



Process for the Set Up of Manufactured Homes



MANUFACTURED HOME APPLICATION PACKET

This application is for new or replacement manufactured homes.

SECTION 1: BUILDING PLAN REVIEW **(REQUIRED)**

Department Contact: buildingpermits@sanfordnc.net or 919-718-4654

City of Sanford / County of Lee / Town of Broadway
MANUFACTURED HOME SET-UP APPLICATION
115 Chatham St., Suite 1, Sanford, NC 27330
Telephone (919) 718-4654 www.sanfordnc.net

THIS PERMIT MAY ONLY BE OBTAINED BY THE LICENSED SET-UP CONTRACTOR OR DEALER.

**PERMITS WILL NOT BE ISSUED TO THE HOMEOWNER,
UNLESS THEY WILL PERFORM THE ACTUAL SETUP OF THE HOME ITSELF!**

APPLICATION DATE : _____ EMAIL : _____

CONTRACTOR LICENSE# : _____ PARCEL # : _____

ADDRESS / LOCATION OF PROPERTY: _____

Year Home was MFG and Dimensions: _____ Power Company: DUKE ENERGY _____ CEMC _____

➤ Connected to City Sewer? YES ___ NO ___ If No, Health Dept. Approval is required.

➤ Connected to City Water? YES ___ NO ___ If No, Health Dept. Approval is required.

APPLICANT NAME: _____ APPLICANT PHONE#: _____

APPLICANT ADDRESS: _____ EMAIL: _____

OWNER OF MANUFACTURED HOME: _____
(If different from applicant)

LAND OWNERS NAME: _____
(If different from applicant)

LAND OWNERS' CURRENT ADDRESS: _____ PHONE#: _____

CHECK ONE:

SINGLE-WIDE

DOUBLE-WIDE

TRIPLE-WIDE

Will Setup Contractor be responsible for Mobile Home drainage? Yes No

ELECTRICAL: \$100.00		PLUMBING: \$75.00	
MECHANICAL:	HVAC <input type="checkbox"/> ELECTRIC	OR	<input type="checkbox"/> GAS
Qty. of Gas Piping/Pressure Test:	_____	Qty. of Gas Accessory Units:	_____
Qty. of Gas Logs/Fireplace Units:	_____		

Manufactured Home Drainage Setup:

- A Setup Contractor is permitted to perform drainage work related to the setup of a manufactured home.
- A Licensed Plumbing Contractor is required to install drainage lines to the septic tank, unless the work is being done by an owner-builder who both owns and occupies the home.

PLEASE LIST THE NAMES OF THE CONTRACTORS WHO WILL BE PERFORMING THE WORK FOR THIS PROJECT. IF THE WORK WILL BE PERFORMED BY THE OWNER JUST WRITE OWNER OR SELF IN THE SAME FIELD.

SETUP/GENERAL CONTRACTOR: _____ PHONE: _____

LICENSE: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ELECTRICAL CONTRACTOR: _____ PHONE: _____

LICENSE: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

MECHANICAL CONTRACTOR: _____ PHONE: _____

LICENSE: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PLUMBING CONTRACTOR: _____ PHONE: _____

LICENSE: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PLEASE NOTE: If the Owner/President of the Setup Contractor / Dealer license will not appear in person to obtain Manufactured Home Permit, a notarized statement must accompany bonafide employee applicant!

I hereby certify that the information on this application is correct and that all work in connection with the above referenced job will be performed under my supervision and that such work complies with the applicable City of Sanford, Lee County, Town of Broadway Ordinances and State of North Carolina Regulations for Manufactured/ Mobile Homes.

BY SIGNING BELOW, I AM STATING THAT I AM PERSONALLY PERFORMING THE SECTION OF THE SET-UP OF THIS MANUFACTURED HOME:

CONTRACTOR / APPLICANT

DATE

N.C. LICENSE NUMBER

Instructions to obtain local Permits and Approvals for Manufactured Homes

- Before applying for local permits and approvals for manufactured home, the following will be required and submitted as part of the applications:
 - The exact proposed location of the home. A survey map may be required if the lot has been subdivided.
 - The size, year, and model of the home. Indicate whether the manufactured structure is manufactured for Residential or Commercial use (If utilizing a commercial modular structure, as a dwelling, an engineer's letter will be required stating it meets the NC Residential Building Code).
 - If you are **relocating a used manufactured home**, either within Lee County or from another North Carolina County, **you are required by state law to obtain a manufactured home tax moving permit from the tax office of the county the home was previously located in and also include a copy within your packet.**
- Obtain a packet from the Building Inspections website or obtain one from the Inspections Office and fill it out COMPLETELY. Incomplete packets will not be accepted. At this time, you will need to have your electrician, plumber and mechanical contractor listed on the forms. The fee paid will encompass all trades and building/set-up permit.
- Environmental Health approval will be required if the manufactured home is connected to a private well or septic tank. Bring a copy of your permit to the Inspections Department.

