

# Manufactured Home Set-Up Permit Checklist

*The chart below identifies items you need to consider before installing a manufactured home and will assist you with gathering documents.*

*A Permit is needed if you plan to install, construct, enlarge, alter, repair, locate, improve convert or demolish any manufactured home in Onslow County.*

	If you are clearing or disturbing an area greater than 1 acre (43,560 sq ft), you need a <b>State Erosion Control Permit; (attach Letter of Approval).</b> Contact the <b>Wilmington office of the NC Dept. of Environment and Natural Resources (NC DENR)</b>	(910) 796-7215
	Prior to Construction, you need to determine if the property is located in a Flood Zone. <p style="text-align: center;"><b>Contact Karen Wagley</b></p>	(910)-989-3077 (910) 330-0799
	Waterfront property or other property within 575' of coastal waters may be subject to the Coastal Area Management Act ( <b>CAMA</b> ). <p style="text-align: center;"><b>Contact Andrea Fraizer</b></p>	(910)989-3061
	Most residential properties will be issued the ZONING permit with building permit. However, some <b>SPECIAL</b> permits may be required. (e.g. for RV's, commercial development, adding/expanding MH park) <p style="text-align: center;"><b>Contact Land Use</b></p>	(910) 989-3086
1	<input type="checkbox"/> <b>Jurisdiction:</b> If you live within the city/town limits or extraterritorial jurisdiction (ETJ) of <b>Jacksonville, North Topsail Beach, Holly Ridge</b> or <b>Swansboro</b> contact them for permits. If you live in the <b>Town of Richlands</b> however, you will apply to the County for permits. Contact Gregg Whitehead <b>324-3301</b> richlandsnr@embarqmail.com Bring with you, a <u>Flood/Zoning/Sewer letter</u> from Richlands Town Hall, a <u>GIS form</u> from Onslow CTY GIS office; no site plan needed.	
2	<b>Address:</b> A permanent address is required from the Geographical Information Services (GIS) department. The address is assigned during permit process, without you going to GIS.	(910) 989-0165
3	<b>Utilities must be identified on permit application. A copy of the Sewer Service or Construction Authorization # from EH for septic,</b>	(910) 938-5851
4	<input type="checkbox"/> <b>Permit Application form</b> (All blocks need to be completed or marked n/a) <b>If there are multiple property owners, ALL owners should sign/date application OR attach a signed letter giving permission to apply.</b> <b>MFH being moved into Onslow County are required to be at least a Wind Zone 2.</b> <b>All property taxes on MFH homes need to be paid prior to permit issuance. Onslow County Tax Office, 39 Tallman St. (1st floor).</b>	
	attach <b>Floor Plan - No larger than 11x17, one (1) copy</b> attach <b>State Sedimentation Pollution Control Act compliance form &amp; if applicable Erosion &amp; Sedimentation Control Permit from NCDENR</b>	
5	<input type="checkbox"/> <b>Survey or Site Plan (2 sets)</b> per section 202.2 of Onslow County Zoning Ordinance - drawn to SCALE (scale should be noted). a. Signed and dated if NOT completed by a licensed surveyor/engineer OR if you are ADDING info to an existing plan. b. Location of driveway, other structures and septic system (including drain lines). c. Property:(actual shape, location & dimensions) to include adjacent roadways or access to public road d. Structure:(actual shape, location of proposed structure - drawn to SCALE) -scale should be noted e. <b>Setbacks</b> - distance measured in FEET from structure to right of way/access easement/property lines 1. <b>Front</b> -from the permanently attached steps, porches, decks to right of way/access easement 2. <b>Rear</b> -from the permanently attached steps, porches, decks to property lines 3. <b>Side</b> -on both sides of proposed structure to the side of the property lines <b>Note: not required for Mobile Home Park</b>	Contact Land Use (910) 989-3086
6	<input type="checkbox"/> <b>Deck/ porch require a Building Plan (2 sets)</b> a. If hand-drawn, it should be drawn to scale with sufficient clarity and detail to indicate the nature and character of the work. b. attach Licensure/Exemption & Insurance Coverage Certification form; request form from Central Permitting or locate on web page c. A cross-sectional/profile view of roof, ceiling, walls and foundation should be included	Contact George Lacey (910) 989-3072

**Note**

- 1) Central Permitting (910) 455-3661 ext. 1
- 2) refer to [www.onslowcountync.gov](http://www.onslowcountync.gov), Business/Planning & Inspections/Permit Place for additional application forms & information
- 3) Typical MFH setup require two (2) other permits besides setup permit: **Tax Permit** is issued by Tax office and is required unless being moved from a dealers lot. A **Moving Permit** is secured by carrier from DOT in order to place MFH on state road.