

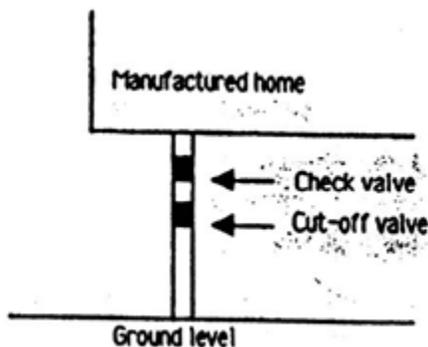
## **Setting Up Your Manufactured Home in Vance County**

Please read these instructions carefully, show them to the company that is setting up your home, and call the Vance County Planning and Development Department at 252-738-2080 if you have any questions regarding setting up a manufactured home in Vance County. Manufactured homes that do not meet the following requirements will not pass inspection and the inspections department cannot issue an electrical permit for your home. By reading and following these instructions you can save time and money and start living in your home as early as possible.

***NOTE: Special requirements are needed for moving and setting up mobile homes manufactured prior to June 15, 1976. Please contact the Vance County Planning and Development Office for special instructions.***

### **General Requirements:**

- All work must meet the North Carolina Regulations for Manufactured homes.
- Manufactured homes shall be set-up according to the N.C. Regulations for Manufactured homes. The set-up manual must be on site at time of inspection, when required by the N.C. Regulations for Manufactured homes.
- Manufactured homes shall be on blocks and shall be wedged. The bottom of footers shall be below the Vance County frost line which is established at 4 inches below finish grade.
- Tie downs shall be installed per North Carolina Regulations for Manufactured Homes, with anchors and anchor plates driven completely into the ground.
- All septic connections shall be made with the septic opening uncovered for inspection and piping securely cemented. Sewer lines must have cleanout plugs.
- All water connections shall be made. Water supply line shall include a check valve and a cut-off valve on the outside water line just beneath the point of entry into the manufactured home.



- Electrical connections must be completed with wiring from the manufactured home to the meter pole, with all breakers in place and no open knockouts.
- Manufactured homes shall have steps at each means of egress (doorway) and shall meet minimum requirements of N. C. Regulations for Manufactured Homes. Steps can be either precast concrete, pressure treated wood or mortared masonry. Stacked blocks are not acceptable. Please see the Steps section below.

### **Elevated Manufactured Homes:**

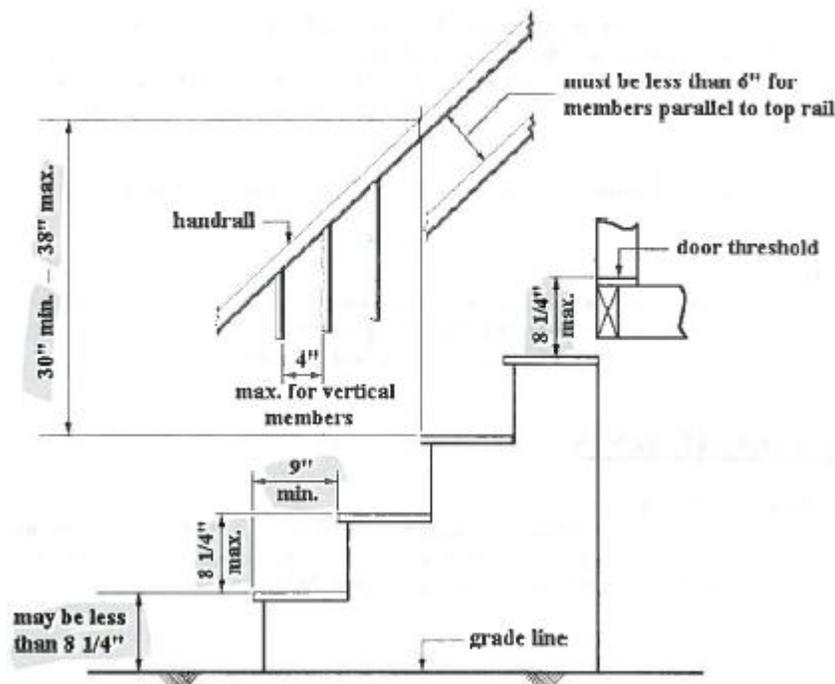
When more than one-fourth of the area of a manufactured home is installed so that the bottom of the main frame members are more than 3 feet above ground level, the manufactured home stabilizing system shall be designed by a qualified Registered Professional Engineer or Architect and the installation shall be approved.

### **Steps:**

- Riser – no more than 8 1/4 inches high.
- Tread – no less than 10 inches deep including the overhang.
- Overhang (nosing) – may not hang over the step below more than one inch.
- Width – minimum 36 inches.
- Stringers – when solid members are cut to accommodate treads and risers the amount of undisturbed wood left in the stringer shall not be any less than 3 1/2 inches.
- Number of stringers needed – Please see the building inspectors.

## Handrails & Pickets:

- Handrails are to be installed on all steps that have 4 (four) or more risers. If the height exceeds 30 inches above finish grade then handrails and pickets are required on both sides as per code.
- Picket spacing shall not exceed 4 inches between the closest members when installed vertically and shall not exceed 6 inches when installed horizontally.



## Landings & Decks:

- Any small deck less than 36 square feet (6ft x 6ft) is considered a landing.
- Any deck or landing must have a building permit issued before construction. (A Zoning Permit must also be submitted and approved.)
- A 3ft x 3ft landing is required when the door swings out; this does not include a storm door.
- All framing shall conform to the current North Carolina building codes.

## Notification for Inspection:

When all of the requirements above are completed:

- A. Call the inspections department, allowing at least 2 days' notice. Inspections may be cancelled with no charge prior to 9:00 am of the scheduled appointment day. You will be charged for re-inspections.
- B. Leave final septic approval and sub slips. Leave manual that is required by NC Regulations for Manufactured homes. The inspector must go inside to inspect the electrical panel, therefore, please leave the home unlocked. This home **must** be empty of **all** belongings.
- C. Typical inspections for a mobile home are:
  - Footings
  - Marriage wall
  - Set-up (includes— electric inside & out, blocking & tying)
  - DWV test
  - Final (underpinning & steps)

## **Manufactured Home Owners Checklist:**

All work must meet NC Building Code. Please be sure that all the following items are completed for inspection:

- Bottom of footers minimum 4" below grade.
- Anchors & anchor plates driven completely into ground.
- Ground rod uncovered so we can see connection.
- Water & septic connections made.
- Septic connection cemented at tank entry and left exposed.
- Air conditioner, heat pump or heating unit wired with ductwork installed properly.
- All electrical connections made with no extra knockouts open. Panel covers & screws available so that the inspector can leave panel boxes covered after inspection.
- Service head, meter base, service entrance cable and main panel adequately supported on a sturdy meter pole.
- All doorways have steps. Minimum 36" wide, tread depth min. 10", maximum riser 8 ¼", handrails on each side of steps.
- All trenches left open for inspection.
- No underpinning installed. (inspected at final)
- All sub slips filled out completely and signed.
- Final septic approval from Environmental Health.
- Door unlocked so inspector can get inside.