

PLANNING & INSPECTIONS DEPARTMENT

Manufactured Home Permit Application Packet

INFORMATION (STEPS) NEEDED TO OBTAIN A MOBILE HOME PERMIT:

- A. A **pre-permit letter and a map** of property (this is needed to obtain the approval for your well/septic) is obtained in the Planning & Inspections Department and taken to **Environmental Health** (Same building 2nd Floor)
- B. If public utilities are being used; then you'll need to go to the City or County Public Works to pay for the taps; then submit a receipt to **Planning & Inspections** demonstrating that any applicable fees have been paid.
- C. Must have **Construction Authorization** for well/septic from Environmental Health or a receipt from Public Works showing that fees have been paid. Application **will not** be accepted for review without **Construction Authorization** or Receipt.
- D. If the manufactured home is not new and is being moved. You must obtain a **Moving Permit** from the Tax Office from the county from which the home is being moved from.
- E. If the property is located within the city limits of Lincolnton or its ETJ, a **City Zoning Permit** must be obtained from City Zoning. Their office is located at 114 W. Sycamore St., Lincolnton, NC 28092. Their phone number is (704)736-8930. Application **will not** be accepted for review without prior approval by City Zoning.
- F. Must have completed **Erosion & Sediment Control Application** with the property owner's signature and contractor's signature. The type of application needed depends on the amount of land being disturbed. For more information please contact **Natural Resources** at 704-736-8501. Plans will not be accepted for review without this form signed by both parties.

G. A **Lien Agent Appointment** per North Carolina Session Law SL2012-158, prior to plans being submitted for review. Information of Lien Agent Appointment is available at www.liensnc.com. Plans **will not** be accepted without a Lien Agent Appointment.

H. The following forms must be completed:

- 1) **Manufactured Home Permit Application**- must be filled out completely. If something does not apply please note **N/A** on that line.
- 2) **Erosion & Sediment Control Application** signed by the owner and contractor.
- 3) **Zoning Permit Checklist**
- 4) **Site Plan** where proposed structure is to be located.

I. The above information is required to be submitted to Planning & Inspections to start the review process. The process for **review is approximately 5-7 business days**. The contact person will be called when the permit is available to be picked up.

J. Payment is due when the permit is picked up: The following are acceptable forms of payment.

- 1) Building Permit: cash, credit card (Visa, Mastercard or Discover) or check payable to Lincoln County. If you have an established Charge Account with Planning & Inspections you may have the permit charged and a monthly statement will be mailed.)
- 2) Soil & Erosion: cash, credit card (Visa, Mastercard or Discover) or check payable to Lincoln County.

K. Subcontractors must pull a separate permit for each trade – No inspections will be scheduled until we receive all trade applications.



Manufactured Home Permit Application
Lincoln County Planning & Inspections Department
115 W. Main Street, Lincolnton, N.C. 28092
Phone: (704) 736-8724
tradepermits@lincolncountync.gov

Parcel Id #: _____

Permit #: _____

APPLICANT INFORMATION

Your Name: _____ Phone #: _____
Your Address: _____ Fax #: _____
Email: _____
Land Owner's Name (if not same): _____ Phone #: _____
Structure Owner's Name (if not same): _____ Phone #: _____
Occupant of Structure (if not same): _____ Phone #: _____
Mobile Home Dealer (if not same): _____ License #: _____

SITE INFORMATION

Address where structure is to be located: _____
Home will be placed: ☐ in approved Mobile Home Park (MHP) ☐ on privately owned lot or non-approved MHP
Subdivision or Park Name: _____ Lot #: _____
Mobile Home is currently located in _____ County. (attach Tax Office Moving Permit)

APPLICATION TYPE

☐ Singlewide (MFSW) ☐ Doublewide (MFDW) ☐ Triplewide (MFTW)

Construction Cost for Structure (do not include cost of land): _____

SET-UP CONTRACTOR

Name (from License) : _____ License #: _____
Mailing Address: _____
Phone #: _____ Fax #: _____

STRUCTURE INFORMATION

Serial #: _____ Year: _____ Make: _____ ☐ New ☐ Used **Size:** _____

of Bedrooms: _____ # of Baths: _____ Heat Type: ☐ Elec ☐ LP ☐ Nat'l Gas

Size of deck(s)*: Front _____ sq. ft. Rear _____ sq. ft.

