



PENDER COUNTY PLANNING AND COMMUNITY DEVELOPMENT

APPLICATION TYPE: **MOBILE HOME**

WORK DESCRIPTION: **NEW OR USED: SINGLEWIDE / DOUBLEWIDE / TRIPLE WIDE**  
(Circle/Highlight)

**SET-UP CONTRACTOR INFORMATION**

**Permit #**

CONTRACTOR: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
(Qualifier or Authorized Person) \_\_\_\_\_ PHONE#: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
STATE LICENSE NUMBER: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_  
PROJECT CONTACT PERSON: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**OWNER INFORMATION**

PROPERTY OWNER NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
MOBILE HOME OWNER (If different from property owner) \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_  
DIRECTIONS TO JOB SITE: \_\_\_\_\_  
\_\_\_\_\_

**MOBILE HOME INFORMATION**

YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
WIDTH: \_\_\_\_\_ LENGTH \_\_\_\_\_ HEIGHT: \_\_\_\_\_ COLOR: \_\_\_\_\_  
HUD LABEL# \_\_\_\_\_ SERIAL # \_\_\_\_\_ MANUFACTURER: \_\_\_\_\_  
HURRICANE ZONE RATING: 1 / 2 / 3 (Circle/Highlight One) (Wind Zone 2 or 3 required by Pender County)  
BLD HEIGHT: \_\_\_\_\_ NO. OF BEDROOMS: \_\_\_\_\_ NO. OF BATHROOMS: \_\_\_\_\_  
VENTED FIREPLACE: \_\_\_ YES \_\_\_ NO SKIRTING TYPE: BRICK VENEER / VINYL / OTHER  
(Circle/Highlight One)  
FOOTINGS REQUIRED: \_\_\_ YES \_\_\_ NO STEPS: \_\_\_ YES \_\_\_ NO  
DECK: YES / NO \_\_\_\_\_ SQ. FT. PORCH: \_\_\_ YES \_\_\_ NO \_\_\_\_\_ SQ. FT.  
WORKMAN'S COMP. INS. REQUIRED FOR PROJECT: YES \_\_\_\_\_ NO \_\_\_\_\_  
WATER SOURCE: COUNTY / COMMUNITY SYSTEM / PRIVATE WELL / OTHER (Circle/Highlight One)  
SEWER SOURCE: COUNTY / COMMUNITY SYSTEM / PRIVATE SEPTIC / OTHER (Circle/Highlight One)

**ALL DETACHED ACCESSORY STRUCTURES REQUIRE A SEPARATE ZONING AND BUILDING PERMITS.**



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**CONSTRUCTION COST**

MOBILE HOME PORCHES WITH ROOF (Sq. Ft.) \_\_\_\_\_ X \$15.00 \_\_\_\_\_

MOBILE HOME DECKS WITH NO ROOF (Sq. Ft.) \_\_\_\_\_ X \$15.00 \_\_\_\_\_

TOTAL SQ.FT. \_\_\_\_\_ TOTAL COST \_\_\_\_\_

**\*\*\*SEPARATE PERMITS REQUIRED FOR ELECTRICAL, MECHANICAL, PLUMBING & GAS PIPING\*\*\***

**PERMIT COST**

MOBILE HOME .....	_____	300.00
CONSTRUCTION COST FOR PORCHES AND DECKS.....	_____	_____
PLAN REVIEW (DETERMINED BY DEPARTMENT) .....	_____	_____
	<b>PERMIT COST</b>	_____

I here by certify that all information in this application is correct and all work will comply with NC State Building Code and all other applicable State and local laws, ordinances and regulations. The Inspections Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

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

**Contractor ~ Owner ~ Agent Signature (Indicate One)**



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**AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE**  
**N.C.G.S. § 87-14**

The undersigned applicant for Building Permit Number \_\_\_\_\_ being the

- Contractor
- Owner
- Officer/Agent of the Contractor of Owner

do hereby aver under penalties of perjury that the person(s), firm(s), or corporation(s) performing the work set forth in the permit:

- has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,
- has/have one (1) or more subcontractor(s) and have obtained workers' compensation insurance covering them,
- has/have one (1) or more subcontractor(s) who has/have their own policy of workers' compensation covering themselves,
- has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Central Permitting Division issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm, or corporation carrying out the work.

