

PERMITTING PROCEDURES

ALL PERMITS MUST BE OBTAINED **BEFORE** A MANUFACTURED HOME IS MOVED ONTO PROPERTY. (per G.S. 153A-357 and 143-138B).

Penalty for violation of this requirement is double permit fees set by Richmond County Inspections Department Fee Schedule

STEP-BY-STEP PROCEDURE FOR OBTAINING PERMITS

STEP 1. Apply for Zoning Permit from the appropriate Jurisdiction
(Hamlet, Dobbin Heights, Ellerbe, Hoffman, Norman, or County)

Richmond County Zoning Application available at:
<https://www.richmondnc.com/175/planning-zoning> or 1401 Fayetteville Rd. Rockingham, NC

STEP 2. Apply for Septic Tank Permit and/or Well Permit from Environmental Health Office @ the Health Department. (Proof of water/sewer if no Septic or Well Permit)

STEP 3. IF YOU ARE MOVING A MANUFACTURED HOME FROM ANOTHER COUNTY OR TO ANOTHER LOCATION WITHIN THE COUNTY *OTHER THAN A NEW PURCHASE*, YOU WILL NEED TO GO TO THE TAX OFFICE WITHIN THAT COUNTY AND OBTAIN A MOVING PERMIT TO MOVE THAT HOME. YOU WILL THEN NEED TO BRING THAT MOVING PERMIT WITH YOU TO THE INSPECTION DEPARTMENT BEFORE WE CAN ISSUE THE PROPER PERMITS TO SET-UP THE HOME IN ITS NEW LOCATION.

STEP 4. If a new home, or if you do not presently have an official E911 Address, call this number to obtain an address. 910.997.8346

STEP 5. Submit all above information including Title or Sales agreement and Lien Agent to Richmond County Building Inspections with your completed Application. 221 South Hancock St. Rockingham, NC
chacity.woolard@richmondnc.com

NC Lien Law

Effective for construction projects beginning on or after April 1st, 2013, North Carolina law requires appointment of a lien agent. Contractors and subcontractors can then give notice they are working on the project. Please visit [LiensNC](#) for more information. Lien information must accompany all permit applications that are not otherwise exempt.

FOR A MANUFACTURED HOME PERMIT APPLICATION

*****IMPORTANT NOTE*****

You cannot get electricity on a manufactured home until appropriate underpinning is properly installed as required by Richmond County, City of Hamlet, Ellerbe, Hoffman, Dobbins Heights, and Town of Norman. **NO EXECPTIONS.**

You will need proof that the home was manufactured after July 1, 1976. This information will be on the sales contract or the title of the Manufactured Home. Meets HUD specifications.