

**All Required Documents Must be Submitted together
or Applications Missing Required Documents Will Be Returned.**

Application Submission Instructions:

- Manufactured Home Permit Application
- License Check & Regulation Sheet for each applicable contractor.
- App Health Care Septic or Existing System Reuse
- Layout Plans with all rooms labeled as to use.
- Pier Foundation Layout
- Deck Plan Specifications
- NC Lien appointment if manufactured home is placed on a permanent foundation
- Site Plan showing distance from property lines, roads, streams, other structures.
- Applicable Fees

FEES:

See Fee Schedule

How To Submit:

In- Person

Or

Mailed with check to:

Watauga County Planning & Inspections

126 Poplar Grove Connector

Suite 201

Boone, NC 28607

Or

Emailed to p&i@watgov.org. You will be contacted with link to pay with credit card.



Watauga County
Planning & Inspections
(828)265-8043 • p&i@watgov.org
www.wataugacounty.org

Manufactured Home Permit Application

Property Information

Date: _____ Tax Parcel No.: _____
Manufactured Home Owner: _____
Mailing Address: _____ Telephone # _____
Address of Job Site: _____
Job Site Directions: _____
Property Owner (If different): _____

Site Details

of Existing Residences on Property: _____ Is This a Replacement Home ☐ Yes ☐ No
Name of Mobile Home Park or Subdivision (if applicable): _____ Lot# _____
Is Home Located Near a River or Stream: ☐ Yes ☐ No If yes, Distance from Stream _____
Name of River or Stream _____ Will Driveway Cross Stream: ☐ Yes ☐ No
Proposed Grading (area disturbed) including driveway & septic: _____ Length of Drive _____

Project Summary

Size of Home _____ x _____ = _____ sq.ft. Year _____ Color _____
Bedrooms _____ Bathrooms _____ HUD Serial # _____
Cost of Home \$ _____ Type of Heat: _____

Utilities

Power Company: ☐ Blue Ridge ☐ New River ☐ Mountain Electric
Sewer System: ☐ Septic Permit # _____ ☐ Community ☐ Public ☐ Existing (Setbacks Verified)
Water System: ☐ Well Permit # _____ ☐ Community ☐ Public ☐ Existing

Anchorage Details

Type of Anchorage System: ☐ Oliver ☐ Minute Man ☐ Home Pride ☐ Tie Down
Piers: ☐ Per Manufacturer ☐ NC Code

Deck/Porch

Front: ☐ Deck ☐ Porch ☐ Stairs **Size:** _____ x _____
Back: ☐ Deck ☐ Porch ☐ Stairs **Size:** _____ x _____

Contactor Information

Manufactured Home Dealer: _____
Set-Up Contractor: _____
Electrical Contractor: _____
Plumbing Contractor: _____
HVAC Contractor: _____

Primary Contact: _____
Telephone #: _____ Email: _____

The undersigned agrees to conform to all applicable laws of the County of Watauga and the State of North Carolina, and further states that all statements hereon are true. If subdivision lot, I certify that all structures, measured from the eaves, comply with setback requirements found in Watauga County's Planning & Development Ordinances.

Name (Print)

Signature

Date



Watauga County
Planning & Inspections

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www.wataugacounty.org

Contractor License Check and Regulation Form

Property Information

Permit # _____

Property Owner: _____

Address of Job Site: _____

Subdivision/Lot #: _____

General Contractor: _____

Contractor Type

- ☐ General Contractor ☐ Electrical ☐ Plumbing ☐ Mechanical (HVAC) ☐ Fuel Piping
☐ Manufactured Home Dealer ☐ Manufactured Set-Up Contractor
☐ Other: _____

Contractor Information

Licensed Contractor Name: _____

NC State License Number: _____

Business Name: _____

Business Address: _____

Business Telephone #: _____

Business Email: _____

Primary Contact: _____

Cell Phone #: _____ Email: _____

I the undersigned, have read and understand the North Carolina General Statutes pertaining to licensed contractors. I hereby affirm or swear that I am a licensed and qualified to assume all responsibility and liability of a licensed contractor for this project. If I resign or am no longer affiliated with this project, I will notify the Department of Planning and Inspections in Watauga County immediately within three (3) business days.

Licensed Contractor Name (Print)

Licensed Contractor Signature

Date

**Watauga County Planning & Inspections
126 Poplar Grove Connector Suite 201
Boone, NC 28607
(828)265-8043 • (828)265-8080 (fax)**

Erosion Control Certification

The undersigned applicant for a Watauga County building permit acknowledges the following:

1. I am responsible for preventing off-site sedimentation during the course of my construction project;
2. Should off-site sedimentation occur as a result of my construction, I will cease construction until corrective actions are taken, to include prevention of further sedimentation and clean-up of any off-site damage;
3. I understand that failure to comply may result in withholding by the County of building inspections or issuance of a stop work order until compliance is achieved.

The preceding is pursuant to the Watauga County Erosion Control Ordinance and the NC Sedimentation Pollution Control Act of 1973.

Name: _____ Signature: _____

Date: _____ Tax parcel #: _____

Lien Agent Law

Effective April 1, 2013, North Carolina law will require that an owner (or, as typical with permit applications, the contractor on their behalf) appoint a lien agent when they first contract for improvements to real property. A lien agent is a title insurer or agent also registered as a lien agent with the NC Department of Insurance.

