

## What Permit is Required?

A special use permit is required before you can place a manufactured home on a private lot. This permit is issued by the Zoning Board of Adjustment at their monthly meetings.

## How do I get a Special Use Permit?

Applications to the Zoning Board of Adjustment are accepted in the Inspections Division office at 100 Liberty Walk between 7:45 a.m. and 4:30 p.m. To apply you will need to bring 15 copies of a site plan drawn to scale, as well as approval from the Forsyth County Environmental Health Dept. (if the lot is served by a septic system).

An application fee of \$100 payable in cash, check, Visa<sup>®</sup> or MasterCard<sup>®</sup> is required when you apply for the special use permit. When you apply you will be provided the date, time, and location for the Board meeting.

## What happens at the Meeting?

At the Zoning Board of Adjustment meeting your case will be listed on a meeting agenda. When your case is called you should come forward to the podium. The chairman will swear you in and you will be asked to tell the Board about your request. The Board members may ask you some questions.

After you testify, the chairman will ask if anyone in the audience is in objection to your request. If there is opposition then they will be sworn in and allowed to speak. You will be provided an opportunity to speak again after the opposition is finished.

After all the testimony is given, the Board will deliberate and take a vote on your request. When the Board makes a decision they can only

consider the facts of the case from sworn testimony and evidence which is presented. Hearsay or second-hand information is not considered.

## What if I can't make the meeting or want to withdraw my request?

You must be present for your case to be heard. Failure to appear will cause your application to be postponed on the first absence and will be removed on the second absence. If you are unable to attend the scheduled meeting or if you wish to withdraw your case call our office at 727-2101. A refund will not be given if the legal advertisement for the meeting has run in the newspaper.

## What do I do after the Board approves my special use permit?

After your special use permit is approved, you must return to the Inspections Division office to get additional required permits for the set-up of the manufactured home. *Please note: You must act on a special use permit within 2 years.*

Before these additional permits can be issued you must supply the Inspections Division with the following information:

- 1) Health Department - If you have a well and/or septic tank, you must bring the pink copy of the Forsyth County Health Department's report to our office. (727-2760 between 7-8 a.m. and 1-1:30 p.m.)
- 2) Planning Board - If you subdivided a lot or recorded an access easement, you must bring a copy of those records from the Forsyth County Register of Deeds, properly stamped and signed by the City-County Planning Board staff. (727-2548)

## How do I get the additional permits?

Your manufactured home will require 3 additional permits from the Inspections Division:  
€ manufactured home set-up permit;  
€ electrical permit, and;  
€ plumbing permit.

### Manufactured Home Set-Up Permit

To get this permit you must provide a survey or site plan showing the location of the manufactured home on the lot along with all distances from the manufactured home to property lines and other buildings. If using a septic tank system, the drawing from the health department is sufficient as a site plan. This permit is usually issued to the set-up contractor, who delivers your manufactured home and sets up the block piers and tie-downs. You can get a set-up permit yourself only if you are going to live in the manufactured home. Rental units must be set-up by a licensed contractor.

### Electrical Permit

Your licensed electrical contractor gets his own electrical permit. Provide him your manufactured home set-up permit number after your visit to our office. This number will allow him to purchase his permit.

You can get an electrical permit to do your own wiring only if you are going to live in the manufactured home. To get your own permit you must meet personally with an electrical inspector between the hours of 7:45-8:15 a.m. or 4:00-4:45 p.m.

## **Plumbing Permit**

Your licensed plumbing contractor gets his own plumbing permit. Provide him your manufactured home set-up permit number after your visit to our office. This number will allow him to purchase his permit.

You can get a plumbing permit to install your own sewer line and connection only if you are going to live in the manufactured home. You can apply for this permit in our office during regular business hours.

### **When do I request inspections?**

If you hire a licensed set-up, electrical or plumbing contractor to perform work then they are responsible for requesting inspections for their permit.

If you are performing any of these permitted activities yourself then you must request inspections when the following items are completed:

Manufactured Home Set-Up Permit: block piers, tie-downs, stairs, handrails and skirting.

Electrical Permit: electrical connection to the manufactured home and service panel.

Plumbing Permit: sewer connection to the manufactured home and the septic tank connection.

### **Who do I call to request an inspection?**

When you purchase your permits from our office,

a clerk will provide you a list with telephone numbers for your electrical and plumbing inspector.

The manufactured home set-up inspection is inspected by a Building Inspector and the electrical connection is inspected by your electrical inspector.

The sewer connection is inspected by your plumbing inspector.

To request these inspections you can call each inspector for a same day inspection up until 6:30 a.m. each business day or Log on to INSPECTNET web service at [www.inspectnet.org](http://www.inspectnet.org)

*Note: Please do not request an inspection until all work is completed.*

### **How do I get electrical power?**

First, apply to Duke Power for electrical service by calling 727-4300.

Second, get all set-up, electrical, and plumbing work inspected and approved by our office. After all these inspections are complete and approved, we will electronically send a service request to Duke Power so they can set a meter.

### **What are the set-up requirements?**

Please refer to the sheet from our office, A Manufactured Home Set-Up Regulations.@ and “Manufactured Home set-up policy” The clerk who processes your Board application can provide this information to you.

## **Permit Requirements for Manufactured Homes on Private Property**



**100 East 1<sup>st</sup> Street, Suite 328  
Winston-Salem, NC 27101  
727-2101**