

DAVIE COUNTY NORTH CAROLINA

Development & Facilities Services
336.753.6050

MANUFACTURED HOME PERMIT APPLICATION

Application is for the following jurisdiction:		
<input type="checkbox"/> Davie County		<input type="checkbox"/> Mocksville
Property Owner's Name	Property Owner's Address	Property Owner's Telephone () - Home () - Cell
Project Name	Project Address/Location (if known)	Zoning District
Subdivision Name		Lot#
Applicant's Name (if different)	Applicant's Address (if different)	Applicant's Telephone () - Home () - Cell
Set Up Contractor's Name	Contractor's Telephone () - Home () - Cell	Set Up Contractor's License No.
Contractor's Address		Water Supply: <input type="checkbox"/> Public <input type="checkbox"/> Private (Well) <input type="checkbox"/> N/A
Description of Project		Well Permit #
Year and Model of Manufactured Home:		Sewer Supply: <input type="checkbox"/> Public <input type="checkbox"/> Septic <input type="checkbox"/> N/A
Septic Permit #		
I hereby attest the information provided on this application and any additional information submitted pertaining to this application is true and accurate. Should the use of the property and/or structures change, I understand additional permits may be required. In addition, I understand plan review cannot cover all aspects of constructions and therefore any work done will be required to meet all applicable local and state codes.		
Applicant's Signature: _____	Owner's Signature: _____	
Applicant's Name (Print): _____	Owner's Name (Print): _____	
Date: ___/___/___	Date: ___/___/___	
Office Use Only		
Parcel # _____	Tax ID # _____	Zoning _____
Taxes <input type="checkbox"/> Approved <input type="checkbox"/> Denied		

I understand that it is my responsibility to contact NORTH CAROLINA ONE CALL (1-800-632-4949) prior to digging to ensure location of services and that I am responsible for any and all damages to City or County property not covered by ONE CALL. I further understand that any such damages that occur must be reported to the County at 336-753-6050 immediately.

Summary Manufactured Home

The following is a summary of items required at the inspection. **This is meant to be a guide and is not a complete list of code requirements.** Permit holder is responsible for meeting all requirements listed here and/or all applicable code and manufacturer's instructions. Requests for inspections are made after all work has been completed, and the home is open and ready for inspection. The permit card and address must be posted.

1. All entrance doors must have code standard steps leading to them.
2. Entrance doors swinging out shall have a minimum 3' x 3' landing outside the door (not applicable for screen or storm door).
3. All steps are to be constructed in accordance with the North Carolina Regulations for Manufactured Homes section 3.11.
4. A deck greater than 36 square feet requires a separate building permit.
5. For new homes, the manufacturer's installation instructions must be in a conspicuous location. Foundation systems and tie-downs must be installed in accordance with the installation instructions for new homes. Installation of relocated homes may be in accordance with the North Carolina Regulations for Manufactured Homes.
6. In the absence of specific instruction from the manufacturer, an engineer's letter is required for the set up when more than 25% of the homes main support piers are higher than 3'-0" above grade measured at the bottom of the I-Beam, reference North Carolina Regulations for Manufactured Homes section 3.7.7.
7. Any required Soil bearing tests must be performed and the results posted in a conspicuous place to determine pier spacing.
8. All footer blocks shall be covered with earth.
9. If a poured footing is required per manufacturer specifications, an inspection will be required prior to pouring of footing.
10. An engineer's letter is required when screw anchors are placed in concrete.
11. Underneath the home is to be graded to prevent water collection.
12. A GFCI convenience receptacle is to be located adjacent to outside mechanical equipment.
13. The electrical conduit is to be supported to code.
14. The water supply is to be installed in accordance with North Carolina Regulations for Manufactured Homes section 3.13.6.
15. All hose bibs are to have means for back flow prevention.
16. The sewer line is to be run with correct fall and the connection to septic tank exposed for the inspection.
17. All mechanical equipment must be installed with a proper over current protection device.
18. All mechanical equipment located outside is to be level and on a suitable pad.
19. The ductwork run under the home is to be supported every 4'-0" and is to be greater than 0'-4" above grade.
20. Any replacement mechanical equipment must be approved for use in manufactured housing.
21. A re-inspection fee may be charged for all additional inspection. Re-inspection fees must be paid before or at the time of re-inspection by check, money order or cash. Re-inspection fees are not collected by field inspectors and must be paid in the office at 298 E Depot Street in Mocksville. All checks and money orders must be made payable to the County of Davie.
22. Do not install skirting until an under chassis inspection has been performed and passed. Skirting must be in place at the final inspections.