The Inspections Department will not issue a set-up permit without the Environmental Health & Planning Departments approvals.

- If you are a manufactured home setup contractor, or are going to own and occupy the home the next step is a Set-Up Permit.
- Set-Up Permit: Complete Set-Up permit application. The permit is for the cost of the set up including the Electrical, Mechanical and Plumbing. A licensed trade contractor will be required unless you are owning and occupying the manufactured home.

LEE COUNTY

NORTH CAROLINA

Committed Today for a Better Tomorrow

MOBILE HOME TAX PERMIT

(EXAMPLE)

COUNTY OF LEE
STATE OF NORTH CAROLINA

PERMIT NUMBER:

DATE:

OWNER

Acct:

ADDRESS

CARRIER

ADDRESS

CARRIER PHONE #

MAKE

MODEL

SIZE

SERIAL NUMBER

FROM Address

City

State

COUNTY

TO Address

City

State

COUNTY

This permit is issued in accordance with the provisions of G.S. 105-316.1 through 105-316.4 the General Statutes of North Carolina.

This permit shall be conspicuously displayed near the license tag on the rear of the mobile home at all times during its transportation.

D. FITZPATRICK

Tax Collection Manager
Lee County

THIS PERMIT VALID FOR THIS MOVE ONLY.

EXAMPLE ONLY

City of Sanford/Lee County/ Town of Broadway

Manufactured Home Inspection Process

PERMIT CARD (& PLANS IF APPLICABLE) SHALL BE ON SITE ON THE DAY OF INSPECTION

Home is to be unlocked so the inspector can gain access to complete required inspections. If the home is locked and access is required for the inspection, you will be subject to a re-inspection fee. Fee must be paid before rescheduling the inspection.

1st INSPECTION-

- DUG FOOTING, IF APPLICABLE
- PIERS, IF APPLICABLE
- SET UP-ABS PAD/ Piers and TIE DOWNS, AND ANCHORING. A MATE LINE INSPECTION IS REQUIRED AT THIS TIME IF THE HOME IS A MULTI-SECTION HOME. ACCESS TO INTERIOR OF HOME FOR INTERIOR MATE LINE WILL BE REQUIRED AS WELL AS BOTH ENDS OF HOME AND MATE LINE UNDER HOME. DO NOT INSTALL SIDING UNTIL THIS INSPECTION HAS PASSED.
- PLUMBING INSPECTION OF BUILDING DRAIN SYSTEM TO INCLUDE TEST ON SYSTEM
- ELECTRICAL PANEL TO SUPPLY POWER TO HOME AND ALL ASSOCIATED WIRE TO ENERGIZE APPLIANCES SHALL BE INSTALLED AT THIS TIME.
- MECHANICAL-ALL ASSOICATED DUCTS, CROSSOVER DUCTS, DRYER EXHAUST, AND ALL HVAC EQUIPMENT SHALL BE INSTALLED FOR THE PRE-INSPECTION.
- **NOTE: THE INSTALLATION OF THE WATER SERVICE LINE AND THE SEWER LINE TO THE SEPTIC TANK OR CONNECTION TO CITY SEWER SERVICE MAY BE CALLED IN FOR INSPECTION AT ANY TIME DURING THE INSPECTION PROCESS.**

2nd INSPECTION

FINAL INSPECTION- HOME IS READY TO BE OCCUPIED. ALL SKIRTING/ CURTIN WALL, GRADE TO DRAIN WATER AWAY FROM STRUCTURE, ALL ASSOCIATED PORCHES/DECKS/STEPS SHALL BE IN PLACE. ADDRESS POSTED ON HOME OR MARKER AT DRIVE WAY WITH MIN 3" NUMBERS. SEWER AND WATER LINE CONNECTIONS SHALL BE MADE AND COMPLETE AT THIS TIME. ALL PLUMBING, MECHANICAL AND ELECTRICAL TERMINATIONS SHALL BE 100% COMPLETE.

