



**COUNTY OF RANDOLPH**  
Department of Building Inspections  
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(336) 318-6555

**HOW TO SET UP A MOBILE HOME IN RANDOLPH COUNTY**

1. A **ZONING PERMIT**, with a fee of **\$25.00**, must be obtained from the Randolph County Department of Planning and Development. If the property is located within a City zoning jurisdiction the zoning permit must be first obtained from that City.
2. Clearance must be obtained from the Environmental Health Section of the Randolph County Health Department. **THIS CLEARANCE MUST BE PRESENTED TO THE CENTRAL PERMITS OFFICE IN ORDER TO OBTAIN THE DEVELOPMENT PERMITS.**
3. Must obtain a **MANUFACTURED HOME TAX CERTIFICATION** from the **RANDOLPH COUNTY TAX DEPARTMENT. FAILURE TO SUBMIT THIS FORM WILL DELAY PERMITS.**
4. **BUILDING PERMIT:** Information needed to obtain this permit:
  - a. If located within a mobile home park, mobile homes park name and lot number is required;
  - b. Name and address of the mobile home owner;
  - c. Moving and set-up contractor's **license number**;
  - d. Make and model, number of bedrooms, length and width of mobile home; and
  - e. Fee of **\$150.00**.
5. **ELECTRICAL PERMIT:**
  - a. Wiring may be done by the homeowner or licensed electrician only. If wired by a licensed electrician, the electrician needs to obtain the electrical permit. If the home is for rental purposes, the homeowner is **NOT** permitted to wire the home. It must be wired by a licensed electrician.
6. **HVAC PERMIT:**
  - a. Will be required if an outside air conditioning unit or heat pump is installed.
7. **PLUMBING PERMIT:**
  - a. Will be required unless minor repair only (ex. undercarriage plumbing already in place and only connection made is to an existing sewer pipe); and
  - b. Plumbing may be done by homeowner or licensed plumber only.
8. Prior to any inspections, the following must be completed:
  - a. All permits must be obtained prior to any inspection.
  - b. Electrical hook-up, Plumbing and water hook-up (the sewer line cemented at the septic tank must be seen by the Inspector at time of the inspection); tiedowns and blocking, steps and handrails at all doors;
  - c. Address posted; and
  - d. Underpinning installed.
9. Before power will be released:
  - a. Old mobile home must be removed from the property if an new home is put on the site;
  - b. Underpinning must be in place if required by the Zoning permit. (See requirements for underpinning on the back of this sheet.)

**THERE MAY BE \$30.00 REJECTION FEE FOR ANY ADDITIONAL TRIPS MADE IF ANY OF THE ABOVE ARE INCOMPLETE AT TIME OF INSPECTION OR IF THE INSPECTOR IS UNABLE TO GET INTO THE MOBILE HOME AT THE TIME OF INSPECTION.**

### Masonry Underpinning

In order for the inspector to be able to see the tie downs & blocking, the inspection must be called for before masonry underpinning is installed. Once the mobile home has been inspected and the underpinning has been installed, the homeowner will need to call to have the underpinning checked. After the underpinning has been approved, the power company will be contacted and the electrical service can be connected. Please be aware that required masonry underpinning must be laid with mortar, and if rock is used, it must be backed with block.

### Exterior Steps and Stairways

**General.** All stairs and landing constructed in accordance with this Code shall be entirely self-supporting unless designed and approved by a registered Engineer or Architect. Adequate bracing of stairway and land structures shall be provided as required for lateral stability.

**Width.** Stairways shall not be less than 36 inches (914 mm) in clear width. The minimum width at and below the handrail freight shall not be less than 32 inches (813 mm) where a handrail is installed on one side and 28 inches (711 mm) where handrails are provided on both sides.