Application Packet Checklist

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<ul style="list-style-type: none"> • Completed Zoning Permit Application/Approval _____ -Davie County & Mocksville • -Bermuda Run • -Cooleemee • Completed Building Permit Application _____ • Copy of Environmental Health Permit _____ • Copy of Deed _____ • Site Plan _____ • 2 Copies of Building Plans _____ • Utility Authorization _____ -Davie County • -Mocksville • Lien Agent Information** _____ • Owner Exempt Affidavit _____ 			

Received Date: _____

Correction(s): _____

Resubmitted Date: _____

Packet Accepted by: _____

**In accordance with North Carolina General Assembly Session Law 2012-158, Inspections Departments are not allowed to issue any permits where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence or the property owner has designated a lien agent.



Zoning Permit Application

PLEASE PRINT the following information clearly:

STREET # ADDRESS SUBDIVISION LOT #

Purpose for Application: _____

Approx. new/remodeled square footage: _____ Size of Lot: _____

Tax Map Parcel Number: _____ Zoning District: _____

Business Name: _____ Phone #: _____

Property Owner's Name: _____ Phone #: _____

Address: *(if different than above)* _____

Applicant's Name: *(if different than above)* _____

Address: *(if different than above)* _____ Phone #: _____

Fax #: _____ Email: _____

I hereby certify that the information provided hereon is, to the best of my knowledge, correct and complete. I understand that providing false or incomplete information or violating an approved zoning permit may be grounds for revocation of the permit and any associated building permit. I further understand that plan review cannot cover all aspects of construction and any work done shall be required to meet all applicable local and state codes.

Applicant's Signature Date

******DO NOT WRITE BELOW THIS LINE******

Based upon the information provided with this application, the work as proposed meets the requirements of the zoning ordinance.

Additional Remarks/Conditions:

Zoning Administrator

Date

RESIDENTIAL SITE PLAN REQUIRED

MINIMUM 8½" X 11" size paper at a scale of 1" = 20' showing the proposed structure with all the following if applicable:

- Name, address, phone number of applicant and owner, and property (site) address
- Drawing scale
- Property lines & dimensions (***If survey or recorded plat available, please utilize**)
- Existing and proposed on-site sewer, water, and drainage ditch/easements
- Existing improvements on property (house, garage, shed, deck, etc.) Label and provide dimensions and square feet.
- Location, height and square footage (dimensions) of addition or new building
- Label distances from the existing and proposed structures to property lines and other buildings on the site
- Label streets (Public and Private)-Road and highway rights-of-way shall not be determined as a part of a lot or any required yard or open space.
- Location of easements (power, telephone, gas, etc...if applicable)
- Driveway location for existing and proposed driveways
- Frontage improvements (sidewalk, curb and gutter, etc. if applicable)

NOTE: All lots created after October 2005 should have a recorded survey plat. GoMaps will not be considered an acceptable site plan for these lots.

NOTE: No application shall be considered complete unless all the above information is attached. The Zoning Administrator may waive any of the requirements, except fees, and may require additional information as necessary for proper consideration of this request. A copy of a scaled drawing which shows the shape and dimension of the lot to be used, the shape and dimension of all types of existing and proposed uses and structures, and the location of rights-of-way on the lot. The drawing must also show the location of existing or proposed parking and landscaping required as well as enough detail to indicate the intent to comply with all applicable design and use standards.



UNLICENSED PERMIT APPLICATION QUESTIONNAIRE

This document must be completed and signed by the owner of the property.

Please answer all questions by circling your response.

1. Do you own the land and/or structure to which work will occur?

YES NO

2. Do you intend to directly control and supervise construction activities?

YES NO

3. Do you intend to contract, schedule and directly pay for all phases of construction work to be done?

YES NO

4. Do you intend to personally occupy the building for at least 12 consecutive months following issuance of a Certificate of Compliance or Certificate of Occupancy?

YES NO

If the answer to any of the previous questions is “no” then the applicant is not eligible for a permit under the owner’s exception to the licensing requirements as provided for in NC GS 87.1.

