

## Mobile Homes

Pursuant to North Carolina's General Statute 105-316.1(a) it is unlawful for any person to remove or cause to be removed any mobile home situated at premises in this State without first obtaining a tax permit from the tax collector of the county in which the mobile home is situated.

### Individuals:

#### Steps to Move a Mobile Home INTO Cabarrus County:

- Start with the **Tax Assessor's Office** and complete the Manufactured Housing Information Required for Permit Form. **(704) 920-2166**
- Taxes in the owner's name must be paid and the Tax Collection Department must approve the above-mentioned form.
- Proceed to the **Construction Standards Department** for permits. **(704) 920-2128**

As the owner of a manufactured home that is not considered real property, it will be the owners' responsibility to list the mobile home on the Personal Property Listing Form the first January after purchase and each year thereafter. The owner will need to provide the year, make, size, VIN number, and location address of the home.

#### Steps to Move a Mobile Home OUT of Cabarrus County:

- Contact the **Tax Assessor's Office** to obtain proof of tax listing. **(704) 920-2166**
- Once information is obtained from the Assessor's Office, proceed to the **Collections Department** where it will be verified that all taxes have been paid current on the Mobile Home. **(704) 920-2020**
- If taxes have been paid, a Mobile Home moving permit will be issued. If taxes are due, payment in full must be paid in order to obtain the permit.

#### Steps to Appeal the Value of a Personal Property Mobile Home:

- The value of a personal property mobile home must be appealed within 30 days of the original billing date to be considered.
- The value placed on the tax bill is based on market value for the year and size of the home as of January each year.
- Since there are many factors that can affect a purchase price, a bill of sale alone cannot be used as a basis for appeal.
- When appealing the value, please include specifics of damage to the home, photos of the damage or current estimates of repair to the damage.

**A copy of the MOVING PERMIT must be submitted to Construction Standards Department before building and trade permits will be approved.**

# Mobile Home Permitting

Manufactured (Mobile) homes do not go through plan review unless the property is in the FLOOD PLAIN. Please contact the zoning jurisdiction to find out more information. Zoning information and contacts are listed below.

Please submit the following documents to the Cabarrus County Construction Standards Department by emailing [Construction2222@CabarrusCounty.US](mailto:Construction2222@CabarrusCounty.US) or visiting the office at 65 Church Street, South Concord NC, 28025 between 8am-4:00pm to receive your permits the same day, as long as all documents are returned and filled out correctly.

## REQUIRED documents:

1. Approved Zoning permit (information below)
2. Approved and stamped tax form from the Cabarrus County Tax Department. Refer to the building permit application for more information. (704) 920-1207
3. Compete Building/Trade Application (attached)
4. Plans (example is attached)

Additional documents may be requested once the Permit Technicians review the documents that have been submitted. Failure to return any requested document or information will delay the permitting process.

## Zoning Information

The zoning webpages and contact person information are below. Please direct zoning questions to the correct jurisdiction. To find out which jurisdiction your property is part of, please use the Cabarrus GIS. <https://location.cabarruscounty.us/mapcabarrus/>.

### KANNAPOLIS Permit Page

<https://www.kannapolisnc.gov/Portals/0/Departments/Planning/Documents/Applications/Residential%20Zoning%20Permit%20Packet%20fillable.pdf>

Contact Person: Kathryn Stapleton: [kstapleton@KannapolisNC.gov](mailto:kstapleton@KannapolisNC.gov)

### CONCORD Permit Page <https://concordnc.gov/Departments/Planning/Permits>

Contacts: Ashley Hurlocker: [hurlockera@concordnc.gov](mailto:hurlockera@concordnc.gov) Greg Neal: [nealg@concordnc.gov](mailto:nealg@concordnc.gov)

### LOCUST Planning and Zoning Page: <https://locustnc.com/planning-and-zoning/>

Contact Person: Scott Efird: [sefird@locustnc.com](mailto:sefird@locustnc.com)

### MOUNT PLEASANT Zoning Application:

<https://www.mtpleasantnc.org/wp-content/uploads/Zoning-Permit-Application.pdf>

Contact Person: Erin Burris: [burrise@mtpleasantnc.us](mailto:burrise@mtpleasantnc.us)

### HARRISBURG Zoning Page: <https://www.harrisburgnc.org/270/Forms-Applications>

Contact Person: Carly Bedgood: [Cbedgood@harrisburgnc.org](mailto:Cbedgood@harrisburgnc.org)

### MIDLAND ZONING PAGE: [http://www.midlandnc.us/departments/planning\\_zoning\\_and\\_subdivision\\_services/index.php](http://www.midlandnc.us/departments/planning_zoning_and_subdivision_services/index.php)

Contact Person: Kassie Watts [planner@midlandnc.us](mailto:planner@midlandnc.us)

CABARRUS COUNTY: Contact Martha for documents.