However, the appointment is *not* required for improvements:

- (1) for which the costs of the undertaking are less than \$40,000, either at the time that the original building permit is issued or, in cases in which no building permit is required, at the time the contract for the improvements is entered into with the owner,
- (2) to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that is used by the owner as a residence.

The identification and contact information for the lien agent must be conspicuously and continuously posted on the property for which the permit is issued until the completion of all construction.

A website created specifically and solely for purposes of facilitating the filings of appointments of lien agents, the filing of notices to lien agents by potential lien claimants, and searching for these filings will be available April 1, 2013, at www.liensnc.com. So when the owner (or contractor on their behalf) appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project, which will include the following information:

- Designated Lien Agent and contact information (c/o LiensNC)
- Unique Entry or Identifying number for the Project
- Owner and contact information
- Contractor (if one)
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- “QR Code” for easy access to the property information in the LiensNC system

The lien agent information form (located on reverse side) or document printed from the LiensNC website can be attached to the building permit application and building permit, for it will include the required information the permit office will need.



WATAUGA COUNTY

Department of
Planning & Inspections

126 Poplar Grove Connector Suite 201 • Boone, North Carolina 28607 (828) 265-8043

TTY 1-800-735-2962

Voice 1-800-735-8262

or 711

FAX (828) 265-8080

WORK DONE BY OWNER

I understand I am being issued a permit to build _____, wire _____, install mechanical equipment _____, or plumb _____ my own home, addition to my home, to my own manufactured home, or storage building, located at the following address or parcel #:

_____ under the following conditions which I acknowledge I have read and understand by initialing paragraphs 1 through 6 below.

_____ 1. I own the home and am going to live in it myself. It is not for rent or use by others and will be occupied by me for at least twelve months from date of certificate of occupancy.

_____ 2. I understand that this permit is for me to do the work myself and that I am the only one authorized to superintend or manage the work done on this home.

_____ 3. I understand that if anyone else does the electrical, mechanical, or plumbing on this job they must be licensed, and a Sub-Contractor License Check and Regulation Sheet must be submitted to the office.

_____ 4. I understand that the Building Inspector will not design or lay out the job for me.

_____ 5. I understand that the Building Inspector will communicate only with me on this job.

_____ 6. I further understand that if the job is turned down two times as not meeting the Code, I will be required to obtain the services of a licensed contractor. Further I understand that I will be charged extra trip charges for any extra trips that are required. An extra trip is defined as a trip in excess of the normal number of trips to inspect a job plus one to inspect corrections.

PERMIT NUMBER: _____

OWNER SIGNATURE: _____

DATE: _____

RESIDENTIAL DECK SPECIFICATIONS

Owner's Name: _____

Project Location: _____

GENERAL CONDITIONS

- These specifications are intended to supplement the working drawings, which together shall be used for performing the work.
- All building codes, and other applicable local, state, and federal laws, rules and regulations having jurisdiction over this project, shall be part of the specifications and shall be complied with by the owner and the contractor whether herein specified or not.
- All the materials used on this project shall be listed and identified by an approved agency and shall be installed in accordance with any instructions that are part of that listing.

BASIC BUILDING DATA	AREA PER DECK (Square Footage)	WINDZONE
Use of Building _____ Construction Type _____ Height of Building _____ Number of Stories _____	Front Deck _____ Right Side _____ Left Side _____ Rear Deck _____ Freestanding _____	Elevation _____ Less than 2700 115 2700 – 3000 120 3000 – 3500 130 3500 – 4500 140 4500 or greater 150 *Must follow Chapter 45 High Wind Zones

DECK/PORCH	
Decay Resistant Wood Frost Line 24" Location _____ Footer Size _____ x _____ x _____ Girder Size _____ 2x _____ Post Size _____ Post Spacing _____ O.C. Floor Joist 2x _____ @ _____ O.C. 5/8" Anchor Bolts _____ O.C. Flashing Type _____ ROOF 2 x _____ @ _____ O.C. Picket Spacing 4" max Rail Height 36" min No Aluminum Flashing Lateral Bracing required on deck post higher than 4' 4x4 guard post cannot be notched. *All Double Decks must be designed by a NC Registered Design Professional. Hot Tub _____ (Yor N) *Decks with hot tubs must be designed by a NC Registered Design Professional	Location _____ Footer Size _____ x _____ x _____ Girder Size _____ 2x _____ Post Size _____ Post Spacing _____ O.C. Floor Joist 2x _____ @ _____ O.C. 5/8" Anchor Bolts _____ O.C. Flashing Type _____ ROOF 2 x _____ @ _____ O.C. Location _____ Footer Size _____ x _____ x _____ Girder Size _____ 2x _____ Post Size _____ Post Spacing _____ O.C. Floor Joist 2x _____ @ _____ O.C. 5/8" Anchor Bolts _____ O.C. Flashing Type _____ ROOF 2 x _____ @ _____ O.C.

As the owner or builder, it is my responsibility to ensure all items are implemented to the North Carolina Building Code.

Printed Name

Signature