

COUNTY OF PASQUOTANK

Building Inspectors Office
Post Office Box 39
Elizabeth City, NC 27909-0039

Stanley Ward
Chief Building Inspector
Bobby Micklewright
Building Inspector

Phone (252) 338-1144 · Fax (252) 337-6733
Inspector Office Hours: Monday-Friday
8am - 10am and 4pm - 5pm



Manufactured / Modular Permit Application

- 1) Address of Property _____
- 2) Applicant Name and Contact Phone Number _____

- 3) Parcel Identification Number (Map/Block/Parcel) _____
- 4) Mobile Home Park IF APPLICABLE – Name of Park and Lot # _____
- 5) Provide plot plan/site plan. The site plan shall indicate all property lines and actual location of all existing and proposed buildings. The site plan shall also indicate set back dimensions from property lines and existing structures. The site plan shall be legible and drawn to scale.
- 6) Installation Instructions – Footing/Foundation plan; Set-up Manual should be on site
- 7) Copy of Septic Tank Permit or Letter from Pasquotank County District Health Department if Existing Tank
- 8) Home Owner's Name and Address _____
(Occupant Name if Applicable) _____

- 9) Set-Up Contractor Name and License # _____
- 10) Dimensions of Home _____ x _____
- 11) Year Manufactured _____
- 12) Name of Manufacturer (make and model) _____
- 13) Inspection/HUD Label (permanently attached to home) _____
Or NC Dept. of Insurance # (applicable for modular homes)
- 14) Copy of Moving Permit from the Tax Collector's Office – if used home located in Pasq Co
- 15) Estimated Cost of Construction \$ _____
- 16) Name of Electrical Power Company who services your area
- 17) NC Lien Agent – if project is \$30,000 or more please go to www.liensnc.com and fill out the information and bring a copy with building permit application
- 18) Manufactured & Modular Homes Fees: (Circle one)

Single Section Set-up	\$150.00	Electrical	\$30.00
Multi Section Set-up	200.00	Mechanical	35.00
Modular	300.00	Plumbing	20.00

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PAUL KAHL
Chief Building Inspector



CERTIFICATE OF OCCUPANCY/COMPLIANCE REQUIRED PRIOR TO OCCUPANCY

The structure shall be in full compliance with North Carolina Building Codes and Local Regulations in order that the Building Inspector will issue a certificate of occupancy/compliance. **It is illegal to occupy a structure prior to receiving a certificate of occupancy/compliance.**

The Building Inspector may authorize a public utility to energize a structure subject to the following:

1. An approved electrical inspection; and
2. Signed Health Department approval for the wastewater system installation; and
3. If located in a special flood hazard zone, the completed elevation certificate sealed by an engineer, architect, or surveyor.

The authorization by the Building Inspector to energize a structure is not the issuance of a certificate of occupancy/compliance.

The permit applicant/occupant shall be subject to either one or both of the following if the structure is occupied prior to issuance of the certificate of occupancy/compliance:

- Class 1 Misdemeanor – NCGS 153A-363 and NCGS 14-4
- Civil Penalty of \$50 per day for each day the violation exists in accordance with the Pasquotank County Zoning Regulations, Section 13.06

I certify that I have read and understand all of the above statements.

Applicant

Date

COUNTY OF PASQUOTANK

PAUL KAHL
Chief Building Inspector
Fire Marshal

Building Inspectors Office
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PAPERWORK REQUIRED BEFORE A BUILDING PERMIT IS ISSUED:

Completed Permit Application

Site Plan - Site plan should be generally drawn to scale but does not need to be drawn by a surveyor or engineer and should include the following items:

- lot/parcel dimensions
- all property line setback requirements
- all existing physical features (structures, buildings, streets, roads, etc.)
- location and dimensions of proposed construction

Environmental Health Department Approval (252) 338-4490

Elevation Certificate (if property is in a flood zone)

CAMA Permit (if building over the water or is within 75 feet of water)

Owner Exemption Affidavit – if you are the owner acting as contractor with the project costing more than \$30,000 – please fill out this form

New Lien Agent Information – if project is \$30,000 or more please go to www.liensnc.com and fill out the information and bring a copy with building permit application

Floor plan/specs of structure to be built

Manufactured/Modular Homes

*In addition to requirements above:

Installation instructions: Footing/Foundation plan

Surety Bond (if Modular is not set-up by licensed general contractor)

Building Permits typically take three (3) working days to review before a permit is issued.

Pasquotank County

HOME TYPE	ZONING	ACCEPTABLE SKIRTING		MANUFACTURED SKIRTING REGULATIONS
		Manufactured	Masonry	
Mobile Homes Built Before 1976	RMH-15, RMH-25, RMH-35 A-1, A-2	✓	✓	<p>The following installation requirements for manufactured home skirting must be met in addition to the suppliers manufactured home skirting instructions:</p> <ol style="list-style-type: none"> 1. A minimum 2"x2"x12" salt-treated stake shall be driven into the ground abutting the rear side of the channel, flush with the top of the channel, no more than 1/2" from each corner. Additional minimal 2"x2"x12" stakes shall be located at a minimum 4' on center the entire length of the channel. Minimum 2" self-tapping screws shall be driven through the front of the channel, through the skirting panel and into the wooden stake at each stake location. 2. Fasten each skirting panel (top and bottom) with no. 8, 1" self-tapping screw. 3. If the finished floor is 40" or higher than existing grade, and additional support consisting of either 2"x2" salt-treated lumber or extra channel shall be installed to prevent bowing. Each skirting panel shall be attached to the support by using a self-tapping screw.
Manufactured Home 1976 or Newer	RMH-15, RMH-25, RMH-35 A-1, A-2	✓	✓	<p>A continuous, permanent masonry curtain wall, unpierced except for required ventilation and access.</p>
Manufactured Home, Class A Doublewide	R-15, R-25, RMH-15, RMH-25, RMH-35, A-1, A-2 C-1*, I-1*, I-2*		✓	
Modular	R-15, R-15A, R-25, R-25A, R-35A, RMH-15, RMH-25, RMH-35, A-1, A-2, O&I C-1*, I-1*, I-2*		✓	

Landings: 3' x 3' required at entrances with out-swinging main door.
Minimum 4' x4' landing preferred at all entrances.
* = Special Use Permit

NOTE: Water cut-off valve shall be readily accessible as per NC State Building Code.

ALL SKIRTING SHALL BE INSTALLED PRIOR TO RECEIVING A CERTIFICATE OF OCCUPANCY/COMPLIANCE

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