Contact Person: Martha Hernandez [mhernandez@cabarruscounty.us](mailto:mhernandez@cabarruscounty.us)

## Other Information

Cabarrus Health Alliance: well and septic information (704) 920-1207

Lien [www.liensnc.com](http://www.liensnc.com)

PLEASE COMPLY BY PROVIDING ALL INFORMATION

Manufactured Home Description (PLEASE PRINT):

Sales Price: \_\_\_\_\_
Size (Width) \_\_\_\_\_ X (Length) \_\_\_\_\_ Length Includes Tongue? Yes \_\_\_\_\_ No \_\_\_\_\_
Tongue removed? Yes \_\_\_\_\_ No \_\_\_\_\_ Axels removed? Yes \_\_\_\_\_ No \_\_\_\_\_
Model Year \_\_\_\_\_ Make (Ex. Oakwood) \_\_\_\_\_
Serial # \_\_\_\_\_ Mfg. Housing Park Name \_\_\_\_\_ Lot # \_\_\_\_\_
PIN # \_\_\_\_\_
Is this a 20 year Land Contract Purchase? Yes \_\_\_\_\_
If so, who is the Contract holder? \_\_\_\_\_ Phone Number \_\_\_\_\_

NOTE: Effective June 1, 2004, our office will require a copy of the Land Contract Agreement

Prior Landowner(s) Name - If purchased within the last 12 months \_\_\_\_\_
Landowner(s) Name (If not in a mfg. housing park) \_\_\_\_\_
Address of Manufactured Home \_\_\_\_\_
City \_\_\_\_\_ Zip \_\_\_\_\_

IMPORTANT: THE FOLLOWING PERSONS WILL RECEIVE THE YEARLY PERSONAL PROPERTY TAX BILL, UNLESS OTHERWISE NOTED BELOW.

Full name(s) of person(s) on Title \_\_\_\_\_
Current Address \_\_\_\_\_
S-S-N(s) \_\_\_\_\_ Phone #'s \_\_\_\_\_
Employer \_\_\_\_\_

If different from above:
Name of person(s) to receive tax bill for manufactured home \_\_\_\_\_
Address \_\_\_\_\_
S-S-N(s) \_\_\_\_\_ Phone #'s \_\_\_\_\_
Employer \_\_\_\_\_

- X Person providing information Signature Date Phone Number
X County Assessor's office
X Tax Collector's Office

FOR TAX OFFICE USE ONLY -- DO NOT WRITE BELOW

Acct # \_\_\_\_\_ Abstract # \_\_\_\_\_ Park # \_\_\_\_\_ TWP \_\_\_\_\_ Fire \_\_\_\_\_ City \_\_\_\_\_

## Cabarrus County Construction Standards Code Enforcement

### Building and Trade Permit Application

I hereby certify that all information in this application is correct, and all work will comply with the State Building Code and all other applicable State and local laws, ordinances, and regulations. The Cabarrus County Construction Standards Code Enforcement office must be notified of any changes to approved plans and specifications for the project permitted herein. The Cabarrus County Construction Standards Code Enforcement Office may request contract validation at any time. I understand that I must provide the information and/or documents requested to avoid revocation of the permits. By signing the application, I am agreeing to comply. Per § 87-14. Regulations as to issue of building permits.

**MANUFACTURED (mobile) HOME** *Plan review is not required as of February 1, 2022, unless the property is within a Flood Plain. Check with the property's zoning jurisdiction for this information.*

*The applicant is the person responsible for the work being complete and all inspections.*

**APPLICANT (PRINT CLEARLY):** \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

#### BUILDING PERMIT

Applicant is  Homeowner

**OR**

NC GC/MOVER Lic. # \_\_\_\_\_

Signature of Building Applicant: \_\_\_\_\_

Owner Affidavit -Owner MUST live in the home after work is complete.

Lien ([www.liensnc.com](http://www.liensnc.com)) required for projects \$30,000 or more, exclude the price of the manufactured home.

#### TRADE CONTRACTOR INFORMATION

ALL WORK BY HOMEOWNER

EL: \_\_\_\_\_ LIC: \_\_\_\_\_ CELL #: \_\_\_\_\_ EL Signature: \_\_\_\_\_

Connecting service to home and all necessary wiring for occupancy. **Utility Co:** \_\_\_\_\_

HE: \_\_\_\_\_ LIC: \_\_\_\_\_ CELL #: \_\_\_\_\_ HE Signature: \_\_\_\_\_

Connecting outdoor unit to home.  No outdoor unit. Permit will not be required.

