



City of Whiteville

Inspections & Planning Dept.

317 S. Madison St.

Whiteville, NC 28472

(910) 640-1380

(910) 642-4407 (fax)

Manufactured Home Set-Up Permit Checklist

- 911 Address Slip from Columbus County Addressing Center (910-640-1518)
- Deed of Owner and Legal Description (Columbus County Register of Deeds)
 - Site Control/Lease/Transfer of Ownership Documentation: *If the individual involved with the zoning permit application is not the owner of the property, then a letter or note needs to be included that shows permission to proceed with the specific project.*
- Complete Zoning Permit Application (Must be approved prior to receiving a set-up permit.)
- Site plan – If applicable, showing lot dimensions and setbacks.
- Complete Manufactured Home Permit Application
 - Name and phone number of homeowner AND landowner.
 - A copy of the title.
 - Year, Make and Size of mobile home.
 - Wind Zone Certification.
 - Name, address, phone number and NC License Number of setup contractor.
 - Improvement Permit for Wastewater System Installation from Columbus County Environmental Health. (Septic Tank System Only)
- Lien Agent Form: *If total project cost exceeds \$30,000* You can go online to complete this form at www.liensnc.com

PLEASE READ AND SIGN: *I have enclosed all of the required information. I understand and have read this form in its entirety. I am aware this does not guarantee any approval for any permit and that I am solely responsible for providing information that is accurate. Furthermore, the City of Whiteville will not be liable for false information provided.*

Signature

Date

Notes:

- Please inform homeowners that the electrical, plumbing, and mechanical permits (separate from setup) have to be obtained by a licensed contractor **BEFORE** work begins.
- All manufactured homes must be a Wind Zone Certification II.

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City of Whiteville, NC

Residential Plot Plan

Must accompany a zoning permit application for a new structure or addition

Owner's Name: _____ Owner's Address: _____

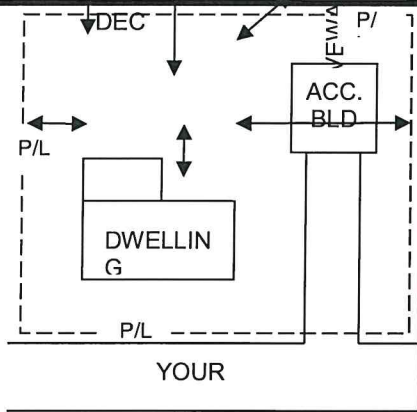
Owner's Phone Number: _____

Property Street Address: _____

Property Number: _____ PIN: _____

OFFICE USE ONLY			
Permit No.: _____	Zone: _____	ETJ: Y / N	Date Received: _____
		Received by: _____	

EXAMPLE



YOUR

INSTRUCTIONS

1. In the space provided below (or on an attached sheet), draw your plot plan as neatly and accurately as possible, from a survey if available. [Use the examples as a guide.]
2. Draw all streets and rights of ways.
3. Draw property lines with dimensions.
4. Draw all proposed AND existing buildings, showing any porch(es), deck(s), patio(s), garage(s), chimney(s), etc.
5. Show distances of buildings from property lines or other structures.
6. Separate plot plans are required for each permit.
7. Approved plot plans will be stamped as such, and/or signed by an authorized official with the City of Whiteville.
8. Any deviations from this plot plan must be preapproved by the City of Whiteville.

PLOT PLAN

City of Whiteville

Inspection Department

317 S. Madison St.

Whiteville, NC 28472

Phone (910) 640-1380

Fax (910) 642-4407

Manufactured Home Set-up Application

Total Projected Cost: \$ _____

911 Address where home will be set up: _____

(ADDRESS SLIP REQUIRED)

MH Owner's: _____ Phone #: _____

Address: _____

Property Owner: _____ Phone #: _____

Address: _____

MH Set-up Contractor: _____

Address: _____ Phone #: _____

N.C. License # _____

Year: _____ Make: _____ Model: _____

Single wide: _____ Double wide: _____ Triple wide: _____

Size of Mobile Home: _____ x _____ # bedrooms: _____ # bathrooms: _____

Lot Dimensions of Property _____ Color: _____

Wind Zone _____ Serial #: _____

Footing: precast _____ poured _____

I do hereby certify that all information in this application is correct and that all work will comply with the regulations for Manufactured Homes for the state of North Carolina and all other state and local codes. In the event that changes are made different than this application I will notify the City of Whiteville Inspection Department.

Owner/Contractor/Agent

Date

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Lien Agent Information

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence **OR** the property owner has designated a lien agent and provided the inspections office with the information below:

Name of Lien Agent: _____

Mailing address of Agent: _____

Physical address of Agent: _____

Telephone: _____ Fax: _____

Email: _____

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417:

“(Effective April 1, 2013) No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the owner occupies as a residence, or for the addition of an accessory building or accessory structure as defined in the North Carolina Uniform Residential Building Code, the use of which is incidental to that residential dwelling unit, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued.”

You may go online to www.liensnc.com to complete the form.

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Application for Zoning Approval

(Use this form for Zoning Permit Approvals & Change of Use)

Application and plat/drawing may be returned by fax, mail, email, or in person.

Please allow a minimum of three (3) business days to process applications.

Fee: \$25 Residential and \$75 Commercial

Proposed Work/Use: _____	Business Name: _____
Address for permit: _____	(If Applicable)
Subdivision/Development/Lot# _____	
(If Available)	

Property Owner(s) Information:	
Name _____	Company Name _____
Address _____	City/State/Zip _____
Phone _____	Cell # _____
Fax _____	Email _____

Applicant(s) Information (if different from owner):	
Name _____	Company Name _____
Address _____	City/State/Zip _____
Phone _____	Cell # _____
Fax _____	Email _____

I hereby certify that I, the undersigned, am the owner of the subject property or I am making application with the full authority or the owner(s), and the statements herein are true and correct to the best of my knowledge. I am aware this does not guarantee any approval for any permit and that I am solely responsible for providing information that is accurate. Furthermore, the City of Whiteville will not be liable for false information provided.

Owner/Applicant Signature

Date

(For Office Use Only)			
Permit # _____	Zoning _____	[] Approved [] Denied	Date _____
Property # _____	Setbacks _____	Review Officer _____	
Comments: _____			
If Applicable NCDOT approval: _____			

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