

## MANUFACTURED HOME PERMIT & INSPECTION PROCESS

One application is required for the installation of a manufactured home. When issued, this permit covers the following work:

- the setup which includes the installation of any footings, piers and tie downs
- steps and landings up to 36 sq. ft. (an additional fee is required for landings exceeding 36 sq. ft.)
- electrical
- plumbing
- heating and air conditioning

The permit fee for a single unit is \$155. The permit fee for multi-section homes is \$200.

### WHAT YOU NEED TO BRING

- **Tax Certification**--a stamped document obtained from the Cumberland County Tax Dept., Courthouse, 117 Dick St, 5<sup>th</sup> floor; **or** a copy of your Cumberland County Moving Permit.
- **Site plan** showing the distance from your unit to all the property lines.
- **The address** of the property where the unit will be placed. (If an address has not been issued, this may be obtained from Addressing, Historic Courthouse, 130 Gillespie St, Rm. 119.)
- **Contractor information** to include the address, phone number and state license number for your setup, electrical, plumbing, heating and air conditioning contractors.

### THINGS YOU NEED TO KNOW

- An **Environmental Health permit** is required if your property is connected to an existing septic system (\$50) or if a new septic system (\$150) will be installed. This application can be submitted with the manufactured home application. The Environmental Health Inspector must approve the site for new systems before the manufactured home permit can be issued. After submitting your application contact Environmental Health at 433-3660 to schedule an inspection.
- Additional information/approvals may be required based on the site location and conditions.(floodplain, watershed, etc)

### INSPECTIONS REQUIRED

Contact **Todd Mobley, 321-6639**, to schedule inspections. His office hours are 8:00-9:00 am and 4:00-5:00 pm. If the unit is served by a septic system, the Health Department approval must be available on site.

### Single & Multi-Section Homes

- Footings:** If a poured concrete footing will be used, it must be inspected prior to pouring the concrete
- Marriage Wall Inspection--Multi-Section Homes Only.** All connections at the ridge, floor and wall completed.
- Manufacturer's installation instructions must be available on site & all work must be exposed at inspection.
- An OSHA approved ladder must be provided on site the day of the inspection.
- Inspections requested prior to 8:30 a.m. will be inspected the same day.
- No roof inspections will be conducted in bad or rainy weather.
- If the inspection is approved, a green sticker marked "marriage wall ok" will be left on the front door
- If the inspection is disapproved, a yellow "contact" tag will be left.
- Homes with Brick Foundations, if applicable:** Prior to construction of the brick curtain wall, inspection of all blocking, plumbing, crossover wiring & ductwork, or any other work located under the unit.
- Water Distribution & DWV Inspection.** A test is required on the site-installed portion of the water distribution & drainage, waste & vent (DWV) system.

(Continued on back)

### **INSPECTIONS REQUIRED (cont).**

- Final Inspection:** All blocking, tie-down, steps/landings/handrails, electrical, plumbing and heating/air conditioning work complete. Setup information sheet completed and available on site. (Information sheet obtained from the Planning & Inspection Department)
- Manufacturer's installation instructions must be available on site.
- Unit must be unlocked for inspection. Someone must be present if personal items are in the unit.
- Final inspection will be done within 48 hours of request
- If the installation is approved, there will be 3 stickers located on the meter base. (The fourth sticker is used if there is heating/air conditioning equipment installed. The heating/air conditioning final is not required prior to obtaining electrical power. However to be covered under the Manufactured Home Permit, installation and inspection of this equipment must be completed within five working days of the unit final.)

### **MANUFACTURED HOMES – STEPS, STAIRWAYS & LANDINGS**

-**Steps & Stairway Support & Width.** All support posts must rest on a minimum 8" x 16" x 4" thick concrete masonry or 8" x 16" x 6" thick poured concrete footing. The bottom of the footing shall be at least 4" below grade. (Exception applies to stair or landing structures designed specifically to set on the ground). All stairways shall have at least 36" clear width. For stairs with one handrail, the minimum width at and below the handrail is 32". For stairs with two handrails, the minimum width at and below the handrail is 28".

-**Treads.** Maximum riser height: 8 ¼" Minimum tread depth: 9", excluding the nose. Difference in riser height or tread depth shall not vary over 3/8". The distance from the top step or landing to the door threshold shall not exceed 8 ¼". The height of the bottom riser may be less than 8 ¼" where it joins a walk, porch, driveway, etc. Stairways with solid risers must have a nosing not less than ¾" and not greater than 1 ¼". (Exception-a nosing is not required if the tread is 11" deep.)

-**Handrails.** Handrails are required on stairways of four or more risers when the top riser is more than 30" above grade. The handrails shall be provided on all open sides of the stairway--for the full length of the stairs. Handrails shall be at least 30" high, but not over 38". The ends of the handrails shall be returned or terminated in newel posts or safety terminals. The cross-sectional portion of the grip shall not exceed a diameter of 3 ½". Handrails should be capable of withstanding a concentrated load of 200 lbs. Material for handrails shall be a minimum of #2 or better treated Southern Pine or equivalent. The cross-sectional portion of the handrail grip shall not exceed 3 ½ inches.