**Treads and risers.** The maximum riser height shall be 8-1/4 inches (210 mm) and the minimum tread depth shall be 9 inches (228 mm), exclusive of nosing. The riser height shall be measured vertically between leading edges of the adjacent treads. The tread depth shall be measured horizontally-between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The walking surface of treads and landings of a stairway shall be sloped no steeper than one unit vertical in 48 units horizontal (2-percent slope). The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). The height from the top tread or top of a landing (when a landing is present) to the door threshold shall not exceed 8-1/4". Where the bottom riser of an exterior stair adjoins an exterior walk, porch, driveway, patio, garage floor, or finish grade, the height of the riser may be less than the height of the adjacent risers.

**Profile.** The radius of curvature at the leading edge of the tread shall be no greater than 9/16 inch (14.3 mm). A nosing not less than 3/4 inch (19 mm) but not more than 1-1/4 inches (32 mm) shall be provided on stairways with solid risers. Beveling of nosing shall not exceed 1/2 inch (12.7 mm). Risers shall be vertical or sloped from the underside of the leading edge of the tread above at an angle not more than 30 degrees from the vertical.

A nosing is not required where the tread depth is a minimum of 11 inches (279 mm).

**Handrails.** Handrails having minimum and maximum heights of 30 inches and 38 inches (762 mm and 965 mm), respectively, measured vertically from the nosing of the treads, shall be provided on all open sides of stair-ways of four or more risers (when the elevation of the top of the uppermost riser is more than 30" above floor or grade below) that lead to a door, platform porch, terrace, or entrance landing. All required handrails shall be continuous the full length of the stairs. Ends shall be returned or shall terminate in newel posts or safety terminals.

**Handrail grip size.** The handgrip portion of the handrails shall not be more than 3-1/2 inches in cross-sectional dimension, or the shape shall provide an equivalent gripping

surface. The handgrip portion of handrails shall have a smooth surface with no sharp corners.

**Guardrails.** Porches, balconies or raised floor surfaces located more than '30 inches (762 mm) above the floor or grade below shall have guardrails not less than 36 inches (914 mm) in height.

**Guardrail and handrail opening limitations.** Guardrails and handrails as required on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of an object 6 inches (152 mm) or more in diameter. Horizontal spacing between the vertical members in required guardrails shall be a maximum of 4 inches (102 mm) at the nearest point between the members.

The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway may be of such a size that a sphere 6 inches (153 mm) cannot pass through.

**Structural Requirements.** Guardrails and handrails shall be capable of withstanding a single concentrated load of 200 lbs. applied in any direction at any point along the top. Material for stairs and landings constructed of wood shall be No. 2 or better treated Southern Pine or equivalent. The minimum thickness of stair treads and decking for landings shall be as follows:

Support Spacing	Tread or Decking (nominal)
12" o.c.	1" S4S
16" o.c.	1" T & G
24" o.c.	1-1/4" S4S
32" o.c.	2" SAS

As an alternate, an engineered design certified by a Registered Engineer or Architect may be provided. In this design the stair tread or floor deck shall be capable of supporting either a uniformly distributed live load of 40 psf or a 300 lb. concentrated load acting over an area of 4 square inches, whichever produces the greater stresses. Maximum allowable deflection under these loads shall be L/240.

**Ramps.** Ramps shall be at least three feet (3') wide. The slope of the ramps shall not exceed one foot vertical in twelve feet horizontal.

**Landings.** A minimum 3' x 3' landing shall be required at the top of all exterior stairs where any egress door (not screen or storm door) swings outward over the stairs. Landings which are thirty-six (36) square feet or less in area may be constructed according to the provisions of this Code. All such landings, whether at the top or bottom of the stairs, which are greater than thirty-six (36) square feet in area are considered to be "decks" and shall be constructed in accordance with Appendix "A" of Volume VII, NC State Building Code.

**Auxiliary Structures.** All auxiliary structures (such as porches, decks, awning, cabanas, etc.) not provided or approved by the home manufacturer, shall be entirely self-supporting unless designed and approved by a Registered Engineer or Architect. All such structures shall be constructed in accordance with the North Carolina State Building Code, Volume VII.