

COLUMBUS COUNTY INSPECTIONS DEPT
Check List for Mobile Home

Before a Mobile/Manufactured Homes is moved, delivered and/or installed to a new location you must obtain and/or make application of the following:

1. **GIS/E-911 Address** issued by the Columbus County Addressing Department.
2. If located within an area that is zoned you must obtain a copy of the approved **Zoning Permit** issued by that jurisdiction.
3. If located within a flood zone an **Elevation Certificate** will be required prior to a permit being issued. Note also a finished construction elevation certificate will need to be supplied to our office before a certificate of occupancy can be issued.
4. PLEASE NOTE: ANY COMMERCIAL WORK OR ANY NEW RESIDENCE IN WHICH THE WORK OR VALUE OF THE PROJECT EXCEEDS \$30,000 ARE REQUIRED TO GO TO THE FOLLOWING WEBSITE AND PURCHASE TITLE LIEN INSURANCE:

<http://liensnc.com> (If any problems cal 1-888-690-7384)

5. **Septic Tank Approval Permit or Building Permit Impact Statement**. Note: Our office has to have a copy of the OPERATION PERMIT and WELL Permit from the Environmental office before we can do a final inspection.

6. Some type of legal document, (Ex: Form 500 from dealer, title or purchase agreement) with the serial number, year, make, model information. **NOTE: PLEASE TAKE THIS INFORMATION WITH YOU WHEN OBTAINING THE PIN CARD LISTED IN ITEM #8.**

7. **Contractor information:** An application for each trade must be filled out. Permits required may be obtained by the owner if being occupied by the same for at least one year and not leased to any other individual and the owner is performing the work. If not issued to the owner a state qualified licensed individual in their trade must apply for the permits. (Dealers obtaining permits for their sub-contractors will need to provide our office with a notarized letter stating they have their permission to pick them up. These will be kept on file in the office.)

8. Need the name of the **Power Company** servicing your site. If Progress Energy you will need to supply us with the eight (8) digit premise number.

9. You will need to go by the tax office located at 125A Washington Street and see either Brinkley Carroll, Coley Kinlaw, or Randy Greene and obtain a **PIN (property Identification Number) card** for the construction site. This card will need to be signed by one of the above individuals. If purchasing from an individual the tax office will need to know the current or previous owner of the home. If the home is located in another county you will need to bring to the Tax Office proof of the taxes being paid in that county. A moving permit will also need to be obtained from the Tax Office if being moved by someone other than a dealer.

**BRING ALL INFORMATION / PAPERWORK WITH YOU WHEN YOU COME TO
APPLY FOR THE PERMITS**