-**Guardrails.** Porches, balconies or raised floors which are more than 30" above grade/floor below shall have a guardrail at least 36" high. Guardrails shall have intermediate rails or closures, which will not allow a 6" sphere to pass through. Spacing between the vertical members in required guardrails is 4" at the closest point between the members. Material and loading for guardrails shall meet the same requirements as handrails.

-**Landings.** A minimum 3' x 3' landing must be provided at all exterior stairs if the door (not screen or storm door) swings outward over the stairs. Decks which are 36 sq. ft. or less must comply with this code. Decks over this size must comply with the NC Residential Code.

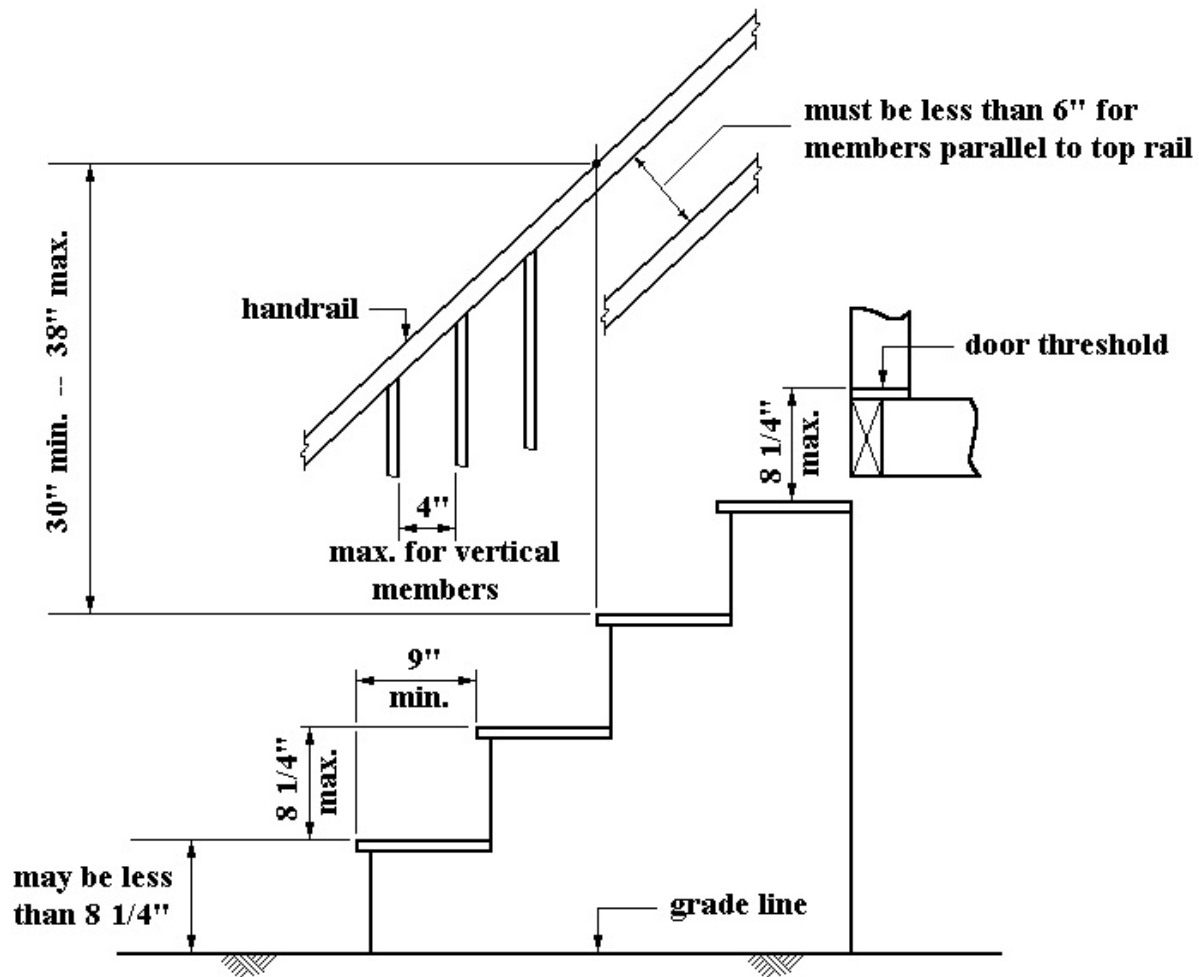
-**Auxiliary Structures.** Such structures (such as porches, decks, awning, etc.) not provided by or approved by the home manufacturer must be completely self-supporting unless designed by an architect or engineer.

-**Structural Requirements.** Guardrails, handrails and deck landings shall meet the following:

<b>Support Spacing</b>	<b>Tread or Decking (nominal)</b>
12" oc	1" S4S
16" oc	1" T & G
24" oc	1 ¼" S4S
32" oc	2" S4S

All fasteners shall be hot-dipped, zinc-coated galvanized or stainless steel.

**Figure 3.11**  
**Stair and Rail Geometry**



*This figure has been extracted from the  
State of North Carolina  
Regulations for  
Manufactured Homes  
2004 Edition*