* **Deck requirements: 36 sq. ft. at front AND rear doors.** Exception: 80 sq. ft. deck /pad on front in approved MHP

Existing use of lot/tract: _____ **Proposed use of lot/tract:** _____ **Roof Pitch:** _____

Siding: ☐ Alum. ☐ Vinyl ☐ Wood **Roof:** ☐ Shingles ☐ Metal **Underpinning:** ☐ Vinyl ☐ Masonry

Water Supply: ☐ Well ☐ City Water ☐ County Water **Fees paid:** ☐ Tap ☐ Availability

- ☐ I will not disturb over 1,000 square feet of land during this construction project
☐ I will disturb over 1,000 square feet of land during this construction project and I have a soil erosion application attached

PLEASE READ THE FOLLOWING BEFORE SIGNING:

By signing this application below, I certify that I am authorized to apply for permits on this job, that the information given is true and complete to the best of my knowledge and that all work **will comply with North Carolina & local building codes, and the Unified Development Ordinances concerning this proposed use.** I am aware that this permit will become void after six (6) months from the date of issuance if no inspections have been scheduled and completed to verify work on the project has commenced. For extended projects, I understand that the work must be verified & documented on a yearly basis or the permit will expire. **Any violations of the aforementioned regulations and/or the Unified Development Ordinance will be grounds for revocation of any and all permits issued by this department.**

I certify that I have read the statement above and I accept responsibility for this project including any penalties assessed. I understand that all work is subject to inspection or testing at the Inspector's discretion and the field inspector has final authority. I also understand that it is my responsibility to meet all zoning setbacks and restrictions. I have completed a zoning site plan for this application.

Signature of Responsible Party _____

Print Name _____ Date _____

☐ Owner ☐ Set Up Contractor

SET-UP WITHOUT THE USE OF A LICENSED DEALER OR SET-UP CONTRACTOR

In order to set and erect their own home the owner must own the home and the land and use it as their primary residence for at least one year. Under the previously described situation the owner may also perform electrical, plumbing and mechanical work. If the above condition is not met all work must be completed by licensed contractors. It shall be the responsibility of the permit holder to make him/herself aware of and to comply with all state and local codes, ordinances and General Statutes. Copies of the codes are available at the North Carolina Department of Insurance at www.ncdoi.com and General Statutes are available at www.ncleg.net, the bookstore at Gaston College, the Licensing Board for General Contractors, and at the local library. This **ONE** person will be responsible for calling in all inspection requests and coordinating all concerns directed to the Inspectors. The inspection results will not be discussed with anyone other than the permit holder. The only exception to this is if licensed contractors are used for the individual trades (framing, electric, plumbing or mechanical). We will discuss with them any issues associated with their work.

Signature: _____ Date: _____

The licensed dealer or set-up contractor who is installing a particular home shall be the party who obtains required permits, and the name under which the dealer or set-up contractor is licensed and the license number shall appear on the permit. **Exception:** Homeowner may obtain permit on behalf of installer if name under which dealer or set-up contractor is licensed and the license number appear on the permit. If a homeowner is acting as his/her own contractor and hires another party to perform the work, this party must be a licensed set-up contractor and shall obtain the permit except as listed above. In all cases, the license name and number of the set-up contractor shall appear on the permit.

SOIL & TORK TEST
(PLEASE POST ON STORM DOOR)

You now have the option of choosing the method you want to use to determine the soil bearing capacity before setting-up a mobile or manufactured home.

