



CITY OF KINSTON

Permits, Inspections & Code Enforcement
Post Office Box 339 / 207 E. King Street
Kinston, North Carolina 28502
Phone: 252-939-3265 Fax: 252-939-3127

OFFICE USE ONLY

APP # _____
P.D. _____
PT: _____

Mobile Home Set Up Permit Application

Proposed address: _____

Applicant/Owners Name: _____

Applicant/Owners Phone Number: _____

Applicant's Email: _____

Lot Owner's Name: _____

Lot Owner's Phone Number: _____

Value: \$ _____ Year Model: _____

Size: _____ x _____ # of bedrooms _____ #of bathrooms _____

Electric Service Provider: _____ Water Service Provider: _____

Please check applicable: City Sewer _____ Private Septic tank _____

Please check applicable: Residential: _____ Office: _____ Classroom: _____

Other: _____ Please explain: _____

Please attach the following:

_____ **Plot plan** (Must include size of lot, distance from property lines, location of septic tank if applicable, and other structures on lot.)

_____ **Health Dept. Septic System Permit** or _____ **Inspection Copy** or _____ **City Sewer System**

Permit Fee: \$ _____ Single-wide / Office trailer (\$50.00); Double-wide or larger (\$100)

Continued.....

Set-up Contractor: _____

Contact Name: _____ Email: _____

Phone Number: _____ License #: _____

Note: Electrical, Plumbing, and Mechanical permits must be obtained separately by licensed contractors and are \$50.00 per trade.

Steps & Underpinning Unit must be underpinned within 30 days of set-up and must be provided with permanent steps attached to an approved porch or weigh over 50# per tread. Axles and towing tongue must be removed.

Inspections: A marriage wall inspection is required for Double-wides. Set-up, electrical, and plumbing finals are required on all units. Inspections must be scheduled at least one day in advance. Manufacturer's setup instructions must be available and on site at time of inspection. All work must be complete. A \$25.00 re-inspection fee will apply if the inspection is failed for incomplete work, missing steps, or setup instructions.

I certify that all information in this application is correct and all work will comply with the state building code and all other applicable state and local laws and ordinances

Contractor's Signature: _____ Date _____

Applicant's Signature: _____ Date: _____

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Office Use:

Plot Plan / Zoning Approval: _____ Date: _____

Set-up Approval: _____ Date: _____