

# DAVIDSON COUNTY MANUFACTURED HOME CONNECTION AUTHORIZATION INFORMATION

(Effective July 1, 2017)

## GENERAL

- Application for a Manufactured Home Connection Authorization is the first step in obtaining permits to setup a manufactured home. The release must be obtained prior to placing a manufactured home on a private lot or a mobile home park space that has an existing septic system. The application fee is **\$70.00** and is payable at the time application is made. The application is valid for one year from the date the application is accepted. The Manufactured Home Connection Authorization, once issued, is valid for 6 months.
- If the manufactured home is to be placed on a private lot, an original record must be located to show the number of bedrooms the system has been approved to serve. Please bring any record you have of the septic system to assist in locating this record. In the instance that an original record cannot be located, the septic system may be reviewed for a maximum of two (2) bedrooms only. If the manufactured home will contain more bedrooms than records indicate the system is approved to serve, a manufactured home connection authorization application cannot be accepted. An application for Improvement Permit and Authorization to Construct must be submitted, consistent current applicable fees, to upgrade the septic system to the number of bedrooms located within the proposed manufactured home.
- You do not have to be present at the time of the review is by the Environmental Health Specialist. The manufactured home connection authorization paperwork will not be completed until the EHS returns to the office. You will be notified via telephone of the results of the review. A copy of the manufactured home release will be forwarded electronically to the Planning and Zoning and Building Inspections offices. This will eliminate the need to return to the Environmental Health office to pick up a copy. Environmental Health Specialists can be reached at 336-242-2310 between the hours of 8:00 am and 9:00 am, Monday through Friday during normal office hours.

## THE APPLICATION

- All applications for a manufactured home connection authorization must contain the following information:
  1. Name of Manufactured Home Park and space number, if space is within a permitted park.
  2. Name and telephone number of Manufactured Home Owner (the person who the manufactured home will be titled to).
  3. 911 mailing address where the manufactured home will be placed.
  4. Name and telephone number of land owner/park owner.
  5. Directions to the property where manufactured home will be placed.
  6. Total number of bedrooms in the proposed manufactured home.
  7. Tax Identification for the property where manufactured home is to be placed.
  8. The signature on the application must be of the **PROPERTY OWNER OR MANAGER** of the manufactured home park. A signed letter from the property owner or manager may be submitted with the application that gives Davidson County Health Department permission to review the lot for placement of proposed manufactured home.
- Further information required for manufactured homes to be placed on private lots (lots not located within a permitted manufactured home park).
  1. The time frame in which septic system was originally installed (60's, 70's etc).
  2. If the septic system has ever been repaired, the timeframe of the repair.
  3. All prior owners of the lot and dates of ownership.
  4. A current/actual shape drawing of the property showing location and description of all structures located on the property.

## PREPARING THE PRIVATE LOT FOR REVIEW

1. The exact location and size of the manufactured home must be clearly staked off on the property. The stakes must be 30" high and marked with brightly colored paint or ribbon as to be visible on the lot.
2. The location of the septic tank must be marked with a stake. The stake must be 30" high and marked with brightly colored paint or ribbon as to be visible on the lot.
3. Post the orange sign provided by the Davidson County Health Department on the site where visible from the road.