- **ONCE THE FINAL INSPECTION IS APPROVED, THE INSPECTOR WILL PLACE AN ORANGE STICKER ON THE METER BASE TO APPROVE POWER ON THE HOME. DO NOT REMOVE STICKER. YOU WILL BE REQUIRED TO NOTIFY THE POWER UTILITY TO ENERGIZE HOME.**

The items listed below are general regulations and do not cover all requirements North Carolina Regulations of Manufactured Homes, or any other applicable trades. i.e.: (Electrical, Mechanical, Plumbing)

General Requirement:

1. All manufactured homes shall be set-up and inspected for compliance in accordance with the 2004 State of North Carolina "Regulation for Manufactured Homes" or as subsequently amended or revised.
2. Manufactured homes shall meet all set-back requirements for zoned, watershed and flood hazard areas.
3. Owners must make sure Inspectors have access to the inside of the home.
4. Shall have grade around structure as to all water to drain away from structure at a min of 1/2" per 10'

Underpinning:

1. All manufactured homes must have either a solid foundation or skirting that fully encloses the crawl space beneath each manufactured home.
2. Inspections shall be made prior to installation of skirting/underpinning.
3. Masonry skirting (foundation) that exceed 40 inches in height, must have footing no less than 6" deep by 8" wide.
4. Proper ventilation of crawlspace shall be maintained. A crawlspace access door (size 18" x 24" min.) shall be installed in masonry type foundation.
5. Underpinning shall not be installed until all inspections are made.
6. Materials for skirting shall be those generally used and approved for skirting purposes.
7. Upon completion of installation of skirting, a 6-mil vapor retarder must be installed to cover the entire ground under the home. Seams shall be overlapped 12".

Each manufactured home shall be setup and installed in accordance with standards specified in the 2004 "State of North Carolina Regulations for Manufactured Homes" or as subsequently amended or revised or by the Manufactured Set up guide of the home.

Addressing:

1. Homes that are visible and 75 feet or less from a public road, shall place their address on the home or in an obvious location.
2. Homes that are more than 75 feet from a public road, or not visible from the public road need to place their address at or on the home and at the entrance to their driveway or private road.

3. Numbers shall be 3" high and of the reflective type and may be posted on a mailbox, treated post or other means visible to emergency personnel.

Blocking:

1. Install solid footers 16 inches x 16 inches x 4 inches or two 8 inches x 16 inches x 4 inches with joint between block parallel with mobile home frame.

2. Footers should be placed on firm undisturbed soil, free of grass and organic materials. (Minimum 4 inches below the finished grade.)

3. Single stacked 8-inch x 16-inch block maybe used up to 36" inches high, except on corners.

4. Use double blocking on corners.

5. Use double blocking everywhere when over 36" inches high.

6. The long dimension of the block should be perpendicular with frame.

7. Use 4" solid cap blocks with wood wedges on top of piers.

8. Support piers or blocking for single and double wide, or multi-section homes shall be spaced in accordance with the manufacturer's setup manual. Pier spacing is measured from center to center. Supports (piers) shall be installed directly under the main frame (or chassis) of the manufactured home.

9. A minimum clearance of 12 inches should be maintained beneath the main frame and ground level.

10. Center line and perimeter block piers are required under door openings and bay windows or otherwise, where required by manufacturer's locations and identified with easily recognizable tags.

11. Elevated Manufactured Homes: When more than one-fourth (25%) of the area of the manufactured home is installed so that the bottom of the main frame members is more than 3 feet above ground level, the manufactured home stabling system shall be designed by a qualified professional engineer or architect. **Plans and specifications for the setup bearing the seal of a professional engineer or architect shall be left with the homeowner or building official.**

Exterior Steps and Stairways:

1. Rigid-type stairs and landings shall be installed at egress doors.

2. General. All stairs and landings constructed, in accordance with the code, shall be entirely self-supporting, unless designed and approved by a registered Engineer or Architect. Adequate bracing of stairway and landing structures shall be provided as required for lateral stability.

