

**CITY OF JACKSONVILLE**  
**Building Inspections Division**  
815 New Bridge Street/PO Box 128 Jacksonville, NC 28541  
Phone: (910) 938-5232 or (910) 938-5235 Fax: (910) 938-5208  
[www.ci.jacksonville.nc.us](http://www.ci.jacksonville.nc.us)

(Owner's Name of Mobile Home)

(Address Location of Mobile Home)

***MOBILE HOME SET-UP CHANGES (NC GS 143-143-15)***  
**PERMIT FEES WILL BE DOUBLED IF HOME IS SET UP BEFORE SECURING**  
**PERMIT!**

Set-up Contractor: \_\_\_\_\_ Phone# \_\_\_\_\_  
(Please Print)

Address/City \_\_\_\_\_

A soil bearing capacity test is required to determine correct size footings for all mobile homes. The test results shall be recorded on wooden stakes beside test area and the space provided here. Soil Capacity (PFS) \_\_\_\_\_.

Are all anchors 4' in length with 6" helix, as required by code?

Yes \_\_\_\_\_ No \_\_\_\_\_

**\*YOU ARE REQUIRED TO FURNISH TEST BORING TO INDICATE THE SOIL IN YOUR LOCATION WILL WITHSTAND 4725 POUNDS, PER ANCHOR, AS REQUIRED BY CODE. IF ANCHORS LESS THAN 4' IN LENGTH WITH 6" HELIX ARE USED, GIVE TEST BORING RESULTS AND TYPE OF ANCHOR USED IN SPACES PROVIDED.**

Test Boring \_\_\_\_\_ Type of Anchors \_\_\_\_\_ Wind Zone Rating \_\_\_\_\_  
Size \_\_\_\_\_ Model# \_\_\_\_\_ Manufacturer \_\_\_\_\_

Manufacturer's paper work must be made available to the Inspector for the type anchor used to determine correct anchor selection. Please mark page and tables used to determine anchor and pier spacing.

**THIS FORM MUST BE FILLED OUT COMPLETELY AND SIGNED BY EACH CONTRACTOR WITH LICENSE NUMBER AND RETURNED TO THE INSPECTION DEPARTMENT BEFORE A PERMIT WILL BE ISSUED, OR A COPY ATTACHED TO APPLICATION AND THIS FORM LEFT AT HOME FOR BUILDING INSPECTOR TO PICK UP. THIS FORM MUST HAVE ALL SIGNATURES BELOW WITH LICENSE #.**

Set-up Contractor Signature: \_\_\_\_\_ License # \_\_\_\_\_

Electrician Signature: \_\_\_\_\_ License # \_\_\_\_\_

Plumber Signature: \_\_\_\_\_ License # \_\_\_\_\_

Mechanical (Htg/Air) Signature: \_\_\_\_\_ License # \_\_\_\_\_

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**Permits and Procedures for Mobile Home Set Up**

- PERMITS: The City of Jacksonville Inspection Division issues five (5) types of permits for mobile home setups. The permits are:
- BUILDING: This covers inspection of foundation blocking, anchoring, flood requirements, etc.
- ELECTRICAL: This covers inspection for the mobile home service connections. You may obtain this permit yourself if you are doing the wiring yourself and intend to use the mobile home as your residence. Otherwise, a licensed electrical contractor is required.
- PLUMBING: This covers connection of mobile home to existing sewer service.
- CENTRAL A/C: This is required for all mobile home A/C and heat installations.
- WATER/SEWER: This permit fee applies if there is no existing water and sewer service at the location where the mobile home is being setup. In this case, a licensed plumber would have to run water/sewer lines from the home to the city's water and sewer taps.

