

Development services
303 First Street
P.O. Box 1129
New Bern, NC 28563

Fax: 252-635-4973

Telephone: 252-639-2941

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** _____ **Serial#** _____

Number of Bedrooms: _____ **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 the Department in order to place a mobile home in the City Limits of New Bern.

Where is the wind zone label located in the home? _____

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 servicing 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 applicant/ owner/agent: _____ **Date** _____

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

Building Inspector: _____ **Date** _____

COMMENTS:

Zoning Official: _____ **Date** _____

COMMENTS:

**Manufactured Home Information
To Acquire Permits**

Are you using the Manufacture instruction Manual or the State Manual for your set up (circle one)

- 1- Distance Between I-Beams _____
 - 2- Size of I-Beam _____
 - 3- Roof Pitch _____
 - 4- Dimensions of Home Width & Length _____
 - 5- Attic Space _____ No Attic Space _____
 - 6- **Table** being used to size footings for-
 - a. I-Beam **Table #**- _____
 - b. Marriage Wall Non-Support Column **Table #**- _____
 - c. Marriage Wall Support Column **Table #**- _____
 - d. Perimeter Wall **Table #**- _____
 - 7- **Size** of Footing For -
 - a. I-Beam _____
 - b. Marriage Wall Non-Support Column _____
 - c. Marriage Wall Support Column _____
 - d. Perimeter Wall _____
 - 8- **Distance** Between **Footings**
 - a. Table being used _____
 - b. Distance between Footings For -
 - i. I-Beam _____
 - ii. Perimeter _____
 - iii. Marriage Wall Support Column _____
 - iv. Marriage Wall non-support column _____
 - 9- **Distance** between **Tie Downs**
 - a. Table being used _____
 - b. Distance between _____
 - c. How many for mating wall _____
 - 10- Bolts or Lags to tie Marriage Wall together
 - a. _____ Bolts _____ Lags
 - b. Distance Between them _____
 - c. Table for distance between _____
 - d. Notes :
- 1- Setup and Installation manuals containing information given are required to be submitted prior to permit being reviewed and/or issued.
2- Footings must be uncovered when set-up inspection is made.

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 applicant/ owner/agent: _____ **Date** _____

PERMIT REQUIREMENTS FOR MANUFACTURED HOMES IN A PARK

1. 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.
2. A notarized letter is required to be submitted from the property owner if the property is not owned by the applicant/manufactured homeowner.
3. Manufactured home **underpinning agreement** to be signed prior to permit being issued. (See the attached agreement)
4. A **Floor plan** of manufactured home must be submitted with application with main entrance facing a street.
5. Manufactured home must be a **Hurricane Zone II**.
6. The **primary entrance** must face the street plus have a **landing** which is no smaller than three feet by three feet in size.
7. If the manufactured **home is used**, it must **comply with the minimum housing standards** for the City of New Bern and a **picture** must be submitted with the building permit application.
8. **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 **252-672-4107** for this information.

ADDITIONAL ITEMS

- (A) The **manufacturer installation manual** must be available and onsite for FOOTING AND MARRIAGE WALL inspection for homes.
- (B) If the manufactured **home is used**, it must **comply with the minimum housing standards** for the City of New Bern and a **picture must be submitted** with the building permit application.
- (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 wide homes everything must be completed when the final inspection is requested (the electrical, plumbing & set up) with the exception of the underpinning. Double & triple wide homes require a marriage wall inspection. In certain instances the mechanical inspection may be performed at a later date. NC State code requirements are to be met. FEMA SETUPS REQUIRE AN ADDITIONAL FOOTING INSPECTION. .
- (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..
- (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.
- (J) Occupancy is NOT allowed until after the manufactured home has passed the final inspection and has been released with a certificate of occupancy

CRAVEN COUNTY HEALTH DEPARTMENT

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

UTILITIES

10. 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.

11.

City of New Bern Electrical, Water & Sewer Utilities	252-639-2750
Progress Energy Power & Light	1-800-452-2777
Craven County Water & Sewer Department	252-636-6615



NEW BERN

CITY OF NEW BERN

300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Aldermen

Dallas O. Blackiston
Victor J. Taylor
Patricia C. Schaible
Johnnie Ray Kinsey
Bernard W. White
Jeffrey T. Odham

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

WE, the undersigned being the owner of the premises on which is proposed to locate a manufactured home, and the applicant for the building permit, if different from the owner, do hereby specifically agree with the City of New Bern as follows:

1. That we will cause the subject manufactured home to be set up as required by the Land Use Ordinance of the City of New Bern, within thirty (30) days of the location of said manufactured home within the City or its extraterritorial jurisdiction, on penalty of being required to move said manufactured home within forty-eight (48) hours of receipt of notice from the City, if the required set-up shall not have been accomplished.
2. That we will remove the piers and curtain walls from the subject premises within thirty (30) days of removal of the manufactured home from said lot, should said manufactured home not be replaced by another within the thirty (30) day period.
3. That our agreement to do the matters and things herein set forth is a prerequisite to the issuance of a building permit for which we have applied.

THIS _____ DAY OF _____, 20__

Witness

Owner

Witness

Applicant other than the owner of the premises on which the manufactured home is to be located

APPROVED AS TO MANNER AND FORM:


Dana E. Outlaw
Striving for Excellence