

**MACON COUNTY MOBILE HOME APPLICATION**  
INFORMATION IS REQUIRED BEFORE A PERMIT CAN BE ISSUED

Parcel #: \_\_\_\_\_ Township: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone/Cellular# : \_\_\_\_\_

Owners Address: \_\_\_\_\_

Directions to Job Site including gate code if applicable: \_\_\_\_\_

Power Company that Supplies or will Supply your Power: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Size: \_\_\_\_\_ Deck Size: \_\_\_\_\_

Bedrooms: \_\_\_\_\_ Value: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Previous Owner or Dealer: \_\_\_\_\_

Will this be replacing a mobile home on the exact same site? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is Property in Watershed? \_\_\_\_\_ Yes \_\_\_\_\_ No. Is Property in Flood Plain? \_\_\_\_\_ Yes \_\_\_\_\_ No

Elevation Above Sea Level: \_\_\_\_\_

**CONTRACTORS:**

Set-up Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Electrical: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Plumbing: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Mechanical: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Gas: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Name the Septic Approval is in? \_\_\_\_\_ What Year was the Septic approved? \_\_\_\_\_

Name the Well Approval is in? \_\_\_\_\_ What Year was it Drilled ? \_\_\_\_\_

If on City Sewer, do you have the Receipt for the Tap Fee? \_\_\_\_\_

If Inside the City Limits of Franklin or Highlands, do you have a Zoning Certificate? \_\_\_\_\_

IF PERMIT IS GRANTED, I AGREE TO COMFORM TO THE NORTH CAROLINA STATE BUILDING CODE AND TO ALL COUNTY ORDINANCES AND THE LAWS OF THE STATE OF NORTH CAROLINA REGULATING SUCH WORK.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

FEES: M/H \_\_\_\_\_ Mech \_\_\_\_\_ Sm.Deck \_\_\_\_\_ Lg.Deck \_\_\_\_\_ LD \_\_\_\_\_ W/S \_\_\_\_\_ F/P \_\_\_\_\_ Total \_\_\_\_\_

Effective 8/31/09 replacement to all previous applications Permit # \_\_\_\_\_

**AFFIDAVIT OF WORKER'S COMPENSTATION COVERAGE**  
**N.C.G.S 87-14**

The undersigned applicant being the

\_\_\_\_\_ Contractor

\_\_\_\_\_ Owner

\_\_\_\_\_ Officer/Agent of the Contractor

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 worker's compensation insurance to cover them,

\_\_\_\_\_ has/have one or more subcontractor(s) and have obtained worker's compensation insurance to cover them,

\_\_\_\_\_ has/have one or more subcontractor(s) who has/have their own policy of worker'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 Worker's Compensation insurance prior to issuance of the permit at any time during the permitted work from any person, firm or corporation carrying out the work.

Company Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# MACON COUNTY

## LAND DISTURBANCE PERMIT APPLICATION

(MUST BE FILLED OUT COMPLETELY)

### APPLICANT

#### \*\*\*OWNER OF SUBJECT PROPERTY\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

#### \*\*\*CONTRACTOR / EARTH MOVER\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Licensed Macon County Contractor? Yes/No      Macon County License #: \_\_\_\_\_

Estimated Cost of Grading: \_\_\_\_\_      N.C. License #: \_\_\_\_\_

#### \*\*\*PERSON FINANCIALLY RESPONSIBLE (If Different from Owner)\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### LOCATION

Macon County Land Records      Township \_\_\_\_\_      City Limits of Franklin? Yes / No  
Property Identification #

(Parcel Number)

Directions to Property: \_\_\_\_\_

### PROJECT

Size of Land Disturbance \_\_\_\_\_ Sq. Ft. or \_\_\_\_\_ Acres      (43,560 sq. ft. = 1 Acre)

\*Erosion Control Plans are required @ 21,780 sq. ft. (1/2 Acre) Disturbed.