The options are:

1. Evaluation by a Registered Engineer or Architect
2. Soil analysis / Investigation
3. Use minimum standard outlined in either:
 - a. Set-up guide provided with home (leave copy on site)
 - b. Tables 4.4.3 & 4.5.1 (NC Regulations for Manufactured / Mobiles)
4. Design using pocket penetrometer results (may be required by setup guide also)

Penetrometer Procedures:

1. Dig one square foot by four inch deep test hole within ten feet of home (additional test sites may be required on fill material)
2. Take seven readings in the test hole with the penetrometer and record below
3. Eliminate the highest and lowest reading
4. Average the remaining five readings and record below
5. Sign and complete this form and submit it to the inspector

TO BE COMPLETED BY SETUP CONTRACTOR

Home Owners Name: _____

Address: _____

_____Manufacturer's Setup Guide

_____NC Regulations For Mobile / Manufactured Homes

_____Soil Bearing Capacity By Penetrometer, Soil Analysis, Registered Engineer Or Architect
(circle one of the above)

Penetrometer Test:

A) Seven Readings

B) Middle Five Readings

Tork Test

A) Readings

1. _____

1. _____

1. _____

2. _____

2. _____

2. _____

3. _____

3. _____

3. _____

4. _____

4. _____

B) Anchor Type

5. _____

5. _____

* _____

6. _____

C) Average

7. _____

Setup Contractor: _____ Building Permit # _____

Company Name: _____

ONE AND TWO FAMILY DWELLINGS
& RESIDENTIAL ACCESSORY STRUCTURES



LINCOLN COUNTY, NORTH CAROLINA
ZONING PERMIT CHECKLIST

<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> ADDITION	<input type="checkbox"/> TWO FAMILY <input type="checkbox"/> GRADING	<input type="checkbox"/> MANUFACTURED HOME <input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> POOL <input type="checkbox"/> DEMOLITION	PARCEL ID _____	PERMIT # _____	STAFF _____
OWNER _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____			CONTRACTOR _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____			
PROPERTY LOCATION (Subdivision & Lot # or Address) _____						
MANUFACTURED HOMES Currently set up in Lincoln County? <input type="checkbox"/> YES <input type="checkbox"/> NO MANUFACTURER _____ SIZE _____ YEAR _____ CLASS: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>			LIVING SPACE Will the accessory structure have a bedroom? <input type="checkbox"/> YES <input type="checkbox"/> NO Will the accessory structure have a range? <input type="checkbox"/> YES <input type="checkbox"/> NO			
PRINCIPAL STRUCTURE <u>PROPOSED / REQUIRED SETBACKS</u> FRONT _____ / _____ RIGHT SIDE _____ / _____ LEFT SIDE _____ / _____ REAR _____ / _____ WIDTH @ BUILDING LINE _____ HEIGHT _____ / _____ LOT SIZE _____			ACCESSORY STRUCTURE <u>PROPOSED / REQUIRED SETBACKS</u> SIZE _____ / _____ EXISTING _____ FRONT _____ / _____ PROPOSED _____ RIGHT SIDE _____ / _____ TOTAL _____ LEFT SIDE _____ / _____ MAXIMUM _____ REAR _____ / _____ HEIGHT _____ / _____ LOT SIZE _____			
ZONING _____ PLAT YES <input type="checkbox"/> NO <input type="checkbox"/> DRAINAGE EASEMENT YES <input type="checkbox"/> NO <input type="checkbox"/> R/W Width _____						
SPECIAL FLOOD HAZARD AREA: YES <input type="checkbox"/> NO <input type="checkbox"/> PANEL # 3710 _____ ZONE _____ Flood Admin. _____			VOLUNTARY AGRICULTURAL DISTRICT Is the subject property within 2000' of a Voluntary Agricultural District? <input type="checkbox"/> YES <input type="checkbox"/> NO			
STREAMSIDE BUFFER Does the parcel lie within 50' of a stream? <input type="checkbox"/> YES <input type="checkbox"/> NO			UTILITIES <input type="checkbox"/> SEPTIC <input type="checkbox"/> WELL EH Authorization to Construct <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PUBLIC SEWER <input type="checkbox"/> PUBLIC WATER FEES <input type="checkbox"/> PAID <input type="checkbox"/> DEFERRED			
WATERSUPPLY WATERSHED NAME _____ CLASS: <input type="checkbox"/> II-C <input type="checkbox"/> II-P <input type="checkbox"/> III-P <input type="checkbox"/> IV-C <input type="checkbox"/> IV-P MAX IMPERVIOUS ALLOWED _____			Erosion & Sediment Control Form <input type="checkbox"/> YES <input type="checkbox"/> NO Lien Form <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A Owner Exemption Form <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A Site Plan <input type="checkbox"/> YES <input type="checkbox"/> NO City Zoning <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
Qualifier Signature <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A Workers Comp <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A						
<i>I certify that I have read the foregoing statement and that I accept responsibility for this project including any penalties assessed. I understand that all work is subject to inspection or testing and the inspector's discretion and the filed inspector has final authority. I further understand that it is my responsibility to meet all land use regulations and conditions applicable to this permit. I have also completed a zoning site plan attached to this application. I also agree to allow employees of Lincoln County to enter this property during reasonable hours for the purpose of making zoning and building inspections. This permit shall expire unless the work authorized by it shall have commenced within six months of its issuance, or if work authorized by it is discontinued for a period of one year or more.</i>						
APPLICANT SIGNATURE _____			DATE _____			