**YOU WILL NEED THE FOLLOWING WHEN YOU APPLY FOR A PERMIT:**

- ADDRESS: You will need a street address and a mobile home lot number.
- ZONING: If your mobile home is located in the city or the city's ETJ (extra-territorial jurisdiction), you will need to furnish the Planning Department with a sketch or site plan of your lot with the mobile home location on the lot. Please include dimensions showing the mobile home's exact location on the lot. After the Planning Department has reviewed your site plan for zoning requirements, they will approve the mobile home for this location on your application.
- SEPTIC TANK: Before connecting a mobile home to an existing septic tank it must first be inspected by the Onslow County Health Department to determine if it is functioning properly and will be large enough for your mobile home. If the tank is approved, the Health Department will issue a Certificate of Completion. Before a mobile home can be moved to a lot where there is no septic tank, the Health Department must inspect the lot to determine if soil conditions will allow a septic system to be installed. If the lot is approved, they will issue an improvement permit. After the septic system is installed and

approved, they will issue a Certificate of Completion.

You must furnish Building Inspections Department with a copy of your improvement permit or Certificate of Completion before a permit can be issued for a set up of a mobile home. If you are installing a new tank, you must provide the Inspection Department with a Certificate of Completion before final inspection can be made.

The Onslow County Health Department is located at 612 College Street. Their phone number is 938-5851. The City Public Utilities Department will assist you in making connections to city water and sewer.

**SIZE OF HOME:** Please provide the Inspection's office the outside dimensions of your mobile home when applying for permits.

**FLOOD HAZARD AREA PERMIT:** The Engineering Department personnel can assist you in determining if your mobile home lot is in a flood area. If you are setting up a mobile home in a flood area a registered surveyor must determine the height the floor level must be above the ground. After the surveyor has determined this height, he will give you an Elevation Certificate. You must have this Certificate when you apply for permits.

**FLOOR PERMIT:** After you have provided the Inspections Department with the elevation certificate, the Engineering Department will review this information and advise you of any special set-up requirements needed. Please allow 2-3 days for this review. This set-up may need to be designed by a NC Design Professional. Please be aware that special floor area set-up requirements often add hundreds of dollars to the set-up cost. This factor should be considered when selecting a site for your mobile home.

### **MOBILE HOME SET-UP REQUIREMENTS**

#### Anchoring

New homes must be anchored per manufacturer's instructions.\* Homes manufactured before July 13, 1994 that do not have these instructions may follow State code requirements. 120 mph wind zone, or 25 psf must be used when determining tie down requirements for new and used mobile homes. (Zone II or Zone III manufactured homes only)

#### Blocking

New homes must be blocked per manufacturer's instructions.\* Used homes that do not have these instructions may follow State code requirements. When blocking homes without manufacturer's instructions, refer to the NC Manufactured Homes Code.

**MOBILE HOMES WITH 25% OR MORE OF THE PIERS EXCEEDING 3 FT. OR MORE IN HEIGHT ABOVE GRADE MUST HAVE THE STABILIZATION SYSTEM DESIGNED BY AN ENGINEER OR ARCHITECT.**

**\*MANUFACTURER'S INSTRUCTIONS MUST BE AVAILABLE TO INSPECTOR.  
PERMIT FEES WILL BE DOUBLED IF HOME IS SET UP BEFORE SECURING  
PERMIT!**

Electrical and Plumbing

Since electrical and plumbing installations are so varied, it is impossible to address all code requirements in this publication. Answers to the most commonly asked questions are listed below. If you have further questions, please contact our inspectors or a licensed contractor.

**PLUMBING:**

- < Backflow preventers are required on all outside faucets and in main supply line.
- < Three inch pipe is acceptable for sewer piping on most homes with two bathrooms or less. When the sewer line between the mobile home and the septic tank exceeds ten feet, it must be four inches in diameter.
- < H.U.D. approved diagrams furnished with new homes may be used in lieu of code requirements.
- < Water supply line must be 3/4" (inch) minimum and be buried 12" (inches) when installed out from under mobile home. Water lines under mobile homes need to be insulated when exposed. Provide cut off and check valve in water supply lines to mobile homes.

