



# Planning and Development Department Residential Manufactured Home Setup Application

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Address \_\_\_\_\_ City \_\_\_\_\_ NC ZIP \_\_\_\_\_

Subdivision or Project Name \_\_\_\_\_ Lot Number \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Contact preference: Phone Fax Email

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Directions to Address \_\_\_\_\_

Description of Work \_\_\_\_\_

Proposed Use \_\_\_\_\_

### INSTALLATION DETAILS

New Used Add Replace Rental: Yes No  
Width: Single Multi-wide

Current Owner of MFH \_\_\_\_\_ MFH Wind Zone \_\_\_\_\_

Previous Owner of MFH \_\_\_\_\_ Tax Permit \_\_\_\_\_ Date Issued \_\_\_\_\_

MFH Moved From Onslow County Address Yes No Carrier \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Serial Number(s) \_\_\_\_\_ Bedrooms \_\_\_\_\_ Factory Installed Heat Yes No

Other Heat \_\_\_\_\_ Deck SqFt \_\_\_\_\_

(Any deck being added to the MFH which is greater than 36 SqFt; Building plans are required)

### ONSLow COUNTY UTILITIES

Completed ONWASA verification letter is attached  
Water: Public Private (well) New Existing

Well Use Domestic / Agriculture Water Company \_\_\_\_\_

Sewer: Public Private (septic) (Attach Plot Plan) Septic Permit Number \_\_\_\_\_

### CONTRACTOR INFORMATION

1) Set-Up Contractor / Dealer \_\_\_\_\_ Phone \_\_\_\_\_

2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3) Licensee \_\_\_\_\_ License Number \_\_\_\_\_ Classification \_\_\_\_\_

4) Email \_\_\_\_\_

I am a general contractor duly licensed by the NC Licensing Board of General Contractors. I am permitted by my license to contract on project on one property at one time not to exceed the following dollar value \$\_\_\_\_\_. The following contractors are considered subcontractors.

I am an unlicensed contractor. I am permitted to contract on projects on one property at one time not to exceed \$30,000. I am not permitted to perform or subcontract plumbing, mechanical or electrical work so all of the following contractors are considered prime contractors.

**Application for permit – Residential**

**Project Address** \_\_\_\_\_

5) Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**ELECTRICAL** **Check here if this trade is not required.**

1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3) License Number \_\_\_\_\_ Classification: Limited Intermediate Unlimited Owner Other

4) Email \_\_\_\_\_ Expiration \_\_\_\_\_

5) Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**HVAC (MECHANICAL)** **Check here if this trade is not required.**

1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3) License Number \_\_\_\_\_ Classification: H-1 H-2 H-3 Owner Class I Class II N/A

4) Email \_\_\_\_\_ Expiration \_\_\_\_\_

5) Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLUMBING** **Check here if this trade is not required.**

1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3) License Number \_\_\_\_\_ Classification: Class I Class II Owner N/A

4) Email \_\_\_\_\_ Expiration \_\_\_\_\_

5) Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**GAS/FUEL PIPING** **Check here if this trade is not required.**

1) Contractor (Company Name) \_\_\_\_\_ Phone \_\_\_\_\_

2) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3) License Number \_\_\_\_\_ Classification: Owner Class I Class II N/A

4) Email \_\_\_\_\_ Expiration \_\_\_\_\_

5) Authorized Agent (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT STATEMENT**

**I hereby certify that all information in this application is correct and all work will comply with the State Building code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.**

Applicant Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Licensure/Exemption and Insurance Coverage Certifications**

Chapter 87, Article 1 of the N.C. General Statutes prohibits the County from issuing a building permit unless and until the applicant has complied with the general contractor licensing and insurance coverage requirements in that article (see attached copies of Sections 87-1 and 87-14). To ensure such compliance, the County requires that the applicant make the following certifications.

The undersigned applicant for a building permit certifies that the person, firm, or corporation performing, superintending, or managing the proposed construction or alteration, whether the applicant or another person, firm, or corporation contracted to do so, either:

- Is duly licensed as a **general contractor** under Chapter 87, Article 1 of the N.C. General Statutes and maintains that license in good standing.

