



RANDOLPH COUNTY
DEPARTMENT OF BUILDING INSPECTIONS
Randolph County Central Permit Office 204 E Academy St PO Box 771
Asheboro, North Carolina 27204
Telephone: 336 318-6565 Fax:336 318-6495

OBTAINING PERMITS FOR A MODULAR HOME

1. A **ZONING PERMIT**, with a fee of **\$10.00**, must be obtained from the Randolph County Department of Planning and Development if the proposed site is outside city limits or a city zoning district. If the site is inside city limits or a city zoning district, a city zoning permit must be presented.

2. Clearance must be obtained from the Environmental Health Section of the Randolph County Health Department **and** presented to the Central Permits Office, if one of the following applies:

- a) there is an existing septic tank on the proposed site; or,
- b) there will be a septic tank installed on the proposed site.

3. A **MODULAR HOME SET-UP PERMIT**, with a fee of **\$400.00**, will be issued to either the homeowner or a North Carolina Licensed General Contractor after clearance from Environmental Health. The following information will be needed in order to obtain this permit:

- a) name and address of modular unit owner;
- b) *general contractor's* **license number** or a **\$5,000 surety bond (that is signed by the principle)** for a *unlicensed contractor* *;
- c) make and model of the modular unit;
- d) number of bedrooms in the modular unit; and,
- e) length and width of the modular unit.
- f) **Copy of Recorded Deed Restrictions** must be submitted if in a Major Subdivision

4. The following permits are required and must be obtained by either the home owner or the home owner's *contractor* who has a valid contractors license from the State of North Carolina (*the general construction, electrical, plumbing and HVAC permit fee for modular homes are included in the modular permit fee price*):

- a) General Construction Permit (for steps, decks, and porches under 100 sq. ft. in area);
- b) Electrical Permit;
- c) Plumbing Permit; and,
- d) HVAC Permit.

A separate General Construction permit will be required for additions, basements, attached garages, and porches & decks (that are over 100 sq. ft. in area).

*If the electrical, plumbing, or HVAC is to be contracted, the contractor needs to obtain the permit. Also note that if the modular unit is to be rented out, **only** licensed contractors will be allowed to do the construction work.*

For permits issued after commencement of work, permit fees shall be doubled.

Please note that **NO** inspections will be done until the necessary permits have been purchased. Also note that according to the CABO Building Code, "The permit holder or his agent shall post the inspection record on the job site in an accessible and conspicuous place . . . ". Furthermore, there may be a **\$50.00 rejection fee** for any additional trips made if any of the above are incomplete at the time of the inspection or we are unable to get into the modular unit for an inspection.

COUNTY REGULATIONS NOW REQUIRE THAT THE PERMANENT STRUCTURE ADDRESS BE POSTED ACCORDING TO THE COUNTY ADDRESSING ORDINANCE BEFORE THE FINAL INSPECTION IS DONE. IF THE NUMBERS ARE NOT PROPERLY DISPLAYED, A REJECTION FEE OF \$50.00 MAY BE REQUIRED BEFORE THE INSPECTOR WILL REVISIT THE JOB SITE. THE ADDRESS WILL BE ASSIGNED ONCE EITHER THE MODULAR HOME SET-UP PERMIT OR THE GENERAL CONSTRUCTION PERMIT HAS BEEN ISSUED.

If you have any questions on specific items concerning the building code, the inspectors are in their office from 8:00 a.m. to 9:00 a.m. and again from 4:00 p.m. to 5:00 p.m.. The phone number is 318-6565 for the Asheboro office and 819-3570 for the Archdale office. The toll-free number for Greensboro and Liberty is 218-4565 and from Archdale it is 819-3565. Both toll-free numbers call into the Asheboro office.

The Randolph County Department of Planning and Development Central Permit Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The satellite field office in Archdale is open from 8:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:00 p.m., Monday through Friday.