I further understand that if I have falsely answered any questions 1-4 above it creates the presumption under law that I fraudulently secured the permit through misrepresentation and the permit will be revoked as required by N.C.G.S. § 153A-362.

Owner Name: _____

Address: _____

Job Site Address: _____

Owner signature: _____

Date: _____



OWNER/CONTRACTOR DISCLOSURE

G.S. 87-1 § “General Contractor” defined; exceptions. For the purpose of this Article any person or firm or corporation who of a fixed price, commission, fee or wage, undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm or corporation that is not licensed as a general contractor pursuant to this Article, the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000) or more or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a “general contractor” engaged in the business of general contracting in the State of North Carolina. This section shall not apply to persons or firms, or corporations who constructs or alters a building on land owned by that person, firm or corporation provided that such building is intended solely for occupancy by that person and his family, firm or corporation after completion; and provided further that if such building is not occupied solely by such person and his family, firm or corporation for at least 12 months following completion, it shall be presumed that the person, firm or corporation did not intend such building solely for occupancy by that person and his family, firm or corporation. This section shall not apply to any person engaged in the business of farming that constructs or alters a building on land owned by that person and used in the business of farming, when such building is intended for use by that person after completion.

I am the owner of the proposed building/modular unit or manufactured home.

It is my intention to act as my own general contractor for constructing the proposed building, remodeling renovation or for setting up the proposed modular building or manufactured home. I have entered into a construction project where the cost of the undertaking exceeds \$30,000; I have read G.S. § Section 87-1. I certify that I am not allowing an unlicensed general contractor to perform the duties of a general contractor, which I understand from reading G.S. § Section 87-1 includes construction superintending and managing in addition to, among other things, signing written contracts. I intend to retain the finished house (or other project) exclusively for my own use, and to be occupied by me or my family for a minimum of one year after completion. I am not building a “speculation” project with the intention of selling the project once it is completed. I understand that building a “spec” project without proper licensure is a violation of G.S. § 87-13; this may be a criminal offense. Also, I understand that problems which may arise due to construction of the building or set-up of the properly labeled modular building or manufactured home, such as inaccurate or insufficient foundation, improper or inadequate marriage line connection, improper plumbing, mechanical, or electrical connections between the units, etc., will be solely my responsibility, and I will be left with no recourse and must assume total liability for correction of these problems. I personally have a thorough knowledge of the requirements of the NC State Building Code with regard to construction and/or setting up of modular or manufactured buildings. I understand that in the event it is discovered this project is being constructed, superintended or managed by an unlicensed person other than myself all permits will be considered null and void. At this point a “stop work” order could be issued and the permit revoked.

Signature of Permit Applicant

Application Date



STATE OF NORTH CAROLINA

**OWNER EXEMPTION AFFIDAVIT
PURSUANT TO G.S. 87-14(a)(1)**

COUNTY OF _____

_____ Inspections Department

Address and Parcel Identification of Real Property Where Building is to be Constructed or Altered:

I, _____
(Print Full Name)

hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

1. _____ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;

OR

_____ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation: _____);
2. _____ I will personally superintend and manage all aspects of the construction or alternation of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina;
3. _____ I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina;
4. _____ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. 87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

(Signature of Affiant) _____
Date

Sworn to (or affirmed) and Subscribed before me
this the ___ day of _____, 20__

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____ (Notary Stamp or Seal)

(NOTE: It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law—G.S. 14-209)

UTILITY CONNECTION AUTHORIZATION

Applicant (s) _____

Property Owner(s) _____

Property Address _____

Mailing Address (if different) _____

Phone _____ Email _____

Owner/Applicant: _____ Date: _____

- **This certifies that the party above is authorized to connect to the water/sewer system of Davie County at a tap that has been properly installed by the Davie County or its agent. Note: If there is no existing tap on the lot, the County must be contacted to make arrangements for a tap to be installed.**
- **This authorizes Davie County Development Services to issue a Building Permit or a Plumbing Permit for this work.**

For use by Davie County Public Utilities

Fees Paid: _____ **Date:** _____

Authorized by: _____ **Date:** _____

Submit to Davie Development & Facilities Services or Fax to 336.751.7689



REQUIRED INSPECTIONS

(INSPECTIONS MUST BE REQUESTED 24 HOURS IN ADVANCE & BEFORE 4:30PM)

The following inspections are required (but not limited) to be done in advance of concealment or proceeding to the next step in construction. Inspections may vary depending on the construction project.

