

Manufactured Home in Park Permit Application

Town of Boone Planning & Inspections Department

680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: planning@townofboone.net ♦ www.townofboone.net



Pursuant to Town Code Section 155.03 a building permit application shall be considered abandoned and voided and the permit fee will not be refunded if either (A) 180 days has passed since the date the applicant was notified that the permit was ready for pickup and the permit has not been picked up or (B) 180 days has passed since the permit application was submitted and the applicant has not responded to the building inspector's requests for modifications or additional information so as to allow final processing and issuance of the permit. **Note: this form is not a building permit. No work may commence until the actual permit has been issued. Working without permits may result in additional fees being assessed.**

A. Required to be Submitted at Time of Application (check all that apply)

Failure to provide the info required on this application may delay the review and subsequent issuance of the requested permit.

- Digital copies of all paper submittal documents (may be emailed to planning@townofboone.net)
- 3 site plans maximum size 30" x 42" showing the dimensions of the home and distances from the home to other homes (including all decks) and to all streets and street right-of-ways.
- Verification that the applicant has submitted a Water and Sewer System Development Fee Application (for Town water and sewer) or written approval from the Appalachian District Health Department (for well and/or septic). See [Section G](#).
- All applicable Contractor, Exempt Contractor, or Self-Contractor Regulation Sheets.
- Lien Agent. NC law requires appointment of a lien agent. Lien Agent appointments are not required for improvements under \$30,000 or to the owner's existing residence, or for public building projects. Visit www.liensnc.com for more information.
- Property Owner Authorization. If you are not the property owner, you will need to provide documentation of property owner authorization to apply for this permit. You may have the property owner sign this application ([Section J](#)) or the property owner can provide a written and signed authorization that clearly states they are authorizing the applicant to submit this application.
- Permit Fee (See Planning & Inspections Fee Schedule)

Each application is allowed two (2) reviews. The 1st review of the submitted information and a 2nd review if revisions or supplemental information is required based upon the 1st review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

B. Property Information (Project Location)

Lot Address: _____

Watauga County Parcel Identification Number: _____

C. Manufactured Home Park Information

Name of Development/Park: _____

Lot Number: _____

Name of Contact for Development/Park: _____

Complete Mailing Address (Street, City, Zip): _____

Development Park/Phone Number: _____

Development/Park Email Address: _____

D. Applicant Information

Name: _____

Company: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact for Written/Response Documents (select one): Mail or Email

E. Project Cost

Project Cost: \$ _____

F. Manufactured Home Information

Year Model: _____ Type: Single-wide Double-wide

Dimensions: _____ x _____ feet

Type of Skirting: Aluminum Vinyl Masonry Does the home have a pitched roof? Yes No

Number of Bedrooms: _____ Types of Heat: _____

Will the tongue, axels, transporting lights and removable towing apparatus be removed after placement? Yes No

G. Water & Wastewater Utility Information

Town: Water and/or Sewer Private: Well and/or Septic

H. Environmental Information

Stream/River: Is there a stream or river on or near the property? Yes No

SFHA: Is the property located within the Special Flood Hazard Area? Yes No Unknown

I. Contractor Information

Set-up Contractor Name: _____
Address: _____
Phone: _____ NC License #: _____

All other contractors must submit a completed Contractor License Check and Regulation Form.

J. Applicant Signature and Property Owner Authorization

I hereby certify that I am authorized to submit this application; that all information is correct and complete; and all work will comply with the State Building Code and all other applicable State and local laws, ordinances, and regulations. I will ensure that the Planning and Inspections Department is notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant (Print) Applicant (Signature) Date

Property Owner (Print) Property Owner (Signature) Date

Official Use Only				
Permit Name:				
Permit Number:				
Date:	Fee:	Receipt Number:	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check Number:_____	Paid By: