



The Town of Sunset Beach

700 Sunset Boulevard North ♦ Sunset Beach ♦ NC ♦ 28468

Phone: (910) 579-0075 or (910) 579-0068 • Fax: (910) 579-1840

Manufactured Home Instruction Packet When Applying for a Building Permit

Provide the following to the Building Inspections Department:

- Residential Building Permit Application (Provided in this packet)
 - Fill & Grade Application (Provided in this packet)
 - Storm Water Work Sheet (Provided in this packet)
 - Title or proof of age of the manufactured home
 - Plot plan showing where the improvements are proposed to be on the lot;
include the setbacks, porches, decks, or any concrete such as walkways, driveway
 - Set Up Manual (Will be given back to the applicant upon permit issue)
 - Proof of manufactured home being a minimum of Wind Zone II.
 - Septic approval from Brunswick County Environmental Health Department
(Required only if **public sewer is not** available to the property)
 - Receipt of paid tap fees for water and sewer connections from Brunswick County
Utilities Department
 - Landscape Plan
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MANUFACTURED HOME INSPECTION REQUIREMENTS

Footing Inspection:

- Required for any masonry skirting over 40 inches high, perimeter foundations, piers, porches, decks, and garages.
- If using the anchoring system, refer to the manufacturer's instructions or The North Carolina Regulations for Manufactured Homes. A soil compaction test must be completed and submitted to the inspections department and placed in the permit box prior to inspection.
- Marriage wall inspections must have set up manuals on site. Do not cover up end walls or ceiling area inside house.

Plumbing Rough In:

- Plumbing test requirements: Per Part 3280 Manufacture Home Construction and Safety Standards.

Documents Required Prior To Final Inspection:

- Final survey by a licensed surveyor showing the set back measurements of the front, side, and back of the house and to include any decks, storage buildings, garages/carports, etc.
- Signed approval from Brunswick County Environmental Health on the septic system or approval of grinder pump test from Brunswick County Utilities Department.
- Any documents requested by the Building Inspector.

Final Inspection List:

- Electrical System: including any exterior feeders such as A/C Units as per the North Carolina 2009 Electrical Code.
- Plumbing: fall and strapping all the way to the septic system as required by the NC Plumbing Codes. Do not cover up pipe.
- Mechanical: A/C and heating as required by the NC Mechanical Code. Cross over ducts, installation of the condenser unit, condensate drain, and all items installed in the field.
- Tie down straps along with soil compaction test.
- Positive drainage from the house.
- House numbers attached to home and visible from the street, of contrasting color and a minimum of 3" in height.
- No furniture is permitted to be placed in home until a Certificate of Occupancy is issued.
- After completion and approval of final inspections, the inspections office will issue a Certificate of Occupancy as well as notify Brunswick County for delivery of a trash receptacle and Brunswick Electric will be notified to have power turned on.
- Landscaping and underpinning are to be completed and called in within 6 months of Certificate of Occupancy date.
- All water service lines must have pressure reducing valve and personal shut-off valve outside meter.

Permit Application Packet Attachments:

- ✓ Residential Permit Application
- ✓ Storm Water Control Form
- ✓ Fill and Grade Permit
- ✓ Fee Schedule
- ✓ Sunset Beach Inspections Policy
- ✓ Plumbing Test Requirements