Are you applying for a building permit as well? Yes / No      If yes, square footage of structure: \_\_\_\_\_

Will the land disturbance involve a slope of greater than 1:1 (45°)? Yes / No      (If yes, plans are required)

Do you have water on your Property?      No / Yes      Spring      Lake      Branch      Pond      Stream

If you have a stream, is it a N.C. Trout Stream? Yes / No      (Requires 25 foot buffer zone)

Will the property require a stream crossing? Yes / No      (Requires permit from Department of Water Quality)

**Mandatory Measures**      \*Groundcover: Revegetate within 21 calendar days upon completing any phase of grading

\*Silt Fences (Steel Posts 6' O.C. trenched 8" Deep) or Berms and Diversions

\*Mudmat/ gravel construction access (3" Stone: 50' long and 10' W)      \*Cut slopes 1.5 : 1      Fill slopes 2 : 1

**Road Grade Standards**      16 % - Pavement      10% - Gravel      6% - grass

The undersigned hereby attests that the information given above is true and correct. The applicant is aware of the stated requirements and responsibilities for land disturbance in Macon County. The applicant understands the principles of erosion control and understands that the North Carolina Sediment Law of 1973 applies to each project regardless of size. The applicant acknowledges that county staff can and will conduct periodic inspections of this project to ensure compliance. Any non-compliance with the provisions of this ordinance may result in civil penalties. The signature below signifies full responsibility for all land disturbance activities on subject site.

Signature of Financial Responsible Party/Owner: \_\_\_\_\_ Date: \_\_\_\_\_



# **\*\*\*Attention\*\*\***

AS OF FEBRUARY 1, 2003 A SITE PLAN WILL BE REQUIRED TO OBTAIN A PERMIT FOR NEW CONSTRUCTION INCLUDING MOBILE HOMES & MODULAR HOMES.

**YOUR SEPTIC/WELL PERMIT IS  
NOT ACCEPTABLE AS A  
SITE PLAN.**

Your site plan must show lot lines, elevation above sea level, all streams or bodies of water  
&  
location of existing and / or proposed structures, driveways, wells and septic & distance from  
proposed and/or existing structure to the well & septic \*no less than 25' from well  
& no less than 5' from any part of the septic system including the drain lines



MACON COUNTY CODE ENFORCEMENT  
1834 LAKESIDE DRIVE  
FRANKLIN NC, 28734

**INSPECTION REQUESTS FOR ANY  
PERMIT ISSUED AFTER MAY 1<sup>ST</sup> 2005  
MUST BE MADE BY THE PERSON  
OR COMPANY DOING THE WORK  
THIS INCLUDES ROUGH-IN  
AND FINAL INSPECTION REQUESTS**

For example: Building Contractor requests footing inspection, Electrical Contractor requests temp. pole inspection, Plumbing Contractor requests pre-slab inspection, etc.

**NO EXCEPTIONS**



MACON COUNTY CODE ENFORCEMENT  
1834 LAKESIDE DRIVE  
FRANKLIN NC, 28734

## **PLEASE NOTE**

As of May 1, 2005, Macon County Code Enforcement cannot issue any permit without the following documents being on file in our office or included with the application packet:

1. Current Copy of Certificate of Workers Compensation coverage if NC law requires such coverage.
2. Current copy of your subcontractor's Certificate of Workers Compensation coverage if they are providing their own insurance.

This coverage must be kept in place until the project is completed or your permit will be revoked.

You or your insurance company must notify this department of any changes to your policy.

There will not be any exceptions made.

We are sorry for any inconvenience this may cause but it is required by NCGS.

# Memo

**To:** All Inspection and Permitting Staff  
**From:** Jack Morgan  
**Date:** 03/14/2002  
**Re:** Mobile Homes Penetrometer and their Decks

On all Mobile Home permits issued after this date, a **penetrometer** test is required unless the mobile home is to be placed on cast-in-place footings. We will not perform the test, but a copy must be supplied to us before an inspection will be performed. The report must bear the owner's name, location of the home, and the person who conducted the tests; with their name, title, signature and the readings from the test included. They may fax that into the inspection office, bring it by the office, or give it to the Inspectors at the time of the inspection. Do not accept results of this test by telephone or word of mouth. The test results will be stapled with the hard copy of the permanent record.

**Landings** for mobile homes: if no larger than 3' x 3' may be supported by cap blocks, with penetrometer readings, supplied for the landing supports. If the landing or deck is larger than 3' x 3', refer to the **NC Residential Code** for cast-in-place footing sizes, cap blocks are not considered pre-cast concrete, and therefore are not acceptable for decks of this size. If the deck will have a roof, in essence a porch, refer to the NC. Residential Code for the footing sizes.

Please make this information available to persons applying for mobile home or deck permits.

