



COUNTY OF RANDOLPH
Department of Building Inspections
204 E Academy St - PO Box 771 - Asheboro NC 27204-0771
(336) 318-6565

OBTAINING PERMITS FOR A MODULAR HOME

1. A **ZONING PERMIT**, with a fee of **\$25.00**, must be obtained from the Randolph County Department of Planning and Development if the proposed site is outside city limits or city zoning. If the site is inside city limits or city zoning, 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. Complete the **LIEN AGENT FORM** at <http://www.liensnc.com>. Print the form and turn it in when obtaining your permit. Failure to submit this form will delay permits.
4. A **MODULAR HOME SET-UP PERMIT**, with a fee of **\$500.00**, will be issued to either the homeowner or a North Carolina Licenses 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 for a **\$5,000.00**, surety bond, signed by the principle, for an 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.
5. The following permits are required and must be obtained by either the home owner or the home owner's contractor who has a valid contractor's license from the State of North Carolina. (The fees for the General Construction, Electrical, Plumbing and HVAC permits are included in the modular permit fee.)
 - a. **GENERAL CONSTRUCTION PERMIT;**
 - b. **ELECTRICAL PERMIT;**
 - c. **PLUMBING PERMIT;** and
 - d. **HVAC PERMIT.**

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, only licensed contractors will be allowed to do the construction work.

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

Please note that **NO** inspections will be done until the necessary permits have been obtained. There may be a **\$30.00** 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 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 \$30.00 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.