



Manufactured Home Placement Application Form

inspections@ci.fay.nc.us

433 Hay Street, Fayetteville, North Carolina 28301
910-433-1707 / 910-433-1768 Fax: 910-433-1588

Submittal Date: _____

Notes: Please fill out application COMPLETELY ~ Failure to do so will delay processing ~ Thank you

1. Depending on the setup requirements, separate permits may be required for electrical, mechanical, or plumbing work.
2. Only licensed contractors or owners of the MH may submit a permit application for plumbing, electrical and/or mechanical work.
3. All required performance guarantees must be approved by the City prior to issuance of a building permit.
4. Permits shall not be issued unless the proposed submittal complies with all requirements in the City Code.

1. General Project Information

Project Address	<input type="text"/>		
Tax Parcel Identification Number:	<input type="text"/>	Zone Classification: _____	Lot/Space #: _____
Mobile Home Park Name:	<input type="text"/>		

2. Set-up Contractor Information

Set-up Contractor Name:	<input type="text"/>		
NC State Contractor's License No, Classification, & limitation	<input type="text"/>		
Mailing Address:	<input type="text"/>	Fax No.:	<input type="text"/>
Phone No.:	<input type="text"/>	Email:	<input type="text"/>
Project Valuation:	<input type="text"/>	Roof Area:	<input type="text"/>

3. Property Owner Information

Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>	Cell No.:	<input type="text"/>
Phone No.:	<input type="text"/>	Email:	<input type="text"/>

4. Manufacture Home Owner Information

Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>	License No.:	<input type="text"/>
Phone No.:	<input type="text"/>	Email:	<input type="text"/>

5. Manufacture Home Dealer Information

Name:	<input type="text"/>				
VIN.:	<input type="text"/>	Year:	<input type="text"/>	Size: _____	Serial Number: _____

6. Electrical Contractor Information

Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>	License No.:	<input type="text"/>
Phone No.:	<input type="text"/>	Email:	<input type="text"/>

7. Plumbing Contractor Information

Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>	License No.:	<input type="text"/>
Phone No.:	<input type="text"/>	Email:	<input type="text"/>

8. Mechanical Contractor Information (HTG & A/C)

Name:			
Mailing Address:		License No.:	
Phone No.:		Email:	

9. Electrical Contractor Information (HTG & A/C)

Name:			
Mailing Address:		License No.:	
Phone No.:		Email:	

10. Description of Set-up

Information

Water	<input type="checkbox"/> Private <input type="checkbox"/> Public	<input type="checkbox"/> Deck	Sq. Size _____	<input type="checkbox"/> Deck	Costs \$ _____
Sewer	<input type="checkbox"/> Septic <input type="checkbox"/> Public	<input type="checkbox"/> Stairs	<input type="checkbox"/> Ramp	Setup / Tiedowns include:	
Will there be a renter/tenant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type of tiedowns _____		<input type="checkbox"/> Ties	<input type="checkbox"/> Landings
<input type="checkbox"/> Single Wide <input type="checkbox"/> Double Wide <input type="checkbox"/> Triple Wide	<input type="checkbox"/> Stair handrails	Length of ties _____		<input type="checkbox"/> Blocking	<input type="checkbox"/> Crawl Space
<input type="checkbox"/> Block Footing <input type="checkbox"/> Poured Footing <input type="checkbox"/> Pad Footing	Number of stairs _____			<input type="checkbox"/> Steps	
	Landing size(s) _____			<input type="checkbox"/>	<input type="checkbox"/>

****Wind Speed Zone II 100 mph**

11. Applicant's Signature & Authorization

I hereby certify that all information in this application is correct and all work will comply with the North Carolina State Building Codes and all other applicable state and local laws, ordinances, and regulations.

I understand that I am responsible for all work performed.

	Signature of applicant	Date:	
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12. Authorization to Issue Permit (CITY USE)

	Signature of Code Official
	Date

IF CONSTRUCTION IS PERFORMED BY OWNER WHO IS NOT A NORTH CAROLINA LICENSED GENERAL CONTRACTOR, PLEASE SIGN BELOW: This is to certify that I am owner and occupant of this manufactured home. As such I intend to perform the following work: Electrical Setup/Tiedown Plumbing Heating / Air Condition

I understand I am responsible for obtaining all permits, inspections, and ensuring the work conforms to the North Carolina State Building Code and Regulations for Manufactured Homes. **I understand I am responsible for making any corrections and paying any call back fees. The electrical service will not be provided to my home until all requirements of the codes have been met.**

	Signature of Owner	Date:	
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7. Submittal Requirement Checklist

(Submittals should include 1 copies of listed items, unless otherwise stated.)

The steps must meet the following requirements in order to comply with Regulations for Manufactured Homes

<input type="checkbox"/>	Steps must be provided at all doors and of approved durable or treated wood.
<input type="checkbox"/>	Steps must be at least 3 feet clear width
<input type="checkbox"/>	Handrails may project into the stairs 3 ½ inches
<input type="checkbox"/>	Maximum riser height shall be 8 ¼ inches and a minimum tread depth of 10 inches.
<input type="checkbox"/>	When risers are closed, the treads may have a uniform projection not to exceed 1 inch
<input type="checkbox"/>	No tread run difference in height cannot vary more than 3/8 inch
<input type="checkbox"/>	The height of the riser (step) from the top tread, platform, or porch into the structure shall not exceed 8 ½ inches
<input type="checkbox"/>	The bottom riser (step) may not be less than the other risers
<input type="checkbox"/>	A continuous handrail must be provided on all open sides of the stairs leading to the porch, landing, or platform exceeding 30 inches in height or 4 risers whichever is more restrictive.
<input type="checkbox"/>	The handrail must be 30 inches to 35 inches in height
<input type="checkbox"/>	All landings, porches, and or platforms exceeding 30 inches must be provided with a guardrail that is at least 36 inches high
<input type="checkbox"/>	A minimum 3 foot by 3 foot landing is required at the top of the exterior stairs where the door (not screen or storm door) swings outward over the stairs.