



Permit Requirements for Mobile Homes in Mobile Home Parks



Winston-Salem/Forsyth County
PLANNING & DEVELOPMENT
SERVICES DEPARTMENT

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What Permit is Required?

To place a mobile home on a lot in a mobile home park, the following permits are required:

1. Mobile home set-up permit, and;
2. Electrical permit;

Mobile Home Set-Up Permit

This permit is usually issued to your licensed set-up contractor, who delivers your mobile home and sets up the block piers and tie-downs.

This permit can be issued to the owner of the mobile home, but only if the home is to “owner occupied,” i.e., it cannot be for rent.

To apply for this permit you must provide the name and location of the mobile home park along with the space number.

*The block piers, tie-downs, skirting, stairs, and handrails must be inspected on this permit.

Electrical Permit

Your licensed electrical contractor applies for the electrical permit. You must provide him your mobile home set-up permit number. This number will allow him to purchase his permit.

You may do your own wiring if you will personally occupy the mobile home. You must meet with an electrical inspector in person to determine if you are qualified to safely complete the work. Our inspectors are available in the office between 6:30-7:00 a.m. and 3:00-3:30 p.m.

*The electrical service and connections are inspected on this permit.

Note: If you hire licensed contractors to perform the mobile home set-up or electrical work, they are responsible for getting their own permits and requesting inspections.

Where do I get these Permits?

The mobile home set-up and electrical permits are issued by the Inspections Division, 100 E. 1st Street, Suite 328.

The permit fees can be paid in the City Revenue office on the first floor. Payments can be made by cash, check, Visa™, Mastercard™, or Discover™.

Who will inspect the work?

An electrical inspector will inspect:

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

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

Note: The set-up and electrical work must be completed, so the inspection can be done in one trip.

How do I request Inspections?

When set-up and electrical work is complete you can go to Inspect.net to request same day inspection or call 727-2624.

Note: If you hire a contractor to perform one or both of these services then they are responsible for requesting inspections.

How do I get electrical power?

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

After all the required inspections are completed and approved your electrical power release will be sent electronically to Duke Power so they can set a meter.

What are the set-up requirements?

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