Thank You,

Jack Morgan

## *Mobile Homes*

### **Note: If Footers, We Need To Look At Before They Are Poured**

- 1) Set up to be performed by licensed mobile home set up company (usually mobile home Distributor) or owner can set up own home. This is to be done according to the N.C. Regulations for Manufactured/Mobile Home Publications.
- 2) Electric to be installed by licensed N.C. electrician or by owner if he/she will live in the home. Installed according to the National Electric Code Standards and Specifications.
- 3) Plumbing drain to be attached to septic tank or sewer (whichever is present) be mobile home set up company, licensed plumber, or owner if he/she will live in home.
- ) Water supply line to be attached to water supply and home with cut off valve and check valve installed in proper locations.
- 5) Permanent type steps out at least two doors, can be pressure treated wood. Concrete (not stacked blocks) or steel, installed according to the N.C. Building Code on concrete base and not attached to home (See Below).

314.2 Stairways shall not be less than three (3) feet in clear width. Handrails may project from each side of a stairway a distance of 3 1/2 inches into the required width. Maximum riser heights shall be 8 1/4 inches and minimum tread depth of 9 inches. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. The greatest tread run within any flight of stairs shall not exceed the smallest by more than 3/8 inch. The height of the riser from the top tread, platform, or porch into the home be less than the uniform riser height but shall not exceed 8 1/2 inch below the top of the threshold. Where the bottom riser of an exterior stair adjoins an exterior walk, porch, driveway, patio, garage floor, or finish grade, the height of the riser may be less than the height of the adjacent risers. A continuous handrail, at least thirty inches (34") in height, maximum of 38 inches measured vertically from the nosing of the treads, shall be installed on all open sides of stairs leading to a door, platform, porch, or terrace exceeding thirty inches (30") in height. Guardrails should be installed under handrails when steps are more than 30 inches above finished grade. Every porch, terrace, or entrance platform thirty inches (30") above adjacent finished grade shall be equipped with railings constructed of approved durable or treated wood. Risers must be closed if more than 3 steps.

**NOTE: A re-inspection fee will be charged for all unnecessary inspections. (Requesting when not ready, requesting re-inspections when all discrepancies have not been corrected, a locked door, Etc.)**

**ATTENTION HOMEOWNER**  
**EXTREMELY IMPORTANT**  
**SKIRTING**

BEFORE PANELING, COVERING, OR SKIRTING IS INSTALLED AROUND YOUR HOME; PROVISION SHOULD BE MADE FOR BOTH FRONT, AND REAR AND SIDE VENTS TO ALLOW FOR AIR CIRCULATION. THIS WILL HELP PREVENT DAMAGE-CAUSING MOISTURE ACCUMULATION UNDERNEATH THE HOME. ALSO COVER THE GROUND UNDER THE HOME WITH ASPHALT PAPER OR PLASTIC SHEETING. THIS WILL PREVENT DRAWING GROUND MOISTURE INTO YOUR HOME.

VENTS ALONE WILL NOT TOTALLY ELIMINATE THE PROBLEM. THE SITE YOUR HOME IS ON SHOULD HAVE PROPER SLOPE FOR SURFACE WATER DRAINAGE TO PROTECT YOUR HOME FROM POSSIBLE DAMAGE OR DISCOMFORT DUE TO WATER COLLECTING UNDER YOUR HOME. THE AREA AROUND AND UNDER YOUR HOME SHOULD BE PROPERLY GRADED TO PROVIDE RUN-OFF OF RAIN AND SNOW.

**Do Not Underpin Until Final Inspections!!!**

Jim Long  
Commissioner of Insurance  
State Fire Marshal



MANUFACTURED BUILDING DIVISION

## MEMORANDUM

Date: January 27, 1999

To: Manufacturers, Retailers, Set-Up Contractors, Building Inspectors and Other Interested Parties

From: C. Patrick Walker, P.E. – Deputy Commissioner  
Manufactured Housing Division

