



# Caldwell County

NORTH CAROLINA

## MOBILE HOME SETUP APPLICATION

Building Inspections  
2345 Morganton Blvd.  
Lenoir, NC 28645  
Phone (828) 426-8585  
Fax (828) 757-6864

### Permit Procedures

- Obtain a **Zoning Permit** from the jurisdiction your home will be moved to.  

Caldwell County Planning Dept.	828.757.6855	Town of Granite Falls Planning	828.396-3131
City of Lenoir Planning Dept.	828.757.2200	Town of Sawmills	828.396.7903
Town of Hudson Planning Dept.	828.728.8272	Town of Cahaj Mtn.	828.728.5053
		Town of Gamewell	828.754.1991
- Obtain an approved **Septic or Reconnect Permit** from Environmental Health Dept
- Obtain a moving permit from the tax office of the county your home is coming from.
- This form must be completed and returned to the office **before** any inspections are performed.  
(Fax to: 828-757-6864, Email to: buildinginspections@caldwellcountync.org or in person at 2345 Morganton Blvd. Lenoir - 3rd floor)

### 5. Complete the following

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Current Mailing Address of Owner: \_\_\_\_\_

Physical Address of Home being setup: \_\_\_\_\_

Set-Up Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ License #: \_\_\_\_\_

Dealer Name: \_\_\_\_\_

Make & Model of Home: \_\_\_\_\_ Year of Home: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Singlewide:  Doublewide:  (choose one)

Electrician: \_\_\_\_\_ Plumber: \_\_\_\_\_ Mechanical Contractor: \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Setup Contractor \_\_\_\_\_ Date \_\_\_\_\_

*\*\*As setup contractor of this job, I fully understand that I accept responsibility for the accuracy of the above stated information, and I understand that my deliberate falsification of this information is sufficient grounds to void any permit issued as a result.*

### COMPLETE -IF OWNER IS ACTING AS HIS/HER OWN CONTRACTOR

I, \_\_\_\_\_ (printed name), am the property owner of the proposed manufactured home. It is my intention to personally setup the proposed home and use as my primary residence. I understand that problems which may arise due to setup of the home will be solely my responsibility and I will be left with no recourse through the State or Local jurisdiction and must assume total liability for correction of any problems that occur. I personally have a thorough knowledge of the current State of North Carolina Regulations for Manufactured Home Installation that requires me to setup the home in accordance with the manufacturer's installation manual for new or used mobile homes.

\_\_\_\_\_(Initial), I understand that only the current manufacturer's home installation instructions may be used for the setup of a new manufactured home. If the homeowner is acting as his or her own setup contractor and hires another party to perform the work, this party must be a licensed setup contractor as prescribed in Section 1.2.4 of the current State of North Carolina Regulations for Manufactured Homes and in all cases the license name and number of the setup contractor shall appear on the permit.

Signature of Owner acting as contractor \_\_\_\_\_ Date \_\_\_\_\_



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Building Inspections

Mobile Home Setup Checklist

NOTE: This check list does not cover in detail all requirements but is an effort of the Caldwell County Building Inspection Dept. to help dealers, contractors and home owners prepare for each inspection. These requirements are in addition to any City or Town Ordinance and each shall be completed before power is connected to the home and a certificate of occupancy is issued.

## 1. Footing Inspection

- a. Bottom of footing must be 8 inches below finished grade.
- b. Footing length and width must be a minimum of 16 in. x 16 in. or sized per manufacturer's setup manual.
- c. Footing must pour a minimum of 4 inches thick.
- d. Homes will not be permitted to set on fill dirt unless compaction test results from an approved testing agency are provided prior to request for footing inspection.
- e. The lot must be graded so surface water will drain away from the home. (This can be achieved by crowning the lot. The ground must slope 6 inches for the first 10 feet. away from the home's foundation)

## 2. Setup and Underneath Inspection

- a. Roof, end walls and floor must be bolted together per manufacturer's instructions. Tape all tears and openings.
- b. Cross-over duct must be installed, supported from floor not less than 4 inches above ground, and connected with tie wraps and approved tape.
- c. All drainage and supply of the plumbing system must be installed by a licensed contractor. Homes supplied from a public water system must have a pressure reducing valve installed. Supply lines shall be covered with R-6.5 insulation. Insulation is not required with masonry underpinning.
- d. Electrical system must be installed by a licensed contractor.
- e. A vapor barrier (6 mil plastic) must be installed under the home and fastened to the ground. (nails with cardboard washers may be used.)
- f. Clothes dryers must be vented to an outside wall.

## 3. Final Inspection

- a. A deck that measures a minimum of 8 ft. x 10 ft. shall be installed at the front entrance of the home. The other entrance shall have a 3 ft. x 3 ft. landing. Decks, steps, guardrails and handrails shall be constructed in accordance with the NC State Building Code.
- b. Handrails are required on any deck more than 30 inches off the ground.
- c. All homes shall be underpinned with non-combustible masonry materials such as: block, brick, concrete, etc...
- d. Underpinning with no less than the minimum required ventilation shall be installed.  
**DO NOT UNDERPIN HOME UNTIL INSPECTOR HAS APPROVED THE UNDERNEATH INSPECTIONS!**
- e. A crawlspace access door not less than 18 in. x 24 in. shall be installed. The main cut-off valve for the water supply shall be accessible and located not less than 3 ft. from the crawlspace door or a separate access door of adequate size may be provided.
- f. Finished grading and slope of home site shall be complete.
- g. Driveway shall be covered with gravel.

Applicable portions of items 1 and 2 can be combined on initial inspection of singlewides. Then the final inspection will be performed after all work is complete.