**FirmName:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Permit Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**



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**FOUNDATION SURVEY REQUIREMENT**

**Unified Development Ordinance 3.2.2 Setback Certification**

A. Upon submittal of a building permit application or prior to approval of a site plan or preliminary subdivision plat, the Administrator shall confirm all required setbacks and make clear note of these requirements on the application, plat or plan documents, as applicable.

B. Foundation Survey Requirements: Foundation surveys will be required and must be submitted in its original form to verify that a new structure meets the set back requirements of this ordinance prior to occupancy. A foundation survey is required when the foundation wall is completed. Foundation surveys shall be required for all principal structures and accessory structures greater than 600 square feet with the exceptions noted below. The foundation survey submission shall consist of a map prepared by a Professional Land Surveyor showing the structure, lot boundaries and distance from the structure to the lot boundaries, and be signed and sealed by the surveyor. A signed and sealed letter from a Professional Land Surveyor, identifying the property and structure and certifying that the structure meets or exceeds the setbacks for the zoning district in which it is located may be provided in lieu of a survey map.

C. Prohibition on Inspections: No inspections shall be provided by the Pender County Building Inspector on a structure after the "foundation inspection" unless the Foundation Survey is complete. The Inspector shall place a stop work order on any construction when the foundation verification is not submitted when required and shall not provide an occupancy permit or any authorization for power connection until the required foundation survey verification is submitted and approved by the Administrator or their designated representative.

D. Exceptions to Survey Requirements: A foundation survey will not be required in the following circumstances:

- 1) For a structure erected on a bona fide farming operation.
- 2) For individual mobile homes located in a mobile home park.
- 3) For structures when the approved site plan shows the setbacks to be double those required by this ordinance and a building inspector upon visit to the site can observe and confirm that the structure has been located as shown on the site plan. The inspector shall verify his observation by providing a signed copy of the site plan or a permit for the structure to the Administrator. Other form of certification satisfactory to the Building Inspections Director and Administrator may be provided.
- 4) For structures when the conditions noted below are met and a building inspector upon visit to the site can observe and confirm that the structure has been located as shown on the site plan. The inspector shall verify his observation by providing a signed copy of the site plan or a permit for the structure to the Administrator. Other form of certification satisfactory to the Building Inspections Director and Administrator may be provided. The following conditions must be met for this exception to apply:
  - a) Site plan approved by Administrator and Environmental Health shows front yard setbacks to be 20 feet above minimum required and side and rear yard setbacks to be 10 feet above minimum required and is available at site.
  - b) A survey map of the site showing the property corners is available at the site.
  - c) The permanent property corners are clearly marked and flagged.
  - d) The owner or his representative is available at the site to provide measurements if necessary to confirm structure location.

\_\_\_\_\_ Date \_\_\_\_\_  
Applicant (Signature indicates Foundation Survey requirements has been discussed.)

\_\_\_\_\_ Date \_\_\_\_\_  
Technician ((Signature indicates Foundation Survey requirements has been discussed.))

**According to structure drawing on site plan the following is required:**

\_\_\_ double setback (exception 3 above) \_\_\_ 20+10+10 (exception 4 above) \_\_\_ Survey required no exception

\_\_\_ Double Wide Mobile Home – Foundation survey or setback verification must be submitted **BEFORE** the first inspection i.e. marriage wall, electrical, plumbing, mechanical finals, etc.

\_\_\_ Single Wide Mobile Home – Foundation survey or setback verification must be submitted **BEFORE** the first inspection i.e. electrical, mechanical and plumbing finals.

**\*The inspector reserves the right to request that a licensed surveyor submit the Foundation Survey.\***