Licensee name: \_\_\_\_\_ License number: \_\_\_\_\_

**OR**

- Is exempt from the statutory licensing requirements for general contractors because:

- the cost of the proposed construction is less than \$30,000;
- the building being constructed or altered is located on **land owned by the applicant** and is intended solely for occupancy by the applicant (and family, if a person) for at least 12 months after its completion (i.e., the project is not a "speculation" project); or
- I am the **owner** of the proposed building. It is my intention to act as my own general contractor, and I understand that the problems which may arise, such as inaccurate or insufficient construction will be solely my responsibility, and I will be left with no resource and must assume total liability for correction of the problems. I personally have a thorough knowledge of all of the NC State construction codes.
- the applicant is engaged in the business of farming, owns the land containing the constructed or altered building, and intends to use the building for the business of farming after its completion;

**OR**

**Modular Installation Contractor**

- I am providing to Onslow County Code Enforcement Department a \$5,000.00 surety bond in accordance with N.C.G.S. § 143-139.1

**AND**

**Insurance Coverage:** The undersigned applicant also certifies that the person, firm, or corporation performing, superintending, or managing the proposed construction or alteration, as well as any subcontractor doing so:

- Carries workers' compensation insurance for employees as required by Chapter 97 of the N.C. General Statutes and will maintain that coverage for the duration of the permit construction or alteration; and
- Will provide certificates of insurance if requested by the Planning and Development Department before issuance of the permit or any time during the permitted construction or alteration.
- N/A Owner assumes insurance liability.

The undersigned applicant further acknowledges that, pursuant to Chapter 87, Article 1A of the N.C. General Statutes, the County will collect a \$10.00 fee with applications for construction or alteration of a single-family dwelling unit and forward \$9.00 of the fee to the N.C. Licensing Board for General Contractors, which will deposit it into the Homeowners Recovery Fund for subsequent use in reimbursing homeowners' losses for construction by general contractors.

Applicant's Name: \_\_\_\_\_

Signer's Name and Title (if firm or corporation): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Compliance with the State Sedimentation Pollution Control Act

State law prohibits issuance of a building permit for any development requiring an erosion and sedimentation control plan under the North Carolina Sedimentation Pollution Control Act of 1973 (G.S. § 113A-50 et seq.) unless and until such plan has been approved by the appropriate State agency. Within Onslow County, that agency is the Wilmington regional office of the State Department of Environment and Natural Resources (DENR), Division of Land Resources, Land Quality Section).

The Act requires approval of an erosion and sedimentation control plan whenever land-disturbing activity on a tract would uncover more than one acre of land. The Land Quality Section has interpreted this one-acre threshold as applicable not just to individual lots or parcels for which a building permit is sought, but to any combination of lots within a subdivision that are owned and being developed by a single developer or builder - whether or not the lots are contiguous.

If you propose development that might disturb more than 1 acre - either on the lot or parcel for which you seek a building permit, or cumulatively on all lots within a subdivision for which you have or will seek building permits - we recommend that you contact the regional office of the Land Quality Section (see contact information below) before submitting a building permit application and confirm whether or not approval of an erosion and sedimentation control plan is required.

Check one of the following boxes and sign below.

I certify that the land-disturbing activity proposed by this application (whether by itself or combined with that being undertaken or proposed to be undertaken under my control elsewhere in the same subdivision)

complies with an erosion and sedimentation control plan approved by the regional office of the NC Land Quality Section under the State Sedimentation Pollution Control Act of 1973. **Attach a copy of a Letter of Approval with Modifications and Performance Reservations from the regional office of the NC Land Quality Section applicable to the subject site.**

does not require approval of an erosion and sedimentation control plan under the State Sedimentation Pollution Control Act of 1973. **Be aware that if the NC Land Quality Section subsequently issues a Notice of Violation stating that such approval is required, we will, pursuant to G.S. 153A-361-363, issue a stop work order and withhold any certificate of occupancy until the Land Quality Section approves a plan, and revoke the building permit if no plan is submitted to the Section by its deadline.**

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Applicant's Signature

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Date

For more information about the State erosion and sedimentation control regulations, contact:

Dan Sams  
Regional Engineer  
NCDENR  
Division of Land Resources  
Land Quality Section  
127 Cardinal Drive Extension  
Wilmington, NC 28405  
Phone: 910-796-7215  
FAX: 910-350-2004  
e-mail: dan.sams@ncmail.net

Karl Hammers  
Environmental Specialist  
NCDENR  
Division of Land Resources  
Land Quality Section  
127 Cardinal Drive Extension  
Wilmington, NC 28405  
Phone 910-796-7372  
FAX: 910-350-2004  
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4-30-2015