3. Landings: A minimum 3' x 3' landing shall be required at the top of all exterior stairs where egress door (not screen or storm door) swings outward over the stairs. Landings which are 36 square feet or less in area may be constructed according to the provisions of this code. All such landings, whether at the top or bottom of the stairs, which are greater than 36 square feet in area, are considered to be "decks" and shall be constructed in accordance with Appendix "M" of the 2018 Residential Building Code.

4. Stairways shall not be less than 36 inches (914 mm) in clear width. The minimum width at and below the handrail height shall not be less than 32 inches (813 mm) where a handrail is installed on one side and 28 inches (711 mm) where handrails are provided on both sides. Exterior handrails can be no larger than a 2 x4.

5. Treads and Risers. The maximum riser height shall be 8-1/4 inches (210mm) and the minimum tread depth be 9 inches (228 mm), exclusive of nosing. The riser height shall be measured vertically between leading edges of the adjacent treads. The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The walking surface of treads and landings of a stairway shall be sloped no steeper than one unit vertical in 48 units horizontal (2 percent slope). The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). The height from the top tread or top of a landing (when a landing is present) to the door threshold shall not exceed 8-1/4". Where the bottom riser of an exterior stair adjoins an exterior walk, porch, driveway, patio, garage floor or finish grade, the height of the riser may be less than the height of the adjacent risers.

6. Profile. The radius of curvature at the leading edge of the tread shall be no greater than 9/16 inch (14.3 mm). A nosing not less than 3/4 inch (19 mm) but not more than 1-1/4 inch (32 mm) shall be provided on stairways with solid risers. Beveling of nosing shall not exceed 1/2 inch (12.7 mm). Risers shall be vertical or sloped from the underside of the leading edge of the tread above at an angle not more than 30 degrees from the vertical. Exception: A nosing is not required where the tread depth is a minimum of 11 inches (279mm).

7. Handrails. Handrails having minimum and maximum heights of 30 inches and 38 inches (762 mm and 965 mm), respectively, measured vertically from the nosing of the treads, shall be provided on all open sides of stairways of four or more risers (when the elevation of the top of the uppermost riser is more than 30" above floor or grade below) that lead to a door, platform, porch, terrace or entrance building. All required handrails shall be continuous the full length of the stairs. Ends shall be returned or shall terminate in newel posts.

8. Handrail Grip Size. The handgrip portion of the handrails shall not be more than 3 1/2 inches in cross-sectional dimension, or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a smooth surface with no sharp corners.

9. Guardrails. Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guardrails not less than 36 inches (914 mm) in height.

10. Guardrail and Handrail Opening Limitations. Horizontal spacing between the vertical members in required guardrails shall be a maximum of 4 inches (102 mm) at the nearest point between the members. **Exception:** The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway, may be of such a size that a sphere 6 inches (153 mm) cannot pass through.

1. Structural Requirements. Guardrails and handrails shall be capable of withstanding a single concentrated load of 200 lbs. applied in any direction at any point along the top. Material for stairs and landings constructed of wood shall be No. 2 or better-treated Southern Pine or the equivalent.

12. Ramps. Ramps shall be at least 3 feet wide. The slope of the ramps shall not exceed 1 foot vertical in 12 feet horizontal.

13. Auxiliary Structures. All auxiliary structures (such as porches, decks, awning, cabanas, etc.) not provided or approved by the home manufacturer shall be entirely self-supporting unless designed and approved by a Registered Engineer or Architect. All such structures shall be constructed in accordance with the North Carolina State Building

Electric:

1. Outside service disconnection means shall be located so that a minimum working clearance of 36 inches in front of the equipment and 15 inches on either side is maintained. Service equipment, panel boards and disconnect shall be mounted at least 2 feet off the ground, measured to the bottom of the panel, and be placed within 30 feet of the home.

2. All wiring must be by a licensed electrician. An individual may wire his/her own home, provided they will be living in the mobile home and they comply with the North Carolina Mobile Home Set-up Requirements and National Electrical Codes.

3. Four conductor (wire) wiring shall be used on all manufactured homes with wire size according to the amperage rating. Wiring shall be installed in conduit, where located above ground, or buried to a depth of not less than 24 inches with direct buried wire.

4. All homes are to have a 120-volt operable smoke detector with battery back-up. Older units require a battery type smoke detector.

