



COUNTY OF PASQUOTANK

Building Inspector's Office

Inspectors: Stanley Ward and Bobby Micklewright

P.O. Box 39 Elizabeth City, NC 27909

Phone: (252) 338-1144 / Fax: (252) 337-6733

Inspector Office Hours: 8:00 am to 10:00 am, Monday through Friday

PAPERWORK REQUIRED BEFORE A BUILDING PERMIT IS ISSUED:

___ **Completed Permit Application**

___ **Address assigned by the County GIS Department** (252-331-2336)

___ **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.); DRIVEWAY LOCATION AND DIMENSIONS OF PROPOSED CONSTRUCTION.

___ **Floor Plan** of structure to be built

___ **Environmental Health Dept Septic Tank Approval** (252-338-4490 / 110 Kitty Hawk Ln, ECity)

___ **CAMA Permit** (If building over the water or within 75 feet of water. 252-264-3901 / 401 S. Griffin St., Suite 300)

___ **New Lien Agent** (Required for any projects that cost \$40,000 or more. www.liencsnc.com)

___ **Owner Exemption Affidavit** (This notarized form is required if the project costs \$40,000 or more and the Homeowner is acting as their own General Contractor.)

___ **NCDOT Driveway Permit** – If the structure is being built on a state-maintained road, please provide a copy of your Driveway Permit from NCDOT.

Manufactured / Modular Homes - **In addition to the 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, BUT WILL TAKE LONGER IF ALL PAPERWORK IS NOT RECEIVED WITH THE APPLICATION.



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MANUFACTURED SKIRTING REGULATIONS

MOBILE HOMES BUILT BEFORE 1976:

- ZONING: RMH-15, RMH-25, RMH-35, A-1, A-2
- ACCEPTABLE SKIRTING: MANUFACTURED AND MASONRY

MANUFACTURED HOMES 1976 OR NEWER:

- ZONING: RMH-15, RMH-25, RMH-35, A-1, A-2
- ACCEPTABLE SKIRTING: MANUFACTURED AND MASONRY

For the above homes, the following installation requirements for manufactured home skirting must be met:

- 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 12" 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 bowling. Each skirting panel shall be attached to the support by using a self-tapping screw.

MANUFACTURED HOMES, CLASS A DOUBLEWIDE:

- ZONING: R-15, R-25, RMH-15, RMH-25, RMH-35, A-1, A-2, C-1*, I-1*, I-2*
- ACCEPTABLE SKIRTING: MASONRY ONLY

MODULAR:

- ZONING: R-15, R-15A, R-25, R-25A, R-35A, RMH-15, RMG-25, RMH-35, A-1, A-2, O&I, C-1*, I-1*, I-2*
- ACCEPTABLE SKIRTING: MASONRY ONLY

* Special Use Permit Required

For the above homes, the following requirements for manufactured and modular homes must be met:

A continuous, permanent masonry curtain wall, unpierced except for required ventilation and access.

- Landings 3'x3' are required, but 4'x4' is preferred, at entrances with an out-swinging main door.
- Water cut-off valve shall be readily accessible as per NC State Building Codes.

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



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MANUFACTURED / MODULAR PERMIT APPLICATION

- 1.) Address of Property: _____
- 2.) Applicant Name & Phone #: _____
- 3.) Parcel Identification # (Map/Block/Parcel): _____
- 4.) Mobile Park Name & Lot # (if applicable): _____ # _____
- 5.) Homeowner's Name/Address: _____
- 6.) Set-Up Contractor Name & License #: _____ # _____
- 7.) Dimensions of Home: _____ x _____
- 8.) Year/Make/Model of Home: _____
- 9.) Estimated Cost of Construction: \$ _____
- 10.) Inspection/HUD Label (permanently attached to home): _____
- 11.) NC Department of Insurance # (applicable for modular homes): _____
- 12.) Provide plot/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.
- 13.) Installation Instructions: Footing/Foundation plan and Set-Up Manual
- 14.) Septic Tank Permit or Letter from Pasquotank County Health Department (if existing tank)
- 15.) Copy of Moving Permit from Tax Collector's Office (if moving used home in County)
- 16.) Name of Electric Company that services area
- 17.) NC Lien Agent – (If project is more than \$40,000, please go to www.liensnc.com, complete application and submit copy with permit application.)
- 18.) Select one: _____ Single Section-\$200.00; _____ Multi-Section-\$300.00; _____ Modular-\$350.00



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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 is provided.

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:

1. Class 1 Misdemeanor – NCGS 153A-252 and NCGS 14-4
2. 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 Signature

Date