Section 107 of the North Carolina Administrative Code and Policies (as revised):

107.1 General. The inspection department shall perform the following inspections:

1. Footing inspection;
2. Under slab inspection, as appropriate;
3. Foundation inspection, wood-frame construction;
4. Rough-in inspection;
5. Building framing;
6. Insulation inspection;
7. Fire protection inspection; and
8. Final inspection.

107.1.1 Footing inspection. Footing inspections shall be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and appropriately tied, all necessary forms are in place and braced and before any concrete is placed.

107.1.2 Under-slab inspection. Under-slab inspections, as appropriate, shall be made after all materials and equipment to be concealed by the concrete slab are completed.

107.1.3 Foundation inspection, crawl space. Foundation and crawl space inspections shall be made after all foundation supports are installed. This inspection is to check foundation supports, crawl space leveling, ground clearances and positive drainage when required.

107.1.4 Rough-in inspection. Rough-in inspections shall be made when all building framing and parts of the electrical, plumbing, fire protection, or heating-ventilation or cooling system that will be hidden from view in the finished building have been placed but before any wall, ceiling finish or building insulation is installed.

107.1.5 Building framing inspection. Framing inspections shall be made after the roof, excluding permanent roof covering, wall ceiling and floor framing is complete with appropriate blocking, bracing and firestopping in place. The following items shall be in place and visible for inspection:

1. Pipes;
2. Chimneys and vents;
3. Flashing for roofs, chimneys and wall openings;
4. Insulation baffles; and
5. All lintels that are required to be bolted to the framing for support shall not covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

107.1.6 Insulation inspection. Insulation inspections shall be made after an approved building framing and rough-in inspection and after the permanent roof covering is installed, with all insulation and vapor retarders in place, but before any wall or ceiling covering is applied.

107.1.7 Fire protection inspection. Fire protection inspections shall be made in all buildings where any material is used for fire protection purposes. The permit holder or his agent shall notify the inspection department after all fire protection materials are in place.

107.8 Final inspection. Final inspections shall be made for each trade after completion of the work authorized under the technical codes.

107.2 Inspection requests. It shall be the duty of the permit holder or his or her agent to notify the code enforcement official (Inspection office) when work is ready for inspection and to provide access to and means for inspection of the work for any inspections that are required by this code. **Davie County requires at least 24 hour notice for inspections to be completed.**

107.3 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the code enforcement official. The code enforcement official, upon notification, shall make the requested inspections and shall indicate the portion of the construction that is satisfactory as completed, or shall notify the permit holder or an agent of the permit holder that the work fails to comply with the technical codes. Any work that does not comply shall be corrected and shall not be covered or concealed until authorized by the code enforcement official.



Lien Agent Information

In accordance with North Carolina General Statute 160A-417, inspections departments are not allowed to issue any permits where the project cost is \$30,000.00 or more unless the application is for the improvements to an existing dwelling that the applicants uses as a residence OR the property owner has designated a lien agent and provided the inspections department with the information below:

Name of Lien Agent: _____

Mailing address of agent: _____

Physical address of agent: _____

Telephone: _____ Fax: _____

Email: _____

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from NCGS 160A-417 (d) No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the owner occupies as a residence, or for the addition of an accessory building or accessory structure as defined in the North Carolina Uniform Residential Building Code, the use of which is incidental to that residential dwelling unit, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.

Lien Agent Frequently Asked Questions

Q: Does the lien agent apply to commercial construction?

A: Yes. The requirement applies to any commercial work over \$30,000.00 as well as to construction of any new residence over \$30,000.00

Q: If the homeowner is building their own new residence over \$30,000.00 with no other contractor or subcontractors, is a lien agent required?

A: Yes

Q: If a homeowner is building their own new residence using only a subcontractor whose portion of the work is under \$30,000.00, is a lien agent required?

A: Yes

Q: If a homeowner is building their own new residence using a subcontractor whose portion of the work is over \$30,000.00, is a lien agent required?

Q: If a homeowner is acting as their own contractor and is not utilizing any subcontractors to renovate an existing home in which they reside and the renovation will cost over \$30,000.00, is a lien agent required?

A: No

Q: If a homeowner is doing a renovation to an existing home in which they reside and is utilizing a subcontractor whose portion of the work is over \$30,000.00, is a lien agent required?

A: No

