previous owner of the home.
    - o If the residence is located in another County:
      - The Tax Office will need proof of the taxes being paid in that County.
  - Obtain a moving permit from the Tax Office if the residence is being moved by someone other than a dealer.

**\*Any commercial work or any new residence in which the work or value of the project exceeds \$40,000, are required to purchase NC Title Lien Insurance at <http://liensnc.com>**

**BRING ALL INFORMATION / PAPERWORK WITH YOU WHEN YOU COME TO APPLY FOR PERMITS**