



GASTON COUNTY

Department of Building Inspections

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MEMORANDUM

TO: Manufactured Home Dealers, Set Up Contractors, Home Owners

SUBJECT: Permit and Inspection Procedures for Manufactured Homes

Attached is information that is designed to assist you in obtaining permits and inspections. We hope that you find this information helpful to you when you start the permit process or prepare to call for an inspection. The desire for Code Enforcement is to provide you with quality service while ensuring that the home meets the minimum State Building Codes for the citizens of Gaston County.

Please read all of the information and especially note the deadline for calling an inspection request is **4:30 PM** the day before the inspection. If you use the Interactive Voice Response System (Voice Permits) or request inspections over the internet, then the deadline is **7:30 AM** the day of the inspection. If you have any questions feel free to call or visit our office between 8:30 AM and 4:30 PM. Mon-Fri.

GASTON COUNTY BUILDING INSPECTIONS MANUFACTURED HOME PERMIT REQUIREMENTS

1. Obtain Zoning Permit. Building Permits **will not** be issued without a valid Zoning Permit.

County Zoning permits may be obtained in the same building as Building Permits.

For information on County Zoning Permits, call 704-866-3075.

For Zoning Permits in other town limits contact the Zoning Administrator of the town where you are building.

2. Obtain well and Septic Permits where required. Permit applications for these permits are available where County Zoning Permits are issued.

Question about well and septic tank permits should be directed to the Environmental Health Division at 704-853-5200.

3. Submit House Plans for plan review. On modular homes, a floor plan with the third party certification is required. For HUD labeled homes, no plan is required. For questions about plan review, call 704-810-6415.

4. **Contractors.** Bring the names and N.C. State license numbers as well as phone numbers of all contractors that will be used on the job. Only a State licensed setup contractor and State licensed subcontractors may be used except those who meet the State exemption requirements. (Home owners performing their own work)

5. **Building Permit-** After all other required permits have been issued, all necessary information supplied and required fees paid, the building permit will be issued.

6. **Inspections** - Inspections are based upon the latest adopted editions of the 2004 N.C. State Regulations for Manufactured Homes, 2009 N.C. State Residential Code and the 2008 National Electrical Code. See attached inspections procedures.

7. **Utilities** - After all final inspections have passed, and **Zoning criteria has been met with regards to the new UDO regulations for Mobile homes.** Utility stickers will be applied to the electric meter base and gas meter connections. It is the responsibility of the **contractor or home owner to** contact the utility provider for connection.

8. **Certificate of Occupancy** - After all inspections have been completed and passed, a *Certificate of Occupancy* is issued for the residence. ***No building may be occupied prior to a Certificate of Occupancy being issued.***

GASTON COUNTY BUILDING INSPECTIONS MANUFACTURED HOME INSPECTIONS PROCEDURES

Before calling for an inspection of your manufactured home, the following must be completed:

If there are any discrepancies between this handout and the latest addition of the North Carolina Building Codes, then the Building Code will take precedence.

FOOTING INSPECTION

Required for **any** masonry skirting (refer to Articles 3.6.3 and 3.6.4 of the Regulations), perimeter foundations, and any additions such as porches, decks, garages, before any concrete is poured. The footing must meet all the requirements of N.C. Residential Building Code and be free of any loose soil, mud, water, roots or any other foreign matter.

SET UP INSPECTION

1. All piers, anchors, tie down straps, shims, and any other foundation requirements are complete per manufacturers set up manual, or the 2004 State of North Carolina Regulations For Manufactured Homes Code Book

2. Water and sewer lines installed to the N.C. State Building Code. Insulate the water line above ground except in crawl spaces when masonry underpinning is used..

3. Sewer line and cleanouts installed and tested as required by the Manufactured Housing Revised Plumbing Test Requirements of July 8, 2004. If sewer line is not completed all the way to the septic tank or city sewer, a separate Sewer Tap inspection must be called for when complete and before covering ditch.

4. Water line installed to well or public water system per State Code. Ditch must be a minimum of 24 inches deep where well wire is installed in the same ditch.

Leave ditches open for inspection.

5. Marriage wall connections and fasteners per manufacturer's setup manual, or The 2004 State of North Carolina Regulations For Manufactured Homes Code Book.

Do not cover up end walls.

6. HVAC cross over ducts installed per State Code. Avoid kinks in the duct and use metal hanger straps that are a minimum of 1½" wide.

7. Install electrical bonding jumper between units with self tapping screws or star washers. Any other electrical installations under the home shall be complete per the 2008 NEC Code.

8. Install vapor barrier on the ground in the crawl space where required by the set up manual, or the 2004 State of North Carolina Regulations For Manufactured Homes Code Book

9. Have the Manufacturers Installation Manual, soil compaction report and anchor torque test on site. The soil compaction test hole shall be visible to the inspector as per the N.C. State Building Code.

FINAL INSPECTION

1. All electrical work must be completed to the 2008 NEC, including any exterior feeders such as well pumps and A/C units.

