

Planning & Inspections Department
Inspections Division Telephone: 252-639-2941
248 Craven Street First Floor Dunn Building Fax: 252-635-4973
P.O. Box 1129 New Bern, NC 28563

APPLICATION FOR MANUFACTURED HOME ON AN INDIVIDUAL LOT

Application for a manufactured home must be submitted & signed by the manufactured home dealer or set up contractor.

Please record information accurately and legibly. Also, please make sure this application form is filled out completely. This application will be filed as a permanent record.

ADDRESS OF THE FUTURE HOME _____

Lot Size (sq ft) _____ The Home (sq ft) _____ Existing Ground Cover (sq ft) _____

Lot coverage can not exceed 30%.

HOME OWNER INFORMATION

NAME _____ Current Home Phone# _____ Work Phone# _____

Current Home Address _____

LAND OWNER INFORMATION

NAME _____ Home Phone# _____ Work Phone# _____

Current Home Address _____

MANUFACTURED HOME INFORMATION

Size of Mobile Home _____ Year _____ Make _____ Model _____ Color: _____ Serial# _____

Number of Bedrooms: _____ Number of Baths _____ Estimated Cost _____

Each mobile home must be approved for Hurricane Zone II specifications. Please check your label. **Proof of Hurricane Zone II specifications must be provided to the Department in order to place a mobile home in the City Limits of New Bern. No mobile home older than ten (10) years may be placed within the city limits.**

Is the property located in a flood zone ? **Y or N**

Dealer _____ Phone# _____ License# _____

Set-up Contractor _____ Phone# _____ License# _____

Electrical Contractor _____ Phone# _____ License# _____

Mechanical Contractor _____ Phone# _____ License# _____

Plumbing Contractor _____ Phone# _____ License# _____

Water Source: Please Circle PUBLIC PRIVATE **Sewer Source:** Please Circle PUBLIC PRIVATE

What electrical utility company will be serving your home? Progress Energy Or City of New Bern

I hereby verify that I have read and will comply with the requirements for the placement of a manufactured home within the jurisdiction of the City of New Bern. I also agree that the work described on this application will be performed in compliance with all local, state and federal regulations, and that the base flood elevation requirements will be complied with when applicable.

Manufactured Home Dealer/Set Up Contractor _____ Date _____

*******FOR OFFICE USE ONLY*******

Building Inspector: _____ Date _____

Zoning Official: _____ Date _____

COMMENTS:

PERMIT REQUIREMENTS FOR MANUFACTURED HOMES ON INDIVIDUAL LOT

ZONING COMPLIANCE REQUIRED

1. Proposed manufactured home site must be located in an R-6, R-20, or A-5 zone. Lot size must be consistent with the City of New Bern Zoning Ordinance Only 30% of the lot coverage is allowed on individual lots. A **survey plot plan** is required to be submitted which accurately shows the following information:
 - (A) The **dimensions, square footage, location and setbacks** of proposed manufactured home.
 - (B) **Septic tank and drain lines** if applicable.
 - (C) **Any and all other structures** located on the property, their square footage, location on the property as well as distances from other structures, septic systems, setbacks, etc.
 - (D) All property markers and **setbacks from property lines** in linear feet, right of ways, etc.

BUILDING INSPECTIONS

2. If the property is located in the flood plain, an **elevation certificate** must be supplied by a licensed land surveyor/engineer prior to the set up. (Once the manufactured home has been set up, a final elevation certificate is required from the surveyor/engineer prior to a certificate of occupancy being issued.) Note: A footing inspection is required for all FEMA set ups prior to pouring the concrete. This includes setting the piers and installation of curtain wall as designed by professional designer.
3. A notarized letter is required to be submitted from the property owner if the property is not owned by the applicant/manufactured homeowner.
4. A **final plot plan is required** to be submitted from a licensed land surveyor/engineer prior to electrical service or a certificate of occupancy being released. This is to ensure manufactured home meets all applicable setbacks.
5. Manufactured home **underpinning agreement** to be signed prior to permit being issued. (See attached agreement)
6. A continuous **permanent masonry curtain wall**, with required ventilation and access, is required to be installed under the manufactured home.
7. A **Floor plan** of manufactured home must be submitted with application with main entrance facing a street.
8. Proposed location for home must be on **an approved paved street**.
9. Manufactured home must be a **Hurricane Zone II**.
10. The **primary entrance** must face the street plus have a **landing** which is no smaller than three feet by three feet in size.
11. The **tongue, axles, transporting lights, and towing apparatus are removed** after placement on the lot and before occupancy.
12. An **onsite inspection** must be made before permit is issued to insure location of lot.
13. **The correct 911 mailing address MUST be verified** by the Communications Division of the City of New Bern. This address is required to be on the permit application. Please contact Communications Division at **252-672-0387** for this information.

ADDITIONAL ITEMS

- (A) The **manufacturer installation manual** must be available and onsite for FOOTING AND MARRIAGE WALL inspections.

- (B) If the manufactured **home is used**, it must **comply with the minimum housing standards** for the City of New Bern.
- (C) A **picture must be submitted** with the building permit application.
- (D) **Soil bearing test** must be left on site by the set up contractor.
- (E) Area beneath manufactured home must be **free of all debris & have positive drainage** up to **10'** away from structure as required by the NC State Code and City of New Bern Land Ordinance.
- (F) Someone **MUST be onsite** to allow the inspector access for the **interior inspection**.
- (G) **For single wide homes** everything must be ready when the inspection is made (the electrical, plumbing & set up) with the exception of the underpinning. (See attached underpinning agreement.) Double & triple wides require a marriage wall inspection.
- (H) **The plumbing, electrical, and mechanical permits are separate from the manufactured home permit.** These permits must be obtained by the applicable contractors.
- (I) **If the manufactured home is to be attached to a septic system**, the tank and drain lines are to be flagged and approval granted by Craven County Health Department.
- (J) Overhead electrical lines cannot be located above the proposed manufactured home. Depending upon the type of electrical lines, verification of distance may be required from the applicable electrical utility.
- (K) Occupancy is **NOT** allowed until after the manufactured home has passed the final inspection and has been released with a certificate of occupancy.
- (L) **Address numbers must be posted** so as to be visible from the street. A minimum of 3" numbers in a color contrasting from the color of the home is required.

CRAVEN COUNTY HEALTH DEPARTMENT

- 14. An improvement permit will be needed from Craven County Health Department if there is an existing septic tank service.

UTILITIES

- 15. Check with applicable utility departments to see if public water and sewer are available and the availability of electrical service. All utility accounts, tap fees, deposits, etc. need to be completed by the customer prior to any inspections being performed. Meter locations must be verified and approved by the utility company.

City of New Bern Electrical Utilities	252-639-2750
City of New Bern Water & Sewer Utilities	252-639-7541
Progress Energy	1-800-452-2777
Craven County Water & Sewer Department	252-636-4936

I hereby verify that I have read and will comply with the requirements for the placement of a manufactured home within the jurisdiction of the City of New Bern. I also agree that the work described on this application will be performed in compliance with all local, state and federal regulations, and that the base flood elevation requirements will be complied with when applicable.

Signature: Manufactured home dealer or set up contractor: _____ Date _____