5. Well pumps which are not within sight of outside service disconnect require a disconnect of their own.

Tie-downs:

1. Ties shall connect to the ground anchor and the main structure steel frame (I-beam) which runs length wise under the manufactured home. Ties shall not connect to steel outrigger beams which fasten to and intersect with the main I-beam unless otherwise specifically stated in the manufactured home set-up instructions.

2. Ties must make one complete revolution around the I-beam and extend down from the top of the I-beam to ground anchors. Ties shall be attached in a manner that would not allow releasing as settling occurs. Installation of anchors with loads other than direct withdrawal:

1. When the load on the anchor is not applied in line with direct withdrawal for frame ties or double headed anchors (plus or minus 15 degrees), provision shall be made to minimize the deflection or slicing through the soil by the anchor rod at ground level.

2. The method of restricting lateral deflection shall be one of the following:

3. The encasement of the top portion of the anchor in a 10-inch diameter x 18 inches long cylinder of concrete, applied in line with direct withdrawal for frame ties or double headed anchors (plus or minus 15 degrees) provision shall be made to minimize the deflection or slicing through the soil by the anchor rod at ground level.

4. Stabilizing plates installed in front of each ground anchor shall be approved by a registered engineer or licensed architect.

Plumbing, Water and Sewer Connections:

1. Provisions for water such as wells, pumps, or city water meters, shall be installed and connected.
2. All plumbing, water and sewer connections must be completed before electric power is turned on.
3. Where black (ABS) piping and white (PVC) piping are connected, the connection shall be made by means of a Fernco clamp or a No-Hub clamp. Glued connections or other couplings are not acceptable.
4. Constant grade on sewer lines shall be maintained (1/8 inch to 1/2 inch per one (1) foot).
5. Sewer lines shall be supported at every 4-foot interval with strapping or other approved means of support.
6. All sweeps and other fittings should be installed with the flow or grade of the line and as per the NC plumbing code as to correct fitting for transition.
7. Where sewer lines enter a septic tank the remaining opening around the line shall be sealed to prevent soil from entering tank. This section should remain uncovered for inspection.
8. Sewer lines extending more than 10 feet from the edge of the home shall have a cleanout placed within 10 feet.
9. A 3" sewer line is acceptable up to 10 feet beyond the edge of the home. At 10 feet a cleanout shall be placed and 4" pipe shall run the remainder of the distance to the septic tank.
10. Tracer wire is required to run the length of the sewer line from the clean out to the tank when sewer line is over 10' in length.

Cleanouts:

1. A cleanout shall be placed within 10 feet of the edge of the of the home.
2. Cleanouts shall be located at intervals of not more than 100' measured from upstream entrance of the junction of the building drain/ building sewer cleanout.

Mechanical:

1. Dryer exhaust is to be hard pipe 4" In size.
2. Min of a heating system is required on all home.
3. All condensate piping is to discharge to outside of the skirting/foundation/Curtin wall



MANUFACTURED HOME APPLICATION PACKET

This application is for new or replacement manufactured homes.

SECTION 2: ZONING / SITE PLAN REVIEW **(REQUIRED)**

Department Contact: zoning@sanfordnc.net or 919-718-4656

SANFORD / LEE COUNTY / BROADWAY

ZONING CLEARANCE APPLICATION – RESIDENTIAL PROJECTS



115 Chatham Street, Sanford, NC 27330

919.718.46560

zoning@sanfordnc.net

This application is intended for all projects related to residential construction, including: new single- and two-family home construction, new additions to existing homes, the construction of accessory buildings, the construction of accessory dwellings (2nd homes), and interior renovations. Please include a site plan/plot plan showing the scope of work intended and existing conditions such as septic systems and wells, if present. Site plan examples are provided for your reference.

Jurisdiction: Sanford, including ETJ Lee County Broadway, including ETJ

Property Address/Location: _____ **Parcel/Tax ID #:** _____

Name of Subdivision or Mobile Home Park: _____ **Lot #:** _____

Proposed Project Type (select only one option, as each of these must be reviewed/permitted separately):

- New Home Construction Accessory Dwelling (2nd Home) Addition to Existing Home
 Accessory Building (shop, garage, etc.) Renovations Only (no additions) Swimming Pool

If Building a New Home, Select the Home Type: Site- or Stick-Built Modular Manufactured

If Building an Accessory Building: Total Square Footage: _____ Building Height: _____

Description of Project: _____

Proposed Minimum Building Setbacks

- Building setbacks are **the minimum required distance from the structure (home) to the property line.**
- If any structure proposed for construction/expansion is **within 5ft** of a minimum building setback, the property lines **must** be located by a licensed land surveyor.
 - This is also required if the location of your proposed structure is shifted to within 5ft of a minimum building setback line by the Lee County Environmental Health Department as part of the septic system approval process.