RE: Permits for Manufactured Homes

We have received numerous complaints lately regarding permits and permit fees. In order to resolve this issue, it is necessary for the Department of Insurance to explain our official stand on this matter. Many times, manufactured homes are moved and set-up long before a building permit is ever obtained from the inspection department. Most of these times, the consumer has been told by the dealer or the set-up contractor to "go by the inspection department and get the building permit". Usually in these instances the consumer has not been told that he or she is also responsible to pay for the cost of the permit. This is an unforeseen added expense for the consumer and is usually very upsetting. Most local inspection departments will not give the consumer the permit because they know the consumer is not actually going to set up their home. This usually delays the set-up of the home and puts the unsuspecting consumer right in the middle of a conflict between the building official and the contracting set-up party. Section 1.2.4 of our Manufactured Housing Code clearly states that "A person, firm or corporation shall not install, construct, enlarge, alter, repair, locate, improve, convert or demolish any manufactured/mobile home in the applicable jurisdiction, or cause the same to be done, **without first obtaining a building permit ...**" (emphasis added) In North Carolina, there are only three parties that are legally able to set-up a manufactured home. They are the home owners themselves, dealers, and set-up contractors. Homeowners do not normally set-up their homes and we therefore do not expect them to know the permitting requirements indicated in the Code. Dealers and set-up contractors, however, are professional organizations that are licensed by the Department of Insurance to set-up homes. We expect them to know the permitting requirements of the Code and to comply with those requirements. Your license name and number should be on the permit for every home that you contract to set-up. Since dealers and set-up contractors are licensed by the State to set-up manufactured homes, we consider permitting and all associated costs to be your direct responsibility unless specifically contracted otherwise in writing. Permitting is a major responsibility that cannot be casually passed on to the untrained and uninformed consumer. Some building inspection departments will allow a home owner to pick up a building permit if they can provide all of the necessary permit information. This information includes the name and license number of the dealer or set-up contractor that is going to set-up their home. We have no objection to this procedure provided the permit is obtained *prior to moving the home and the cost of the permit is not paid by the consumer unless agreed to under written contract*. We feel certain that the consumer complaints and misunderstandings related to permits and permitting costs will be greatly reduced if the above listed procedures and responsibilities are followed.

MACON COUNTY 9-1-1 OFFICE  
Phone: (828) 349-2547 / Brandon Crone  
Email: [bcrone@maconnc.org](mailto:bcrone@maconnc.org)  
Mail: 104 East Main St.  
Franklin, NC 28734

MACON COUNTY, NORTH CAROLINA  
ADDRESS REQUEST FORM

Date of Application: \_\_\_\_\_

The following information is required in order to assign you a permanent house number and road name. This address is necessary for Macon County to provide you, the homeowner, with adequate emergency service when a 9-1-1 call is made. Your address will be assigned as soon as possible after your request is made. (The driveway must be cut in on the property before the address can be generated). This form must be filled out if you are building a new home or placing a mobile home on your property. Leave this form at the Building Permit office. The assigned address must be posted on your home or at your driveway before a Certificate of Occupancy can be issued.

Homeowners Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Road Name: \_\_\_\_\_ PIN # \_\_\_\_\_

Building Permit # \_\_\_\_\_ Parcel Identification Number  
Lot # if applicable: \_\_\_\_\_

Directions to building site: \_\_\_\_\_

Name of nearest neighbor: \_\_\_\_\_

Description of new home: (example: 2-story gray house) \_\_\_\_\_

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Attach a drawing of the proposed location of the structure and driveway. You can create this drawing on the Macon County Parcel Viewer. Go to the following link: [gis.maconnc.org/Maps/default.htm](http://gis.maconnc.org/Maps/default.htm). Read the disclaimer box, and click "Accept". On the upper right side of the map, select the "Photography" button. On the left side of the screen, you should see "Search". You can search your property by Parcel ID or Owner Name. Once you have put your information into the appropriate field, select "Search" button. If you used the "Parcel ID" search feature, it should auto-populate your property onto the map. If you used the "Owner Name" search feature and own multiple parcels of property, you may have to select/confirm your name as it is listed for the parcel of land you are searching for. Once the property you are searching for is correctly displayed on the screen, it should be highlighted. You can now click and drag the map to move around, or use your mouse scroll to zoom in and out. On the top-right of the screen, you will see a pencil button in the toolbar. Select this pencil to "draw" on the map. Once selected, you will see a new tool box opened on the left side of your screen. You can select "Line" or "Poly" to draw the area where your structure will sit on the property. It is suggested to use a contrasting color for your line or polygon so that is shows up best on the map. You do this by clicking on the "Color" or "Fill Color" selector on the left side of the screen once you select "Line" or "Poly". Once you have created a depiction of where your structure will go, make a drawing to depict where your driveway will be. You need to show where it will turn from the main road or street that your driveway comes off of. This step is imperative to getting the most accurate 911 Address. Once you are done sketching your structure site, and driveway location, select the "Printer" button on the top-right of the screen, beside the "Eraser" Icon. Select "Export Map" from the print popup. Once this downloads, you can print it as normal and include it with your Permitting Packet, or save it as a PDF and email it in with your packet.

This completed form along with the site plan are required for us to assign an address to your property.

If this home is not to be your permanent full-time residence, please list an out of town mailing address and telephone number where you can be reached.

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

(FOR OFFICE USE ONLY) NEW HOME ADDRESS: \_\_\_\_\_