

City of New Bern



Three Centuries of North Carolina Heritage

Planning & Inspections Department
Inspections Division
248 Craven Street First Floor Dunn Building
P.O. Box 1129 New Bern, NC 28563

Telephone: 252-639-2941
Fax: 252-635-4973

APPLICATION FOR MANUFACTURED HOME IN A PARK

Application for a manufactured home must be submitted & signed by the manufactured home dealer or the set up contractor. Please record information accurately and legibly. Also, please make sure that this application form is filled out completely. This application will be filed as a permanent record.

PARKS NAME _____

ADDRESS OF THE FUTURE HOME _____

HOME OWNER INFORMATION

NAME _____ Current Home Phone# _____

Current Home Address _____ Work Phone# _____

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 II specifications. Please check your label. **Proof of Hurricane Zone II specifications must be provided to this 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.

Signature of manufactured home dealer or set up contractor: _____ Date _____

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

Building Inspector: _____ Date _____

Zoning Official: _____ Date _____

COMMENTS:

**PERMIT REQUIREMENTS
FOR
MANUFACTURED HOMES IN A PARK**

BUILDING INSPECTIONS

1. The **Underpinning Agreement** is to be signed prior to permit being issued. (See attached)
2. A **Floor Plan** of manufactured home must be submitted with application with main entrance facing a street.
3. Manufactured home must be a **Hurricane Zone II**.
4. The **primary entrance** must face the street plus have a **landing** which is no smaller than three feet by three feet in size.
5. If the manufactured **home is used**, it must **comply with the minimum housing standards** for the City of New Bern.
6. A **picture** must be submitted with the building permit application if the **home is used**.
7. **The correct 911 mailing address MUST be updated** 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) **Soil bearing test** must be left on site by the set up contractor.
- (D) 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.
- (E) Someone **MUST be onsite** to allow the inspector access for the **interior inspection**.
- (F) For single wides 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. FEMA SETUPS REQUIRE AN ADDITIONAL FOOTING INSPECTION. In certain instances the mechanical inspection may be performed at a later date. NC State code requirements are to be met.
- (G) **The plumbing, electrical, and mechanical permits are separate from the manufactured home permit.** These permits must be obtained by the applicable contractors.
- (H) **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**.
- (I) 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.
- (J) Occupancy is NOT allowed until after the manufactured home has passed the final inspection and has been released with a certificate of occupancy.
- (K) **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

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

UTILITIES

9. 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

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Signature of applicant/ owner/agent: _____ Date _____