Proposed Setbacks: FRONT _____ ft. REAR _____ ft. LEFT SIDE _____ ft. RIGHT SIDE _____ ft.

Water Source: Is the source: EXISTING PROPOSED PUBLIC PRIVATE (well)

Sewer Source: Is the source: EXISTING PROPOSED PUBLIC PRIVATE (septic)

Access: Is the source: EXISTING PROPOSED PUBLIC (street) PRIVATE (easement)

I hereby certify that the information provided on and attached to this application is accurate to the best of my knowledge as of the date of my signature. Also, I have illustrated all existing conditions (easements, septic system, floodplain, etc.) on the site plan required to be submitted with this application.

Applicant's Name: _____

Applicant Signature: _____ **Date:** _____

Mailing Address: _____

Email Address: _____ **Phone:** _____

SANFORD / LEE COUNTY / BROADWAY

RESIDENTIAL SITE PLAN EXAMPLE



115 Chatham Street, Sanford, NC 27330

919.718.4656

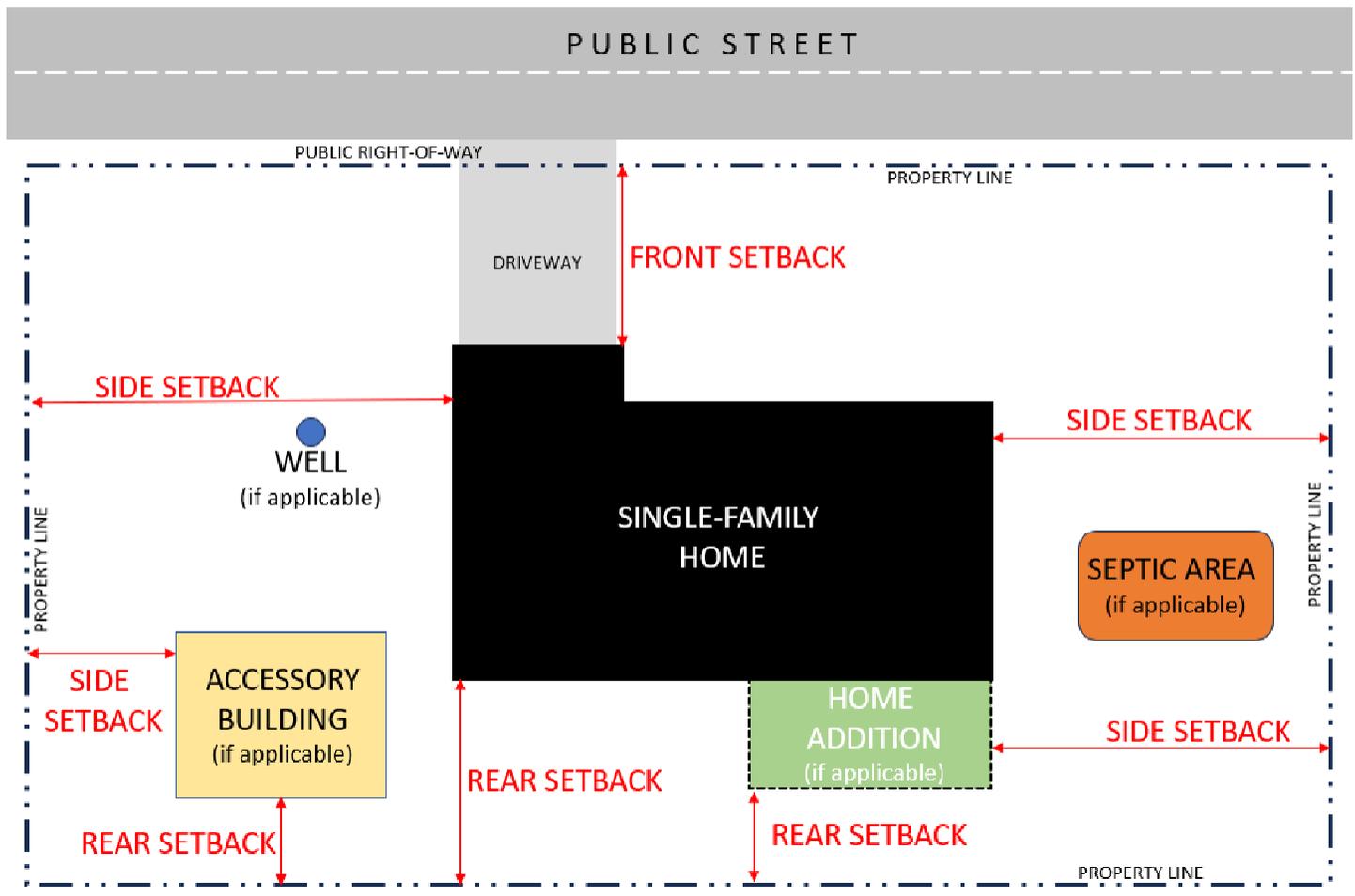
zoning@sanfordnc.net

This example site plan below is provided as a guide for the information that must be included on your submitted site plan for a complete Planning Department review of your proposed project. Please illustrate where you propose to construct your new project, whether it be a new home, an addition to an existing home, an accessory building, or a pool.

Provide the distance between your new structure and all property lines so that minimum building setbacks can be verified. It is extremely important that your property lines are located prior to starting construction. Building a structure within a minimum building setback will result in the failing of your inspection and you will be required to demolish and/or relocate the portion of the structure found to be within the minimum building setback.

If you are unaware of your property line locations, you will need to contact a licensed professional land surveyor to either mark your property corners or draft a to-scale site plan to submit. Your minimum building setbacks are determined by your property's zoning designation. If you do not know your property's zoning and/or minimum building setbacks, please contact the Department of Community Development at 919-718-4656 or zoning@sanfordnc.net.

SITE PLAN EXAMPLE (NEW HOME, ACCESSORY STRUCTURE, AND HOME ADDITION)





MANUFACTURED HOME APPLICATION PACKET

