

LENOIR COUNTY PLANNING & INSPECTIONS

101 N. Queen Street  
P.O. Box 3289  
Kinston, N.C. 28502

Phone: (252) 559-2260  
Fax: (252) 559-2261

**LENOIR COUNTY TAX DEPARTMENT**

Name of owner or owners as it appears on TITLE of Mobile / Modular Home:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent mailing address of owner or owners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical (911) address of Mobile / Modular Home:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Land owner's name (as it appears on Tax Card):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax # for Land: \_\_\_\_\_

Mobile / Modular Home Description:

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Year: \_\_\_\_\_  
Make: \_\_\_\_\_ Veh. ID# \_\_\_\_\_

Sale Price of Mobile / Modular Home: \_\_\_\_\_

Condition of Mobile Home: New \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### **MOBILE HOME SET-UP INFORMATION**

#### **SET-UP:**

New mobile home footings and piers must be installed per Manufactured Instructions; used homes that do not have these instructions may use the following:

1. Minimum footing size is 16" x 16". Minimum pier size is 8" x 8" x 16".
2. Minimum clearance between the bottom of the I-beam and grade is 12".
3. All corner piers, **MORE THAN 3 BLOCK HIGH**, must be double stacked.
4. Maximum pier spacing is 8'. Tie down rod spacing: 2' from end, then every 8'. (Must use C-4 Anchors).

#### **PLUMBING**

1. Water supply line must be ¾" minimum and buried 12" underground.
2. Backflow preventers are required on the main water supply line, with cut-off.
3. Three inch (3") sewer line is acceptable but 4" is required if line exceeds 10' from home. Sewer line must be properly strapped every 4'. Clean outs are required at end of sewer line and at every 90 degree turn.

#### **ELECTRICAL:**

1. Service Panel (outside meter/breaker box) must be a minimum of 2' above ground.
2. Wires not under home must be buried 18" deep when installed in conduit and 24" when direct burial is used.
3. An equipment grounding conductor must be installed and connected to the proper buss.
4. The utility company providing service must be contacted to give the location for new service poles and pedestals, also ask for the minimum and maximum height of the meter enclosure.

#### **STEPS:**

1. Steps must be 3 feet clear width.
2. Handrails may project from each side of a stairway 3 ½" into required width.
3. Maximum riser height is 8 ¼". Minimum tread depth is 10".
4. All porches, decks or steps, 30" or more above grade require rails.
5. Must have 2 sets of steps at doors for Final Inspection
6. Any main door that opens OUT must have steps with a minimum 3' x 3' landing (porch).

#### **OTHER:**

1. 911 address must be posted at house and at road in a minimum of 3" numbers.
2. Underpinning must be installed within 30 days of Final Inspection or power may be disconnected.
3. Brick under pinning will require the installation of a vapor barrier in the crawl space.
4. Any brick porches or steps added after Final, must have rails if over 30".

**NOTE: FAILURE TO MEET THE ABOVE STANDARDS WILL RESULT IN A FAILED INSPECTION AND A \$25.00 REINSPECTION FEE.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**MOBILE HOME SET-UP PERMIT APPLICATION**

Mobile Home Owner's Name: \_\_\_\_\_  
Mobile Home Address: \_\_\_\_\_  
Tax ID # on Land: \_\_\_\_\_

Land Owner's Name: \_\_\_\_\_  
Land Owner's Address: \_\_\_\_\_  
Land Owner's Phone Number: \_\_\_\_\_

Set-Up Contractor's Name: \_\_\_\_\_  
License # \_\_\_\_\_ Phone Number: \_\_\_\_\_

Size of Mobile Home: \_\_\_\_\_ x \_\_\_\_\_ Year: \_\_\_\_\_ Value: \_\_\_\_\_  
\_\_\_\_\_ Single wide \$100.00  
\_\_\_\_\_ Double wide \$125.00  
\_\_\_\_\_ Triple wide \$225.00

Power Supplier: \_\_\_\_\_  
Water Supplier: \_\_\_\_\_  
Sewer: Public Utility Name: \_\_\_\_\_ Septic Tank # \_\_\_\_\_

- 911 Address must be posted on mobile home and at the road (3" numbers)
- Doors must be unlocked for inspection
- Underpinning must be installed within 30 days of FINAL inspection
- Brick underpinning will require a 6 mil vapor barrier in crawl area

Directions to Project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**UNDERPINNING AFFIDAVIT**

**I, \_\_\_\_\_, understand that the Lenoir County Mobile Home Underpinning Ordinance, requires all mobile homes to be underpinned within 30 days of the approved final. The underpinning must be installed in accordance with the NC Mobile Home Code.**

**Failure to install underpinning within required 30 day limit will result in disconnection of power, as well as, all fees for re-inspections. A 30 day Extension period will be granted if owner/contractor pays a \$25.00 re-inspection fee within 24 hours of failed underpinning inspection. Only one extension period will be granted and failure to install underpinning will result in disconnection of power immediately.**

**Sign: \_\_\_\_\_ Telephone No. \_\_\_\_\_**  
**Date: \_\_\_\_\_**

**Sworn to and subscribed to me this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**My commission expires:**