

General Information  
Effective July 1, 2003

SCOTLAND COUNTY ZONING ORDINANCE

Manufactured homes (also referred to as mobile homes) placed, erected or located on any parcel or lot must have been manufactured after July 1, 1976 and meet or exceed construction and safety standards promulgated by the U.S. Department of Housing and Urban Development (HUD) in effect at the time of manufacture. A manufactured home or mobile home built before July 1, 1976 that was already properly permitted and properly setup in Scotland County may remain in the location currently occupied but may not be relocated within the County. All applications for a manufactured home/mobile home zoning permit must include documentation of the manufactured home/mobile home manufactured date.

SPECIAL NOTICE

IF YOU ARE MOVING A MOBILE 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.

**IN ORDER TO OBTAIN PERMITS FROM THIS OFFICE, YOU WILL NEED THE  
FOLLOWING INFORMATION FOR COUNTY ZONING:**

1. **Copy of Deed to the Property.**  
You can get any deed at the Register of Deeds Office located at the courthouse.
2. **Copy of the Plat/Map of your Property, with measurements.**  
You can obtain a copy of the tax map from the Tax Mapping Office located at 507 W. Covington Street.
3. **Pin Number (Parcel Identification Number)**  
This number can be obtained from our Tax Card or from the Tax Mapping Department located at 507 W. Covington Street.
4. **Notarized Consent Form, if the Deed is not in Your Name.**  
You may obtain a consent form from the Inspection Department (in packet).
5. **For a Manufactured Home Permit Application**  
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.

***ANY PERMIT ISSUED EXPIRES SIX (6) MONTHS AFTER ISSUANCE IF NO INSPECTION HAS BEEN MADE. ANY PERMIT ISSUED SHALL EXPIRE TWELVE (12) MONTHS AFTER ISSUANCE IF THE WORK IS DISCONTINUED. SCOTLAND COUNTY CHARGES A \$25 RETURN CHECK FEE.***

**All permitted projects are subject to re-inspection fees at the following rates:**

\$30.00 for the first extra trip

\$40.00 for the second extra trip

\$60.00 for the third extra trip

Extra trips are defined as the second trip for the same inspection, or the first inspection if the project is obviously not ready when the inspector arrives at the scheduled inspection.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL US AT 910-277-2415 OR 910-277-2428.

## **MANUFACTURED HOME 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 the permit fees set by Scotland County Inspections Department Permit Fee Schedule.

### **HOURS TO OBTAIN PERMITS**

Monday through Friday 8:00 am to 4:30 pm (process normally requires at least 30 minutes)

PLEASE NOTE: The above hours are generally observed, however, circumstances may occasionally preclude our ability to issue permits during these hours.

FOR USED HOMES ONLY – Before permits can be issued, a note, paid tax receipt, or moving permit shall be obtained from the Scotland County Tax Department.

### **STEP-BY-STEP PROCEDURE FOR OBTAINING MANUFACTURED HOME PERMITS**

**STEP 1.** Apply for Zoning Permit at:

If property is in the County Jurisdiction, apply at Scotland County Inspections Office, 507 W. Covington Street. Fee is \$25.00.

If property is in the City or in their Extra Territorial Jurisdiction, apply at City of Laurinburg Zoning, Charles Barrett Building, 303 W. Church Street. Fee: unknown.

**STEP 2.** If a new home, or if you do not presently have an official E911 Address, apply for an address; same location as Scotland County Inspections Department. Fee: none.

**STEP 3.** Apply for a Septic Tank Permit and/or Well Permit from the Environmental Health Office @ the Health Department.

### **TO OBTAIN THE ABOVE PERMITS YOU NEED TO BRING THE FOLLOWING INFORMATION:**

- A. **PROOF OF OWNERSHIP OF PROPERTY.** This could be in the form of a Deed or Deed and Will. NOTE: If you do not own the property, a consent form must be Obtained from the Inspections Office and properly signed by all owners and notarized along with the above information.
  
- B. **A PLAT OF THE PROPERTY AND PARCEL IDENTIFICATION NUMBER (PIN).** These can be obtained from Tax and Mapping Department (same building as Inspections Department)

Within 2 – 5 days, you will know the results of your Septic Tank Application. If approved, you will then need to give us the following as a basis for the rest of your required permits.

- A. Title and/or Sales Agreement.
  
- B. Names and License Numbers of Contractors doing the work.

APPLICATION FOR MANUFACTURED HOMES  
COUNTY OF SCOTLAND – CODE ENFORCEMENT DIVISION  
Application for Building, Electrical, Plumbing and Mechanical Permits  
And Manufactured Home Setup

Owner \_\_\_\_\_ Permit # (for office use only) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone#: \_\_\_\_\_

Location/Address of Property/Building \_\_\_\_\_

Estimated Cost of Home \$ \_\_\_\_\_

Singlewide \_\_\_\_\_ Doublewide \_\_\_\_\_ Triplewide \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_

Length \_\_\_\_\_ Width \_\_\_\_\_

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I, the undersigned, hereby make application for permits, inspection of work described and agree to comply with all applicable laws regulating the work. I have received a printed sheet headed "General Information". It is my responsibility to obtain the signatures and license numbers of the contractors used in the setup of this home and return it to Scotland County Inspections Department prior to any work done or inspections. I further understand that all inspection requests are to be made by me or my agent.