Label Here

EROSION AND SEDIMENT CONTROL FOR SINGLE LOT DISTURBANCE OF LESS THAN ONE ACRE APPLICATION

FEE = \$50 PER LOT

Planning & Inspections (704)736-8440

Natural Resources (704)736-8501

L O C A T I O N / T Y P E	SUBDIVISION Size of lot: _____ (sq ft or acres) Amount of lot to be disturbed: _____ (sq ft or acres) Anticipated starting date of construction: _____ Is there a stream, lake or watercourse on or near the lot? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes show on sketch) Name _____ Structure Type: SFD MODH MFSW MFDW ADD/ALT ACC BLDG	 	PARCEL ID# LOT# PERMIT # TYPE																								
A P P R O A C H	Choose one of the following: <input type="checkbox"/> The most appropriate option from the back of this notice is option _____ or a combination of options _____ & _____. <input type="checkbox"/> A sediment basin located on lot _____ is handling soil erosion and sedimentation control. A construction entrance will be installed on this lot. <input type="checkbox"/> The sediment control is as drawn in the space to the right. <input type="checkbox"/> Sediment Control— See attached	<div style="text-align: center;"> Erosion Control Measures (include vicinity sketch and north arrow) </div> <div style="border: 1px solid black; height: 150px; margin: 10px 0;"></div> <div style="text-align: center;">(no scale)</div>																									
A P P L I C A N T	<p style="background-color: yellow;">I CERTIFY THE INFORMATION THAT I HAVE PROVIDED IN THIS APPLICATION AND ANY ATTACHED DOCUMENTS ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ACCEPT RESPONSIBILITY OF INSTALLATION AND MAINTENANCE OF THE SOIL EROSION AND SEDIMENTATION CONTROL MEASURES FOR THIS LOT UNTIL IT IS COMPLETELY STABILIZED WITH GROUND COVER. I UNDERSTAND THAT NOT FOLLOWING THESE ORDINANCE GUIDELINES WILL RESULT IN POTENTIAL FINES AND/OR HOLDING UP OF BUILDING INSPECTIONS ON THIS PROJECT.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">PRINT OWNER'S NAME _____</td> <td style="width: 15%;">TELEPHONE _____</td> <td style="width: 33%;">OWNER'S SIGNATURE _____</td> <td style="width: 19%;">DATE _____</td> </tr> <tr> <td colspan="4">OWNER'S PRINTED MAILING ADDRESS _____</td> </tr> <tr> <td colspan="4">OWNER'S E-MAIL ADDRESS _____</td> </tr> <tr> <td>PRINT BUILDER'S NAME _____</td> <td>TELEPHONE _____</td> <td>BUILDER'S SIGNATURE _____</td> <td>DATE _____</td> </tr> <tr> <td colspan="4">BUILDER'S PRINTED MAILING ADDRESS _____</td> </tr> <tr> <td colspan="4">BUILDER'S E-MAIL ADDRESS _____</td> </tr> </table>			PRINT OWNER'S NAME _____	TELEPHONE _____	OWNER'S SIGNATURE _____	DATE _____	OWNER'S PRINTED MAILING ADDRESS _____				OWNER'S E-MAIL ADDRESS _____				PRINT BUILDER'S NAME _____	TELEPHONE _____	BUILDER'S SIGNATURE _____	DATE _____	BUILDER'S PRINTED MAILING ADDRESS _____				BUILDER'S E-MAIL ADDRESS _____			
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BUILDER'S E-MAIL ADDRESS _____																											