This application is for new or replacement manufactured homes.

SECTION 3: LEE COUNTY ENVIRONMENTAL HEALTH REVIEW

REQUIRED IF USING A PRIVATE SEPTIC SYSTEM

APPLICANT MUST SELECT EITHER "PUBLIC SEWER" OR "PRIVATE SEPTIC" FOR THEIR WASTEWATER SERVICE

Department Contact: envhealth@leecountync.gov or 919-718-4641



Public Sewer (Skip This Application)

Private Septic

Lee County Health Department
Application for New / Modified Septic System or Existing Septic System Approval

GENERAL INFORMATION

Applicant: _____
 Mailing Address: _____

 City: _____
 State: _____ Zip: _____
 Phone #: _____
 Email: _____

Owner: _____
 Mailing Address: _____

 City: _____
 State: _____ Zip: _____
 Phone #: _____
 Email: _____

PIN/Lot Identifier: _____ Property Acreage: _____

Date Parcel Originally Deeded and Recorded: _____

Property Location/Address: _____

Subdivision: _____ Lot #: _____ Block: _____ Section: _____

Directions to property: _____

NEW / MODIFIED SEPTIC SYSTEM (IP / CA)

New Single-Family Residence

Site Built Home

Maximum number of bedrooms/occupants: ____/____

Modular Home

Maximum Dimensions of Home: _____

Manufactured Home

Basement? Yes No

Crawl Space Foundation? Yes No

Basement Fixtures? Yes No NA

Stem-Wall / Monolithic Slab? Yes No

Is a grinder pump proposed before the septic tank? Yes No

If applying for a Construction Authorization, please indicate desired system type(s):

Any Accepted (chamber, polystyrene, etc.) Conventional (rock trench) Alternative

Innovative (pretreatment, drip, etc.) Other _____

Expansion or Relocation of Existing Septic System

If expansion: Number of Bedrooms (Before/After): ____/____ If relocation, why: _____

New Non-Residential Type of Structure

Type of business: _____ Total Square footage of Building: _____

Maximum number of employees: _____ Maximum number of seats: _____



EXISTING SEPTIC SYSTEM APPROVAL (ESA)

Are you requesting any changes to wastewater design flow or wastewater strength? [] Yes [] No

Year wastewater system was installed, if known: _____

Name(s) that original permit could have been issued to, if known: _____

Former address (es) that original permit could have been issued to, if known: _____

[] Reconnection to Existing Septic System (e.g., mobile home replacement, home replacement, etc.)

