

Northampton County Code Enforcement

PO Box 97 Jackson, NC 27845
252-534-5171 office 252-534-1538 fax

Requirements for Obtaining Manufactured Homes Building Permit

The following information is required to process your permit application. **Incomplete applications will not be accepted.**

1. Authorization for a Septic System is required. Please contact the Northampton County Environmental Health Department at **252-534-5841**.
2. You will need a zoning authorization. Please contact the Northampton County Zoning Department at **252-534-1905** or william.flynn@nhcnc.net or tim.lassiter1@nhcnc.net for properties located in the county's jurisdiction. ***If construction is within the town limits*** of Conway, Garysburg, Gaston, Jackson, Lasker, Rich Square, Seaboard, Severn, or Woodland, you must obtain a zoning authorization from that town before a building permit can be issued. Zoning authorizations must include the ***Tax parcel number***. ***This may be obtained from the tax office or Land Records.***
3. All applications must include the following:
 - A. A copy of the Set Up Manual
 - B. A Bill of Sale or Contract to Purchase identifying the Make, Model, Year and Serial Number of the home is required to purchase a Manufactured Home Permit. **If** the serial number is not available at the time, a Certificate of Occupancy will not be issued until it is received.
 - C. A **surety bond**, if the General Contractor is not licensed. State law [G.S. 143-139.1] requires that any person or corporation that undertakes to erect a modular building (other than the property owner) must have a valid NC General Contractor's License or provide the local building official with a valid \$5,000 Surety Bond for each modular building to be erected. Third Party certification stamp is required on plans. **All** manufactured buildings shall be set up and installed in compliance with manufacturer's instructions.
 - D. **Tax Moving Permit** is required (but not needed if buying off the dealer's lot). This must be done **before** the home is moved. This permit is obtained from the tax office in the county where the home is currently located. Lot numbers will not be accepted as an E911 address.
 - E. A set-up manual with addendum needs to be provided for our office and a copy on site.

Any deviation from submitted plans will require additional review and an update of permit and fees.

IMPORTANT:

According to the North Carolina General Statutes 153A-358, permits expire six (6) months after the issue date if no inspections are requested. Permits also expire when work has started but discontinued for (12) months from the last inspection date.

If a person commences **any** work on a building or service system before obtaining the necessary permits, they shall be subject to penalty as established by the local governing body [G.S. 153A-354, 160a-114]. The permit fees will be doubled if work has begun without permits.