PL: \_\_\_\_\_ LIC: \_\_\_\_\_ CELL #: \_\_\_\_\_ PL Signature: \_\_\_\_\_

Connecting water and sewer/well and septic connections from under home to service. **Utility Co:** \_\_\_\_\_

SQUARE FT HEATED(home) \_\_\_\_\_ + UNHEATED(porches and decks) \_\_\_\_\_ = TOTAL SQ FT: \_\_\_\_\_

#### Is/Will this manufactured (mobile) home (check all that apply)

be set up a mobile home park? Name of mobile home park \_\_\_\_\_

be set up on private owned land?

new to Cabarrus County?

move within Cabarrus County? \*Requires stamped approved Tax Form from the Cabarrus County Tax Office (704) 920-2166

move within Kannapolis City limits, but outside of Cabarrus County?

brand new mobile coming from the dealership?

have **existing** public water/sewer taps or well/septic installation?

be on CITY WATER. Name of water company \_\_\_\_\_

be on CITY SEWER

be on WELL

be on SEPTIC \*Requires letter of approval from Cabarrus Health Alliance (704) 920-1207

#### Required forms for permitting:

Approved Zoning Permit

Manufacturer's Plans or a drawing showing the location and dimensions of home on property, direction that the doors swing (in or out), and dimensions of the decks/porches/steps

#### Additional forms for permitting: (see information above)

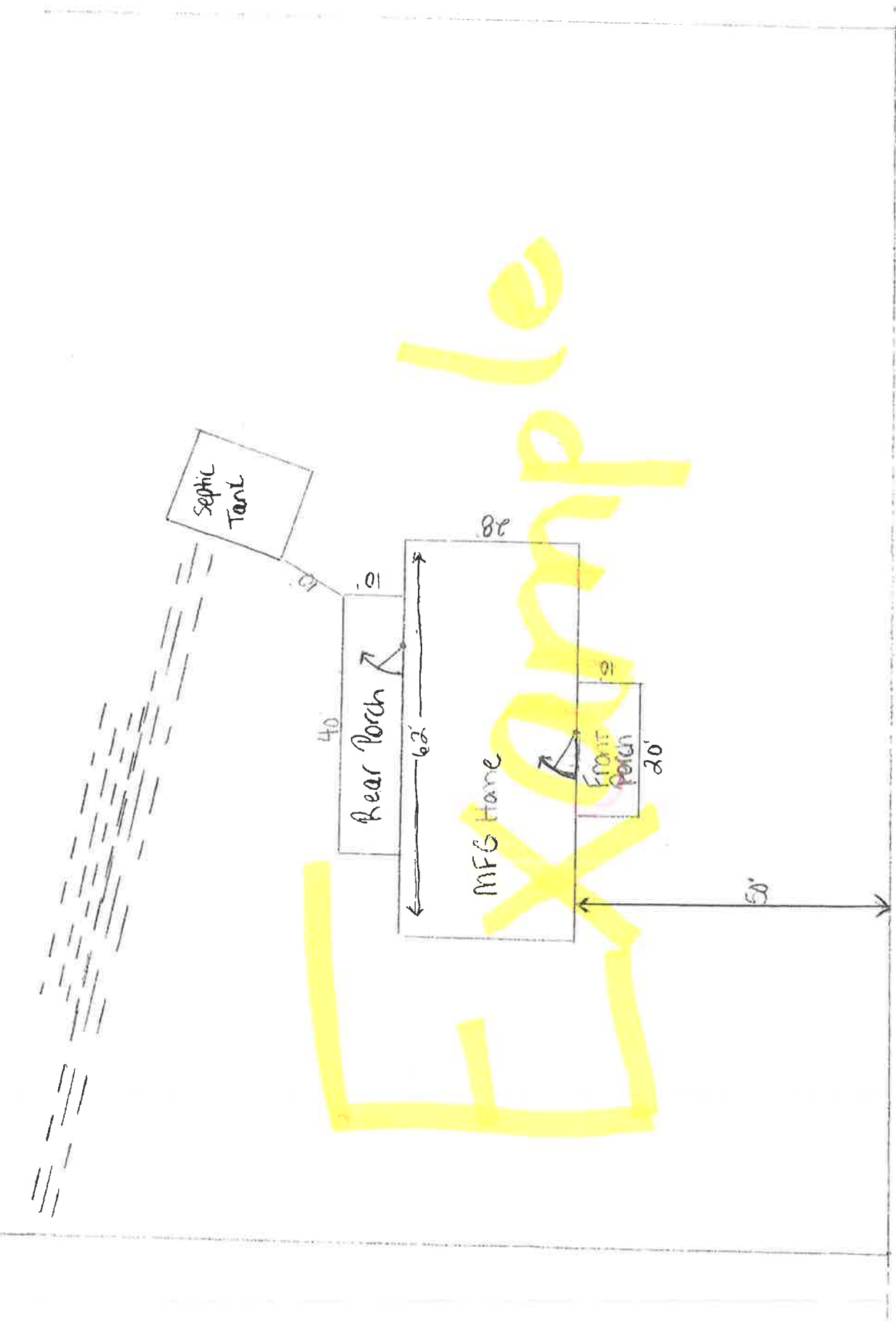
CHA letter or Septic Permit

Owner Affidavit

Lien

Stamped Tax Form

**TOTAL ESTIMATED COST FOR MOBILE HOME SET UP:** \_\_\_\_\_



# PLANS

ABC Street SW