



Cabarrus County Building and Inspections Department

Physical Address: 65 Church Street South, Concord, NC 28025

Mailing Address: PO Box 707, Concord, NC 28026

Phone: (704) 920-2128

Email: inspections@cabarruscounty.us



Manufactured 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 Inspections@CabarrusCounty.US or visiting the office at 65 Church Street, South, Suite 280, 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 if you are moving a mobile from one address to another in Cabarrus County.
3. Compete Building/Trade Application
4. Homes set up in a Park/Community, a copy the lease is required.
5. Homes set up on private land, the deed or lease is required.
6. Lien is required if the cost of the mobile home and all material and labor to move and set up mobile home is \$40,000.00 or more.) Lien www.liensnc.com
7. Cabarrus Health Alliance: well and septic information (704) 920-1205 is required if home will be connected to existing or new septic system.

Additional documents may be requested once the Permit Associates 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 **Gabriela Wilkins** gwilkins@KannapolisNC.gov

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

Contacts: **Ashley Hurlocker:** hurlockera@concordnc.gov **Greg Neal:** nealg@concordnc.gov

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

Contact Person: **Scott Efird:** sefird@locustnc.com

MOUNT PLEASANT Zoning Application:

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

Contact Person: **Erin Burris:** burris@mtpleasantnc.us

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

Contact Person: **Carly Bedgood:** Cbedgood@harrisburgnc.org

MIDLAND ZONING PAGE: http://www.midlandnc.us/departments/planning_zoning_and_subdivision_services/index.php

Contact Person: **Kassie Watts** planner@midlandnc.us

CABARRUS COUNTY: Contact Martha **directly** for documents.

Contact Person: Martha Hernandez mhernandez@cabarruscounty.us



Cabarrus County Construction Standards Code Enforcement Building and Trade Permit Application for Manufactured Home



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.

☐ **MOBILE HOME IS IN MOBILE HOME PARK** Name of mobile home park _____

☐ **MOBILE HOME IS ON PRIVATE LAND** Name of Landowner: _____

☐ Mobile home is brand new **MOBILE HOME SALES CENTER** _____

APPLICANT (PRINT CLEARLY): _____ DATE: _____

Applicant is ☐ **HOMEOWNER** ☐ **LICENSED HOME MOVER** ☐ **MOBILE HOME SALES CENTER** NC State License #: _____

EMAIL: _____ CELL #: _____

PROJECT ADDRESS: _____

TRADE CONTRACTOR INFORMATION ☐ ALL WORK BY LANDOWNER ☐ 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. ☐ Indoor permanent heat source.

PL: _____ LIC: _____ CELL #: _____ PL Signature: _____

☐ **SEPTIC** ☐ Private ☐ Community ☐ **WATER** ☐ Private ☐ Public Utility Co: _____

☐ **SEPTIC** Septic Permit #: _____ ☐ Letter, provided
*Requires letter of approval from Cabarrus Health Alliance (704) 920-1207

SQUARE FT HEATED (home) _____ + **UNHEATED (porches and decks)** _____ = **TOTAL SQ FT:** _____

☐ This mobile home is moving within Cabarrus County *Requires stamped approved Tax Form from the Cabarrus County Tax Office (704) 920-2166

TOTAL ESTIMATED COST FOR MOBILE HOME SET UP: _____

The estimated cost consists of the cost of the mobile home, all services, material, and labor to receive the CO to move in.

Printed Name

Signature

Date

INSTRUCTIONS FOR TAXPAYER

Step 1 – County Assessor's Office, Governmental Center, 1st Floor Suite 111

The Assessor's Office will assist the taxpayer in completing information below in order to list a Manufactured home. If this is an older manufactured home, the Assessor's Office will verify That it was listed previously. If not listed previously, the Assessor's Office will prepare Information on the manufactured home for the Tax Collector's Office.

Step 2 – Tax Collector's Office, Governmental Center, 1st Floor Suite 185

The Tax Collector's Office will verify that all taxes are paid. Any unpaid balances must be paid Before a moving permit is issued.

Step 3 – Determination as to real/personal property status.

Step 4 – Building Inspections Office, Governmental Center, 2nd Floor Suite 280

Taxpayer requests building permit for manufactured home.

North Carolina General Statute 105-273 defines Manufactured Housing as "Real Property" as follows:

Real property means not only the land itself, but also buildings, structures, improvements, and permanent fixtures on the land. These terms also mean a manufactured home as defined in G.S. 143-143.9(6) if it is a residential structure; has moving hitch, wheels, and axles removed, and is placed upon a permanent foundation on land owned by the owner of the manufactured home.

The manufactured home will be considered real property if all the following criteria are met:

- | | |
|---|--------------------|
| 1. Residential structure | Yes _____ No _____ |
| 2. Same owner of land and home | Yes _____ No _____ |
| 3. Permanent foundation | Yes _____ No _____ |
| 4. Has hitch, wheels and axles been removed | Yes _____ No _____ |

This form must be signed by both the County Assessor's and Tax Collector's office before requesting a permit.

APPLICATION FOR MANUFACTURED HOME MOVING PERMIT

MOBILE HOME INFORMATION

MAKE: _____ YEAR _____ SIZE _____ X _____ VIN # _____

TAX LIABILITY INFORMATION

Owner on January 1 of Current Year: _____

Above Owner's Current Mailing Address: _____

Manufactured Home's Physical Location

On January 1 of Current Year: _____

Park Name: _____ Lot # _____

Real Property Owner: _____

Is this a 20 year Land Contract Purchase? _____ Contract Holder _____ Ph # _____

NEW OWNER INFORMATION

New Owner: _____ Pur. Date: _____ Pur. Price _____

New Owner's Mailing Address: _____ Phone# _____

_____ Phone #'s _____

Employer: _____

RELOCATION INFORMATION

Physical Location to which Manufactured

Home is being Moved: _____

County _____ Park Name: _____ Lot # _____

Real Property Owner: _____

MOVER INFORMATION

Name of Transporter: _____ Phone # _____

Complete Mailing Address: _____

Signature (Person requesting permit) _____ Date: _____

County Assessor's Office

Government Center, 1st floor, Suite 111 Type text here

Tax Collector's Office

Government Center, 1st floor, Suite 185

FOR TAX OFFICE USE ONLY – DO NOT WRITE BELOW

Acct # _____ Abstract # _____ Park # _____ TWP _____ Fire _____ City _____