



CITY OF ROANOKE RAPIDS

PLANNING & DEVELOPMENT DEPARTMENT
1040 ROANOKE AVENUE, PO BOX 38 ROANOKE RAPIDS, NC 27870
PHONE: 252-533-2844 FAX: 252-533-2870
EMAIL: PERMITS@ROANOKERAPIDSNC.COM

Payment Information _____

Mobile Home Set-Up Permit

ZONING INFORMATION/SETBACK REQUIREMENTS

Submit scaled site plan showing lot size/shape, easements, street right-of-ways, all existing and proposed structures (includes roof overhang, HVAC unit, deck/porch, hitch, and steps)

MOBILE HOMEOWNER/OCCUPANT INFORMATION

Mobile Home Owner: _____ Telephone: _____
Current Address: _____ Email Address: _____
Mobile Home Occupant: _____

SITE INFORMATION

Site Address: _____
Property Owner: _____
Property Owners Address: _____
Mobile Home Park: Yes _____ No _____ Park Name: _____ Lot #: _____
Flood plan: Yes _____ No _____

MOBILE HOME INFORMATION

Manufacturer: _____
Year Model: _____ Size (Without Hitch): _____ Will Hitch be Removed: Yes _____ No _____
Mobile Home Dealer: _____ Telephone: _____
Skirting Type: Rigid Vinyl _____ Brick/Block _____ Roof Pitch (Doublewides Only): _____/12"

UTILITIES

Power: Dominion _____ Roanoke Electric Membership Co-Op _____
Power Company Account Name: _____
Water: Public _____ Well _____
Sewer: Public _____ Septic _____

SET-UP CONTRACTOR INFORMATION

Name: _____
Address: _____ City: _____ State: _____ ZIP: _____
Telephone: _____ NC License Number: _____ Email Address: _____

Set-Up Contractor's Signature _____ Date _____ Mobile Homeowner's Signature _____ Date _____

Mobile Home Must NOT be Placed on Site Until Permit is Approved

DEPT. USE

Land Use Administrator _____ Date _____ Building Inspector _____ Date _____

Zoning _____

Overlay District _____