2. All porches, steps, and decks installed per State Code and Local Zoning regulations

3. Septic tanks and wells must have been inspected and passed by the Environmental Health Department.

4. All heating and air conditioning work is completed per State Code.

5. Final Zoning Inspection has passed

6. Leave a door unlocked

Manufactured Home SET UP INSPECTION check list

1. Manufacturers setup manual on site
2. Compaction Report on site with test hole identified
3. Test Probe Torque Values on site
4. Positive drainage of site on all four sides of home
5. Pier Footings, at least 6" deep and sized according to the setup manual
6. If Perimeter/curtain walls are **over 40" in height** must meet footings meet section 3.6.4 of the 2004 State of North Carolina Manufactured Home Code Book.
7. Pier and curtain walls **less than 40" in height** shall be min 8" wide and 4" thick with the bottom of the footing being a minimum of 12" below finished grade.
8. Perimeter/curtain wall footings inspected prior to pouring concrete
9. I-Beams a minimum of 12" above grade to the bottom of the beam
10. Must maintain a minimum of 18" from grade to the bottom of floor joist.
11. Pier Blocking, size and spacing according to setup manual
12. Wood caps, shims, wedges, according to manufacturer, combined total not to exceed 3" in thickness
13. Shims, wedges, must be of hardwood, at least 4" wide, 6" long, maximum 1 inch shim under beam
14. When more than **one-fourth** of the main "I-Beam " supports are **greater than 36"** in height, measured from grade to the underside of the beam, the Manufactured home stabilizing system shall be **designed by a North Carolina registered engineer.**
15. Tie Down Anchors- type, depth, and spacing according to manufacturer, or the 2004 State of North Carolina Regulations For Manufactured Homes Code Book
16. Tie Down Straps, Type 1, Class B, grade 1 steel , 1-1/4" wide ASTM-D-3953 or equal
17. Tie Down Straps, angle is within required manufacturer specs. or cross strapped
18. Tie Down Straps, installed correctly with proper tension and approved connectors
19. Marriage wall connectors are installed in accordance with the manufacturer or the 2004 State of North Carolina Regulations For Manufactured Homes Code Book
20. Marriage wall piers in place with location tags visible
21. Multi-section frame bonding in place with #8 copper attached with self tapping screws or star washers
22. Multi-section crossover HVAC duct connected, 12 A metal hanger straps used
23. Waterlines installed with shutoff valve within 3 ft. of access door
24. Waterlines installed 12" below grade
25. Ditches for water lines open for inspection
26. Well wire installed according to the latest NEC and at least 24" below grade
27. Sewer line installed and tested according to the manufacturer and the State plumbing Code.
28. Connections between PVC and ABS pipe may not be Glued must use approved connector.
29. Sewer lines supported every 4 ft.
30. Dryer duct installed on site is to be a solid 28 gauge metal vent to the outside.
31. Vapor Barrier installed on ground under home where required

Gaston County Building Inspections
Manufactured Home FINAL INSPECTION checklist

1. Positive drainage of site on all four sides of home
2. Perimeter/curtain walls, meet Sections 3.6.3 and 3.6.4 of the N.C. Regulations for
3. Manufactured Homes or the N.C. Residential Code
4. All water and sewer connections completed
5. Home underpinned per zoning requirements
6. Final zoning inspection completed
7. All HVAC equipment installed and completed per manufacturers specs. and code
8. Electrical service installed per latest NEC codes
9. All other electrical work completed per the latest NEC codes
10. Landings **36 sq.ft. And smaller** must meet Manufactured Home Code.
11. . Decks and porches over 36 sq.ft. meet N.C. Residential Code and Manufactured Home Code
12. **May be Required to have a minimum 64 sqft masonry deck and masonry underpinning per Gaston County Zoning**
13. Decks and porches entirely self supporting, **cannot attach to home, unless Designed by a North Carolina Registered Engineer.**
14. House numbers mounted within 3 feet of the door with 3 inch high numbers for private lots or at the lot entrance, electrical service or other conspicuous place in mobile home parks

Most common inspection turndowns for manufactured housing

1. No positive drainage or incorrect positive drainage around home
2. Manufacturers set-up manual not on site
3. Missing or improper soil compaction test
4. Tie down strap angle out of range
5. Decks/ porches not built to N.C. Residential Code or **Gaston County Zoning Ordinance**
6. Piers and or foundation not backfilled and crawl space not raked smooth
7. Loose shims on piers
8. HVAC cross over duct improperly installed
9. Sewer and water lines covered up prior to inspection
10. Hangers on sewer pipe not to exceed 6 feet spacing
11. Masonry underpinning over 40 inches high does not meet section 3.6.4 of the 2004 State of North Carolina Manufactured Home Code.
12. Well pump not wired per NEC Code
13. Sewer line does not have a minimum of 3 inches of cover
14. Improper marriage wall connection
15. Steps not per code
16. Dryer vent not installed per dryer manufacturer's instructions
17. Utility ditches not backfilled at final inspection
18. House locked on final inspection