**ELECTRICAL:**

- < Service equipment (outside breaker box) must be 2 feet minimum above ground.
- < Feeder cables must be buried 18" (inches) deep when installed in conduit and 24" (inches) when direct buried cables are used.
- < An equipment-grounding conductor must be installed and be connected to the proper buss. The equipment ground buss is usually identified by numerous bare (uninsulated) wires attached to it and is usually attached directly to the panel.
- < The servicing utility must be contacted to give the proper location of new service poles and pedestals, also ask them for the maximum and minimum height of the meter enclosure.

**STEPS:**

Permanent steps are required to all exterior doors. Steps ascending over 30" (inches) must have handrails. Please refer to illustration on page 5 for construction details and minimum requirements. Do not attach decks, steps or an accessory structure to the mobile home that was not designed with the mobile home. Contact the Inspection Division for more information on additions.

**UNDERPINNING:**

Underpinning is required on all mobile homes located in the city of the ETJ. When you underpin your home you must provide an access opening at least 24" x 36". You must also provide vent openings, per Volume VII Residential Code.

### 3.11.2.5 Profile

The radius of curvature at the leading edge of the tread shall be no greater than 9/16 inch (14.3 mm). A nosing not less than 3/4 inch (19 mm) but not more than 1-1/4 inches (32 mm) shall be provided on stairways with solid risers. Beveling of nosing shall not exceed 1/2 inch (12.7 mm). Risers shall be vertical or sloped from the underside of the leading edge of the tread above at an angle not more than 30 degrees from the vertical.

**Exception:** A nosing is not required where the tread depth is a minimum of 11 inches (279 mm).

### 3.11.2.6 Handrails

Handrails having minimum and maximum heights of 30 inches and 38 inches (762 mm and 965 mm), respectively, measured vertically from the nosing of the treads, shall be provided on all open sides of stairways of four or more risers (when the elevation of the top of the uppermost riser is more than 30" above floor or grade below) that lead to a door, platform, porch, terrace, or entrance landing. All required handrails shall be continuous the full length of the stairs. Ends shall be returned or shall terminate in newel posts or safety terminals. See Figure 3.11.

### 3.11.2.7 Handrail grip size

The handgrip portion of the handrails shall not be more than 3-1/2 inches in cross-sectional dimension, or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a smooth surface with no sharp corners.

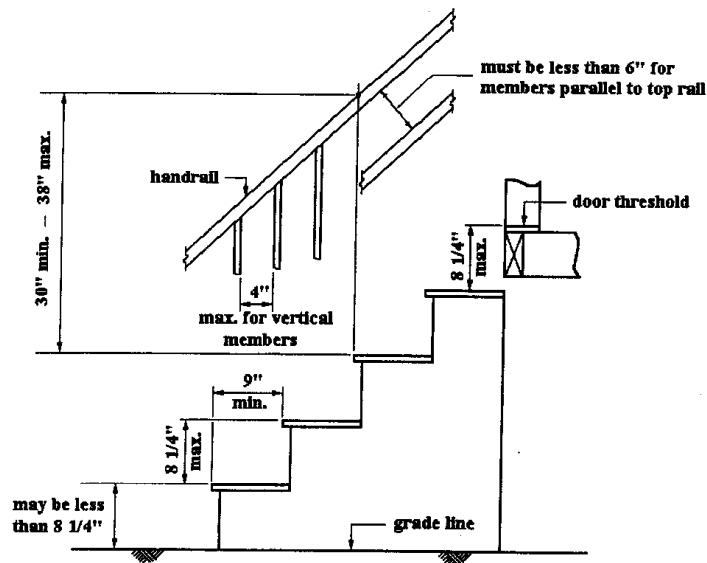
### 3.11.2.8 Guardrails

Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guardrails not less than 36 inches (914 mm) in height.

### 3.11.2.9 Guardrail and handrail opening limitations

Guardrails and handrails as required on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of an object 6 inches (152 mm) or more in diameter. Horizontal spacing between the vertical members in required guardrails shall be a maximum of 4 inches (102 mm) at the nearest point between the members. See Figure 3.11.

**Exception:** The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway may be of such a size that a sphere 6 inches (153 mm) cannot pass through.



**FIGURE 3.11**  
Stair and Rail Geometry