



# CLEVELAND COUNTY MANUFACTURED HOME PERMIT APPLICATION

SINGLEWIDE       DOUBLEWIDE       TRIPLEWIDE

DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_ PHONE \_\_\_\_\_

YEAR: \_\_\_\_\_ MANUFACTURE: \_\_\_\_\_ SIZE: \_\_\_\_\_

S.F. HEATED: \_\_\_\_\_ S.F. UNHEATED: \_\_\_\_\_

COST OF CONSTRUCTION: \_\_\_\_\_

THE PROPERTY IS: (SELECT ONE)  OWNER OCCUPIED     FOR SALE     FOR RENT/LEASE

GENERAL CONTRACTOR \_\_\_\_\_ LICENSE# \_\_\_\_\_

ELECTRICAL CONTRACTOR \_\_\_\_\_ LICENSE# \_\_\_\_\_

PLUMBING CONTRACTOR \_\_\_\_\_ LICENSE# \_\_\_\_\_

MECHANICAL CONTRACTOR \_\_\_\_\_ LICENSE# \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

The undersigned agrees to conform to all volumes of NC State Building Codes and Amendments, state, and Local Ordinances. Work must commence within 6 months of the date that the permit is issued, otherwise permit becomes null and void.

**APPLICANT SIGNATURE:** \_\_\_\_\_



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# Cleveland County

NORTH CAROLINA

## CLEVELAND COUNTY BUILDING INSPECTIONS

### POLICY FOR VISITING HOMES WHERE OWNER IS NOT PRESENT

A structure's owner does not necessarily need to be home for a building inspection to take place, so long as the owner's contractor is present and the structure is accessible by the building inspector. However, if there are minors present in the home and the inspector is required to enter the home to complete the inspection, an adult parent or guardian of the minor must be present for the inspector to complete the inspection. All incomplete inspections and following re-inspections are the responsibility of the contractor and/or the landowner.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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If Building in a Voluntary Agricultural District, I understand that farming and forestry activities may occur at any time in these areas and that normal activities are protected by General Statute 106, Article 57 of NC State Law. Voluntary Ag Districts Maps are located at the Register of Deeds, Cleveland Soil and Water Conservation Office, and Cooperative Extension Office and online through the Cleveland County GIS farmland layer.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_ Landowner or \_\_\_\_\_ Contractor reviewed statement with landowner



# Cleveland County

NORTH CAROLINA

## MOBILE HOME OWNER/ CONTRACTOR

Section 1.2.3 of the 2004 State of North Carolina Regulations for Manufactured Homes clearly states that “ A Person, firm or corporation shall not install, construct, enlarge, alter, repair, locate, improve, convert, or demolish any manufactured/mobile home in the applicable jurisdiction, or cause the same be done, **without first obtaining a building permit from the Building Official.**” In North Carolina, there are only three parties that are legally able to set-up a manufactures home. They are the home owners themselves, dealers, and set up contractors.

Since dealers and set-up contractors are licensed by the State to set-up manufactured homes, we (**NCDOI**) consider permitting and all associated costs to be their direct responsibility unless specifically contracted otherwise in writing. Permitting is a major responsibility that cannot be casually passed on to the untrained and uninformed consumer.

Building Inspection Departments can allow a home owner to pick up a building permit if they can provide all the necessary permit information. This information includes the name and license number of the dealer or set-up contractor that is going to set-up their home. The North Carolina Department of Insurance has no objection to this procedure provided the permit is obtained *prior to moving the home and the cost of the permit is not paid by the consumer unless agreed to under written contract.*

Do you, as the home owner, have a written contract between yourself and the dealer/set-up contractor pertaining to the cost associated with obtaining this permit?

\_\_\_\_\_  
YES

\_\_\_\_\_  
NO

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

ADDRESS OF HOME: \_\_\_\_\_