BUILDER/SETUP CONTRACTOR \_\_\_\_\_

LICENSE # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

PHONE # \_\_\_\_\_

**SUB-CONTRACTORS:**

ELECTRICAL CONTRACTOR \_\_\_\_\_

LICENSE # \_\_\_\_\_

PLUMBING CONTRACTOR \_\_\_\_\_

LICENSE # \_\_\_\_\_

HEATING/AIR CONTRACTOR \_\_\_\_\_

LICENSE # \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** ANY PERMIT ISSUED EXPIRES SIX (6) MONTHS AFTER ISSUANCE IF NO INSPECTIONS HAVE BEEN MADE. ANY PERMIT ISSUED SHALL EXPIRE TWELVE (12) MONTHS AFTER ISSUANCE IF THE WORK IS DISCONTINUED.

SCOTLAND COUNTY CHARGES \$25.00 RETURN CHECK FEE. NO REFUNDS AFTER PERMITS ARE ISSUED.

## INSPECTIONS FOR MOBILE HOMES

### MARRIAGE WALL INSPECTION – DOUBLEWIDES ONLY

#### PREFINAL

1. Piers
2. Tie Downs and Anchors
3. Plumbing – Water Test on Sewer Piping
4. Electrical – Meter Panel Combo and Subpanel
5. Mechanical – Unit Setup
6. Make sure there are no holes in plastic under house
7. Grass can be no more than 2 inches high under house

#### FINAL

1. Check Underpinning
  - A. Vinyl – make sure you use vinyl with air holes
  - B. Tin or Brick – have foundation vents
2. \* Steps – see note below
3. House Numbers Posted
4. Grade away from foundation – 6 inches and 10 feet

\* **Note:** Manufacturing Regulations available at the Inspections Office, 507 W. Covington Street, Laurinburg, NC. 28352.

## MANUFACTURED HOME SETUP REQUIREMENTS

1. Home shall be blocked and tied down.
2. Home shall have steps at the front and rear. If top step is more than 30 inches above finish grade, hand rails shall be installed on all open sides. The rail shall be 30 to 34 inches in height, measured vertically from tread nosing. Steps shall be 3 feet wide minimum; riser 8 ¼ inches maximum; tread 10 ¼ inches minimum. Where there is a door on the home that swings out, a 3 foot by 3 foot landing will be required. Steps and landings, when built of wood, shall be constructed of treated wood.
3. Sewer line connection into septic tank shall be sealed with concrete. If the line extends more than 10 feet from the home, it shall be 4 inches in diameter.
4. Electric service shall be connected to the inside panel.
5. Water line and electric line for pump shall be in an uncovered trench with a weatherproof receptacle box at the pump site.
6. If new manufactured home, setup book shall be in the kitchen sink.
7. If manufactured home is not new, setup inspection shall be done in accordance with NC Manufactured Home Code.
8. Leave key in meter base or leave manufactured home unlocked.
9. House numbers shall be posted on front of home and on mailbox (if number is not visible from road). If you do not know what your house number is, you may obtain this information from the Scotland County 911 Officer at 910-277-2448.

#### **\*\*\*IMPORTANT NOTE\*\*\***

You cannot get electricity on the home until appropriate underpinning is properly installed as required by Scotland County. NO EXCEPTIONS.



# County of Scotland

Inspection and Permitting Department

507 West Covington Street

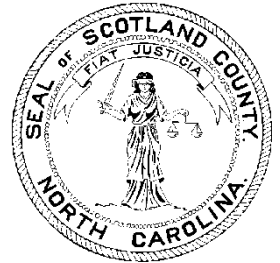
P.O. Box 489

Laurinburg, North Carolina 28353

Telephone: (910) 277-2415

Fax: (910) 277-3160

Website: www.scotlandcounty.org



Thomas Milligan  
Director

## CONSENT OF OWNER

Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby give my permission to \_\_\_\_\_  
(Owner) (Name of Applicant)

to \_\_\_\_\_ on my property located in Scotland County as described below:

Address: \_\_\_\_\_

Scotland County Tax Map Number \_\_\_\_\_, Block \_\_\_\_\_, Parcel \_\_\_\_\_ Lot Size: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

Direction to the property: \_\_\_\_\_

\_\_\_\_\_

Signature of property owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(Official Seal)

\_\_\_\_\_

(Notary Public)

My commission expires \_\_\_\_\_, 20 \_\_\_\_\_.

Signature of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

NOTE: ONE FORM PER PERSON LISTED ON DEED