Revised: 03/15/15

Any disturbance of less than 1,000 square feet will not require this permit.

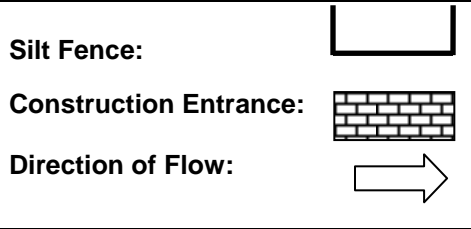
EROSION CONTROL OPTIONS FOR LOT CONSTRUCTION

The Soil Erosion and Sedimentation Control Ordinance requires that anyone conducting a land-disturbing activity prevent sediment from leaving the disturbed site. Furthermore, conducting any land-disturbing activity consisting of one acre or more requires a permit before beginning the disturbance. This includes disturbance of multiple lots totaling one acre or more, regardless of proximity to each other within a subdivision; in cases where fill material is stockpiled, needed, or wasted, the area where this material is stored, coming from, or going to, must be included in the total area of disturbance. Erosion Control measures must be installed prior to any grading or construction on site and maintained correctly to function properly. Please refer to the [NC Erosion and Sediment Control Planning and Design Manual](#) for specific guidance as it relates to installation and maintenance. The site shall be inspected for maintenance needs weekly and after each storm event, whichever is sooner.

SEDIMENTATION AND EROSION CONTROL OPTIONS

LEGEND

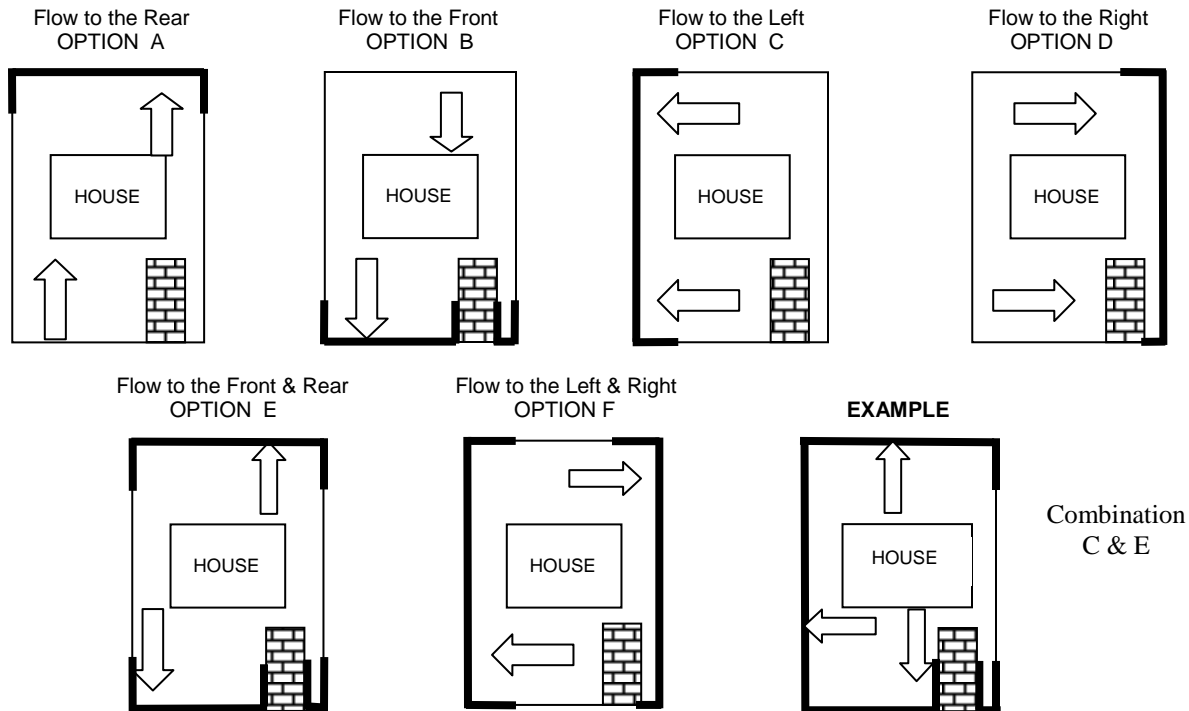
INSTRUCTIONS: IDENTIFY ONE OR ANY COMBINATION OF LETTERS FROM THE SEDIMENT CONTROL SKETCHES BELOW THAT BEST DESCRIBES THE EROSION CONTROL MEASURES THAT WILL BE USED DURING CONSTRUCTION.



