

MANUFACTURED HOME PERMIT APPLICATION

Waynesville Development Services Department
 9 South Main Street, Suite 110
 Waynesville, NC 28786
 Phone: 828-456-8647 Fax: 828-452-1492

| OFFICE USE ONLY |
|---------------------------------------|
| PIN NUMBER: _____ |
| WIND ZONE/FLOOD ZONE: _____ |
| LAND DISTURBING/GRADING PERMIT: _____ |
| TOTAL PERMIT FEE: \$ _____ |

| PROPERTY ADDRESS | | | |
|---|-------------------|--|----------|
| PLEASE PRINT CLEARLY OR TYPE | NUMBER AND STREET | CITY | TOWNSHIP |
| Name | | Mailing Address-#,Street,City, State, Zip code | Phone # |
| APPLICANT | LAST | | |
| | FIRST | | |
| HOME OWNER | LAST | | |
| | FIRST | | |
| PROPERTY OWNER | LAST | | |
| | FIRST | | |
| GENERAL CONTRACTOR | COMPANY | | |
| | LICENSE NUMBER | | |
| SET-UP CONTRACTOR | COMPANY | | |
| | LICENSE NUMBER | | |
| ELECTRICAL CONTRACTOR | COMPANY | | |
| | LICENSE NUMBER | | |
| PLUMBING CONTRACTOR | COMPANY | | |
| | LICENSE NUMBER | | |
| MECHANICAL CONTRACTOR | COMPANY | | |
| | LICENSE NUMBER | | |
| PROVIDE INFORMATION REQUESTED. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED. | | | |

HOME INFORMATION

| | |
|--|---|
| MAKE/ MODEL: _____ MODEL YEAR: _____ WIDTH: _____ LENGTH: _____ NUMBER OF BEDROOMS: _____ PURCHASE FROM: _____ YEAR PURCHASED: _____ | FLOODPLAIN <input type="checkbox"/> Yes <input type="checkbox"/> No ELEVATION CERTIFICATE <input type="checkbox"/> Yes <input type="checkbox"/> No FOUNDATION: <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent WILL BE USED AS RENTAL UNIT: <input type="checkbox"/> Yes <input type="checkbox"/> No UTILITIES SANITARY SEWER PERMIT NUMBER: _____ SANITARY SEWER DISTRICT: _____ ELECTRICAL SERVICE PROVIDER: <input type="checkbox"/> Way <input type="checkbox"/> Progress |
|--|---|

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the home shall conform to the State of North Carolina Regulations for Manufactured Homes and all other codes and regulations or private building restrictions, if any, which may be imposed on the above property by deed.

 Signature (of Owner or Authorized Agent)

 Address

 Printed Name

 Date



TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

www.waynesvillenc.gov

Notice to Contractors

Date: 7/28/16

Effective date 8/15/16, the Town of Waynesville Development Services office will require all set up contractors for any manufactured building that has been constructed and labeled indicating compliance with HUD, to schedule and pass a footing inspection before the manufactured building is set up. The bottom of all footings shall be in accordance with Section 3.5.2 of the 2004 NC Manufactured Home Code.

5.9 Manufactured Housing Design Guidelines.

5.9.1 Applicability.

All manufactured homes permitted shall comply with the requirement of 5.6 above (General Building standards, unless the standards below conflict and shall therefore take precedence) and must comply with the standards established by the United States Department of Housing and Urban Development under the National Manufactured Housing Construction and Safety Act of 1974, 42 U.S.C. § 5401 et seq. and that satisfies each of the following additional criteria:

5.9.2 Standards.

- A. The tongue, axles, running lights and removable towing apparatus must be removed prior to the issuance of a certificate of occupancy.
- B. Except for units within permitted Manufactured Home Parks, the manufactured home shall be attached to a permanent foundation of brick, stone, concrete, framing or block that is unpierced except for required ventilation and access as required by the North Carolina State Building Code or for flood hazard construction. Units within permitted manufactured home parks may use a vinyl skirting or other material to enclose the structural supports.
- C. The pitch of the roof of the manufactured home shall have a minimum vertical rise of three (3) inches for every twelve (12) inches of horizontal run.
- D. Except for units within permitted Manufactured Home Parks, the roof must be covered with a material that is customarily used on site-built dwellings. Aluminum or metal roofing is not permitted unless standing seam metal roofing or metal shingles are utilized.
- E. The roof shall have a minimum eave projection and roof overhang of ten (10) inches, not including the gutter except when the unit is located in a Manufactured Home Park where this requirement shall apply only to double wide units.
- F. Exterior siding shall be of a material customarily used on site-built dwellings which does not have a high gloss finish, such as wood, conventional vinyl or metal siding, brick, stucco or similar materials. Smooth, ribbed or corrugated metal or plastic panels are not permitted.
- G. Except for units within permitted Manufactured Home Parks, the length of the home shall not exceed four (4) times the width, excluding additions.
- H. Architectural and aesthetic standards specified in this section shall be applicable to all additions.
- I. At the main entrance door there shall be an entryway transition that is a minimum six (6) feet by six (6) feet.

(Ord. No. O-21-17 , § 1, 11-28-2017; Ord. No. O-25-18 , § 1, 11-27-2018)