Footprint Type: [] Proposed facility is in same footprint as existing/previous facility.

[] Proposed facility is not in same footprint as existing/previous facility.

Existing/Previous Facility Type: [] House/Modular [] Mobile/Manufactured Home [] Business [] Other: _____

Proposed Facility Type: [] House/Modular [] Mobile/Manufactured Home [] Business [] Other: _____

Proposed Dimensions of New Home/Business (ft): _____

Residences: Proposed # of bedrooms: _____ Proposed # of Occupants: _____ Other: _____

Businesses: # of seats: _____ # of Employees: _____ Other: _____

[] Site Modification (e.g., storage building, swimming pool, etc.)

Dimensions of Proposed (ft): _____ Proposed Plumbing: [] Yes [] No

[] Storage Building / Shed

[] Carport

[] Detached Garage

[] Ground Mounted Solar

[] Swimming Pool

[] Pool House

[] Subdividing Land / Minor Subdivision

[] Other: _____

[] Expansion to Footprint of Existing Facility (e.g., deck, family room, etc. – No additional bedrooms/seats/employees)

Dimensions of Proposed (ft): _____ Proposed Plumbing: [] Yes [] No

[] Deck / Porch

[] Patio / Concrete Pad

[] Family Room / Bonus Room

[] Bedroom / Bathroom Expansion (No change in bedroom count)

[] Attached Garage

[] Sunroom

[] Other: _____

[] Exempt - (e.g., roof mounted solar, foundation repair, interior only remodel (no additional bedrooms/seats/employees), etc.)

[] Describe: _____

In-Office Review (For Office Use Only)

Based on the information provided by the authorized agent/owner, the proposed construction will not increase sewage flow or affect the septic system and/or repair area and does not require a site visit by this office. This does not indicate the condition or reparability of the existing system. Remarks: _____

Authorized Agent's Signature: _____

Date: _____





WATER SUPPLY

Type of Water Supply: Public water New well Existing well Shared well Other: _____

Are there any existing wells, springs, or existing waterlines on this property? Yes No

SITE PLAN

Site plan or plat showing the locations of the existing and proposed facilities, existing wastewater systems and repair areas, existing and proposed water supplies, easements, rights-of-way, encroachments, artificial drainage, and all appurtenances is attached:

Yes No

EXISTING CONDITIONS

If the answer to any of the following questions is "yes", applicant must attach supporting documentation.

- Yes No Does the site contain any existing wastewater systems?
- Yes No Does the site contain any jurisdictional wetlands?
- Yes No Is any wastewater going to be generated on the site other than domestic sewage?
- Yes No Is the site subject to approval by any other public agency?
- Yes No Are there any easements or right of ways (ROW) on this property?

If yes to any, please explain: _____

UNDERGROUND UTILITY LOCATIONS

North Carolina 811 Service (Dial 811 or 1-800-632-4949) – Free Service - Required if your lot contains existing underground utilities.

Ticket/Reference #: _____ Visit Date: _____

CONFIRMATION STATEMENT

IF THE INFORMATION IN THE APPLICATION FOR AN IMPROVEMENT PERMIT (IP) AND/OR CONSTRUCTION AUTHROIZATION (CA) IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED, THEN THE PERMITS SHALL BECOME INVALID. I UNDERSTAND THAT THE PERMIT IS VALID FOR EITHER 60 MONTHS OR WITHOUT EXPIRATION DEPENDING UPON DOCUMENTATION SUBMITTED. (COMPLETE SITE PLAN = 60 MONTHS; COMPLETE PLAT = WITHOUT EXPIRATION)

I have read this application and certify that the information provided herein is true, complete, and correct. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed. I understand that if the information in the application is falsified, changed, or the site is altered, then the Improvement Permit (IP) and/or Construction Authorization (CA) shall be invalid.

Sites not meeting the criteria will be assessed a "Lot Unprepared for Evaluation Fee" and this determination will be conveyed to the applicant. The application will be considered "inactive" until the fee paid and confirmed requirements are met.

Applicant's Signature

Date

Are you (applicant) the current owner of the property? * Yes No

***Note:** Owner Information Required: If NOT the current owner of the property an **Authorization to Act as Agent** form is required.

