

Check List for Mobile Home Permit

Robeson County Department of Building Safety and Code Enforcement

Before a mobile/manufactured home is moved, delivered and/or installed to a new location you must obtain and/or make application of the following:

1. **Zoning Permit** “Issued by Robeson County Zoning Department”
 - a. Owner must provide a copy of the recorded property deed.
 - b. GIS / E-911 Address and Flood Plain Hazard Map issued by the Robeson County Mapping Department. (Located on the southwest corner of Walnut Street and East 5th Street)
 - c. Tax Moving Permit from the Robeson County Tax Office G.S. 105-316.12-316.8
If not titled in the applicant’s name the applicant must provide a notarized affidavit from the titled owner of home with the following information provided: Year of mobile home, size, serial number and model.
 - d. Certification from the Robeson County Tax Office indicating all delinquent taxes are paid on land and existing mobile homes. *Please provide GIS Map with E-911 Address and a copy of the recorded property deed.
 - e. If purchasing the home from a “Dealer” a buyer’s contract “Form 500” must be provided.
2. **Tax Moving Permit** from the Tax Department of the County from where the home is being removed if not located within Robeson County. G.S. 105-316.12-316.8
3. **Septic Tank Approval** “Issued by the Robeson County Environmental Health”
 1. Soil Evaluation “Perk Test”
 2. Permit to install or make improvements to existing septic system
 3. Approvals are required to authorize issuance of occupancy
4. **DOT Driveway Permit** “Issued by NC Department of Transportation”
Is required to obtain access to the property from a state maintained right of way.
G. S. 136-18(5) and 136-93
5. **Flood Elevation Preconstruction Certification** “If the home is located in the Special Flood Plain Hazard Area”
6. **Permits** “Issued by the Robeson County Inspection Department”
Note: The construction, reconstruction, alteration, repair, movement to another site, removal, or demolition of any building may be commenced or proceeded without first securing each permit required by the NC Building Code. G.S. 153A-357 and 160A-417

Permits required:

- a. Set Up “Installation” (Must have licensed set up contractor in all cases.)
- b. Electrical
- c. Plumbing
- d. Mechanical

Permits required may be obtained by the owner if being occupied by the same and not leased to any other individual and the owner is performing the work. If not issued to the owner a state qualified licensed individual in their appurtenant trade must apply for the permits.