

HARNETT COUNTY DEVELOPMENT SERVICES
PLANNING SERVICES

MANUFACTURED HOME OWNERS

GUIDE

OCTOBER 2022

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Know Before You Go & Helpful Hints

- Verify the address or location of the property where you intend to set up the manufactured home.
- Verify the size of the manufactured home:
 - Single wide
 - Double wide
 - Triple wide
- Verify the location you intend to place the home on the property.
 - Distance off the property lines and or easements
 - Which direction will the front of the home face?
- Verify ownership of the property. If the land is not in your name, you must bring an offer of purchase, a lease agreement, or a notarized statement.
- Verify the manufactured date. This information may be provided by one of the following:
 - Moving Permit obtained from the county tax department in which the home is being moved from
 - Form 500 from your manufactured home dealer
- Ensure that the home meets the constructional standards identified by HUD.
 - Manufactured homes, built to HUD standard, will have a serial number plate located somewhere on the home's exterior and data situated inside one of the cabinets in the home.
- Verify the type of roof design on the manufactured home:
 - A-frame or pitched: These types are required on individual lots
 - Rolled or curved: These types are allowed ONLY in manufactured home parks
- Determine your source of utilities:
 - Water Source – Private Well or County Water Connection
 - Sewer Source – Private Septic System or County Sewer Connection



It is the **CUSTOMER'S responsibility to keep up with their particular job status.**

Permitting Process

1 Complete Land Use Application

The central permitting technician will provide the applicant with a land use application that will initiate the permitting process. The application also serves as an environmental health improvement application if the property will be utilizing a private septic system. The applicant will need to provide a copy of the recorded deed for the property or an offer to purchase. The permitting technician will verify the zoning district in which the property is located and determine if any additional permits are required prior to completing the permitting process. If the zoning district requires the applicant to obtain a special use permit to place the home on the property, the land use application will be placed on hold pending approval.

2 Site Plan Submittal

Once the central permitting technician has reviewed the land use application, the applicant shall provide a site plan or plat map of the proposed placement of the home. The site plan should be drawn to engineer scale if possible, on an 8 ½ by 11 sheet of paper showing existing and proposed structures. Structure dimensions and distances from property lines and/or easements must be included. The plan shall also illustrate driveway location as well as any easements that may exist on the property.

3 Environmental Health Review (If Applicable)

The environmental health department shall perform a review of the proposed septic system. Once the environmental review has been approved and your operations permit granted, the central permitting technician will proceed with issuing the set-up permit for the installation of the manufactured home.

Permitting Process

4 Complete Application for Set-Up Permit

The central permitting technician will have you complete a manufactured home set-up application. On this application, you will provide the information of the contractors performing services on your home.

Example of Types of Contractors

- Set-Up
- Electrical
- Mechanical
- Plumbing

5 Review/Acknowledge Zoning Set-Up Criteria

Upon the completion of all applications and obtaining the required permits, the central permitting technician will provide you with an overview of the set-up criteria for your manufactured home. This information will assist you in ensuring that all zoning requirements are adhered to prior to calling for a zoning inspection on your home. To complete your permitting process, you will sign a copy of the set-up criteria sheet acknowledging that you have received this information.

Detailed information regarding the zoning requirements for a manufactured home can be found by visiting www.harnett.org and selecting the Development Services web page. Criteria regarding manufactured homes are located in the Unified Development Ordinance.

- Singlewide Manufactured home set-up criteria for RA:20R, and RA:20M can be found in Article V, Section 3.1.2
- Doublewide Manufactured home set-up criteria for RA:20R, and RA:20M can be found in Article V, Section 3.1.3
- Doublewide Manufactured home set-up criteria for RA:30 be found in Article V Sections 3.1.2 and 3.1.3

Contacts

Questions about permits, inspections, scheduling, or results



910-893-7525 ext. 1

Questions for Environmental Health



910-893-7547

Questions for Planning Services



910-893-7525 ext. 2

Resources

Manufactured Home Permitting Instructions



<https://www.harnett.org/permits/downloads/Info%20-%20Manufactured%20Homes%202011.pdf>

Manufactured Home Inspection Instructions



[https://www.harnett.org/permits/downloads/Inspections%20-%20Manuf%20with%20Egress%20\(1\).pdf](https://www.harnett.org/permits/downloads/Inspections%20-%20Manuf%20with%20Egress%20(1).pdf)



While this document does contain actual language from the Harnett County Unified Development Ordinance, it should not be considered a substitute for any of Harnett County's regulatory documents. This document was created to serve as a guide to the screening and buffering techniques and requirements within Harnett County, and we ask that you please seek the relevant ordinance for a complete list of requirements.

CONTACT

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Planning Services

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www.harnett.org/planning
910-893-7525