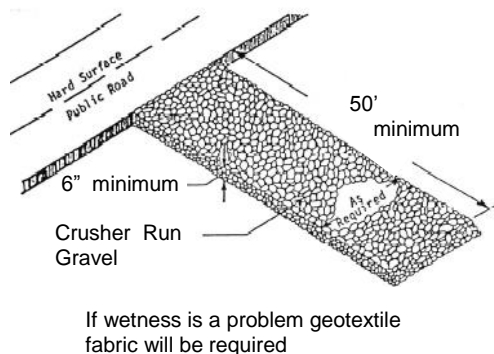
Construction Sequence:

1. Install construction entrance; 2. Install silt fence; 3. Rough grade site; 4. Final grade site; 5. Stabilize site; 6. Remove erosion control measures after site has been inspected for compliance by the Natural Resource Department.

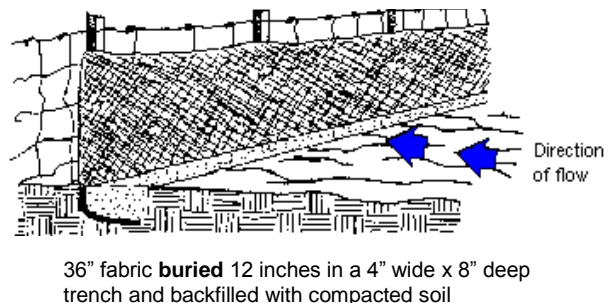
EROSION CONTROL OPTIONS



Construction Examples



Spacing of metal tee post with fabric shall be max. of 6' without wire fence
Spacing of metal tee post with fabric and wire fence shall be max. 8'



**LINCOLN COUNTY
VOLUNTARY AGRICULTURAL DISTRICT
BUILDING PERMIT REGISTRATION**

I have reviewed the most current Lincoln County Agricultural Districting Map found at the Register of Deeds Office or Building & Land Development. I understand that activities such as pesticide spraying, manure spreading, machinery operations, livestock operations, logging and other common farming and forestry activities may occur at any time in these areas.

Location of Property (Parcel ID, Subdivision or Address):

Print Name: _____

Signature: _____ Date: _____

Return to: Lincoln Soil & Water Conservation District
115 West Main Street, Citizens Center
Lincolnton, N.C. 28092

APPENDIX D
AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE
N.C.G.S. §87-14

The undersigned applicant for Building Permit # _____ being the

Contractor: _____

Owner: _____

Officer/Agent of the Contractor or Owner: _____

Do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

_____ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,

_____ has/have one or more subcontractor(s) and have obtained workers' compensation insurance to cover them,

_____ has/have one or more subcontractor(s) who has/have their own policy of workmen's compensation covering themselves,

_____ has/have not more than two (2) employees and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of workers, compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm name: _____

