



Park Model Permit Application Requirements

To expedite the approval process of your application and eliminate additional trips all items checked on this list must be submitted before the application can be accepted.

Provide the following with your application:

- Septic system approval
Environmental Health Department, 106 E. Morgan St., 884-3139
<http://transylvaniahealth.org/environment/>
- Site address assignment for new structures
Addressing Dept., Emergency Services, 155 Public Safety Way, 828-884-3108, Ext. 1
<https://www.transylvaniacounty.org/index/php/departments/communications-911>
- Survey or tax map
<https://www.webgis.net/nc/Transylvania/>
- City Zoning approval within city jurisdiction
City Planning Department, 95 West Main St., 885-5630
<http://www.cityofbrevard.com/153/Planning-Zoning>

Complete the following Building Department form:

- Mechanical, Plumbing, Electrical, Special Application

Set-Up Requirements:

It is not permissible to set-up park models as a permanent dwelling unit (no more than 180 consecutive days) unless it is labeled a HUD mobile home or a DOI modular home.

The living quarters shall not exceed 400 square feet.

Park models are not allowed in the floodway.

Units shall be capable of being ready to tow.

Towing tongue, wheels, and axles shall remain on the frame.

There shall not be any permanent connections for plumbing, mechanical or electrical.

The electrical connection shall be by a feeder or cord and plug from a stand-alone service.

Units may be temporarily blocked up and anchored.

No underpinning or curtain walls shall be installed other than vinyl panels and vinyl or wood lattice.

Perimeter shall be graded such that no water will collect, and run off is diverted away from unit.

If any exterior door swings out, a landing, stairs and railings will be required.

Landings shall be set on 4 x 8 x 16 cap blocks installed 6" below grade level. Landings shall be self-supporting and not attached to the park model.

Procedural Information

When are permits issued?

Monday – Friday, 8:00 – 12:00, 1:00 – 4:00, allow 15 minutes

What are the fees for the permit?

The permit fee for a park model is \$75.

When will the Building Inspector come?

One visit will be made after the following item has been requested:

Electrical inspection - the electrical contractor responsible for the work shall call in to report that the work is ready for an inspection.

When will the power be turned on?

After your park model has been inspected and approved, and final septic system approval and well construction report are received. The Building Department will notify your electrical utility company that it is now safe to connect electricity. You must also contact the company at your earliest convenience in order to prevent delays in service. The power company is notified *only once per working day* at 9:30 am.