By: _____

Title: _____

Date: _____



County Of Lincoln, North Carolina

Planning & Inspections Department

LINCOLN COUNTY INFORMATION SHEET FOR MANUFACTURED HOME INSPECTIONS

*BEFORE SCHEDULING AN INSPECTION THE BUILDING PERMIT CARD MUST BE POSTED
SOIL & TORK TEST RESULTS MUST BE POSTED ON FRONT DOOR*

- Set-up of the manufactured home must meet the North Carolina Manufactured/Mobile Home Code Book. The Manufactures Setup manual must be on the job site for all inspections for all NEW manufactured homes.
- Property lines must be clearly marked (must meet property line setbacks as required by Zoning).

Required Inspections

Footing & Setback Inspection – When dug & before concrete

Setup Inspection – Piers, Soil & Tork Test, Tongue & Axle removed

- Access to underneath of manufactured home before skirting is in place.
- (INSPECTORS ARE NOT ALLOWED TO REMOVE SKIRTING PANELS)

Marriage Wall

- Rough-In for connection of the halves for Multi-Sectional Homes. (Before vinyl siding is in place on each end and ridge vent installed). A ladder and set-up manual must be made available at each job site

Rough-In Inspections

- Plumbing Rough-In
 - Water supply and sewer connections competed. (Building sewer inspected prior to covering).
 - Water & Sewer Inspection
 - Exposed water lines insulated (according to Residential Plumbing Code, R-6.5 & water cut-off within 3' of access door)
- Electrical Rough-In to Well

Final Inspection

- Building, Electrical, Plumbing and Mechanical Finals
 - Access to inside of manufactured home (if personal belongings have been moved into home, someone must be present at time of inspection.) Please let office personnel know any details concerning inspection that the inspector needs to be aware of (phone numbers, location of key, etc.), when requesting inspection.
 - Steps, decks, porches installed at ALL EXITS (Steps over 30 inches high will require handrails/guardrails on all open sides). Landings over 36 sq. ft. must comply with the current North Carolina Residential Building Code, 2018.
 - Service pole must be pressure treated lumber for direct ground contact.
 - Dryer vent must terminate outside of skirting or the side of home and must be made of non-combustible material. (28 GA metal tape joints only)

RE-INSPECTION FEE OF \$100.00 MAY BE CHARGED FOR THE FOLLOWING SITUATIONS, BUT NOT LIMITED TO THE LIST BELOW (ANY UNWARRANTED TRIP WITHOUT PROPER EQUIPMENT OR INFORMATION AVAILABLE WILL JUSTIFY A RE-INSPECTION FEE):

- 1) If the job site cannot be located due to poor driving directions, building permit not posted, wrong house number or wrong street address given on permit application.
- 2) Manufactured Home locked. (Inspection cannot be made)
- 3) Job not ready for scheduled inspection (SEE ABOVE LIST)
- 4) Required information not on job site at time of inspection. (The Manufacturers Set-up manual, engineer data on piers, if required, etc)
- 5) When a contractor/owner/agent calls for re-inspection, and ALL ITEMS are not corrected from the previous inspection check list. (If you cannot read or understand the check list, call the appropriate inspector between 7 AM and 8 AM)
- 6) No ladder on job site at marriage wall and/or roof inspection.

NO ELECTRICAL POWER WILL BE GIVEN UNTIL ALL INSPECTIONS ARE MADE AND APPROVED

Contact Numbers

Inspection Request Line (704)736-8434

Email for Inspection Request Inspectionrequest@lincolncounty.org

- Next day inspection request must be made prior to 2:00PM on the current work day
- It is the responsibility of the Set-up contractor listed on the permit to call for all inspections and re-inspections.
- All re-inspection fees must be paid prior to rescheduling inspection.

IF REPLACEMENT, OLD MOBILE HOME MUST BE REMOVED PRIOR TO FINAL,
UNLESS HAS EXTENSION ON FILE.