



JACKSON COUNTY PERMITTING & CODE ENFORCEMENT
Manufactured Home Placement Application

Sylva Office: 538 Scotts Creek Road, Suite 205, Phone: 828-586-7560 / Fax: 828-586-7563
Cashiers Office: 357 Frank Allen Road, Phone: 828-745-6850 / Fax: 828-745-6867

LIEN AGENT REQUIRED? NO YES LIEN ENTRY NUMBER: _____

PROPERTY PIN: _____ IN AN EXISTING M/H PARK?* NO YES

Permits will not be issued without Property PIN and proof of an approved method of sewage disposal.

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

HOME TYPE: Singlewide Doublewide Triplewide Camper/RV Number of Bedrooms: _____

LAND USE: Residential Commercial (Must have NC Licensed Subcontractors)

CONTRACTORS	NC LIC #	PHONE
MH SETUP:		
ELECTRIC:		
PLUMBING:		
MECHANICAL:		

*If you are installing more than one manufactured home you must discuss your plans with us prior to submittal of this application. You may be required to submit a site plan and fill out an Application for Construction of a Manufactured Home Park.

DETAILED DIRECTIONS TO SITE (IF POSSIBLE, PLEASE INCLUDE A 911 ADDRESS)

POWER PROVIDER: _____ JOB # (if Duke Energy): _____

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

SIGNATURE: _____ DATE: _____

JACKSON COUNTY 9-1-1 OFFICE
Phone: (828) 586-7534 / Zeb Holland
Email: zebholland@jacksonnc.org
Mail: 401 Grindstaff Cove Rd.
Sylva, NC 28779

JACKSON COUNTY, NORTH CAROLINA
ADDRESS REQUEST FORM

Date of Application: _____

The following information is required in order to assign you a permanent house number and road name. This address is necessary for Jackson County to provide you, the homeowner, with adequate emergency service when a 9-1-1 call is made. Your address will be assigned as soon as possible after your request is made. (The driveway must be cut in on the property before the address can be generated). This form must be filled out if you are building a new home or placing a mobile home on your property. Leave this form at the Building Permit office. The assigned address must be posted on your home or at your driveway before a Certificate of Occupancy can be issued.

Homeowners Name: _____ Telephone: _____

Contractor's Name: _____ Telephone: _____

Road Name: _____ PIN # _____

Parcel Identification Number

Building Permit # _____ Lot # if applicable: _____

Directions to building site: _____

Name of nearest neighbor: _____

Description of new home: (example: 2-story gray house) _____

Attach a drawing of the proposed location of the structure and driveway. You can create this drawing on the Jackson County Parcel Viewer. Go to the following link: gis.jacksonnc.org/rpv. Check the disclaimer box and click OK. Click map layers on top right green bar, click aerials, then 2019 aerials. Then, type the PIN number or owner name (formatted "last name, first name") in the box in the top left corner and hit enter to bring up your parcel. You should see your parcel highlighted (click on it if it's not). You can click and drag the map to move around or use your mouse scroll to zoom in and out. To draw on the map, click on the button with the wrench in the upper right corner, then click "Draw". You can place a point on the map where the structure will be and use one of the line options to draw the driveway (freehand polyline works best; just click and drag along the map to draw). Afterwards, you can click on the printer button on the green bar at top to download your parcel drawing to a PDF. Once this file is downloaded, you can print it as normal (through Adobe or your internet browser).

This completed form along with the site plan are required for us to assign an address to your property.

If this home is not to be your permanent full-time residence, please list an out of town mailing address and telephone number where you can be reached.

Mailing Address: _____ Telephone: _____

(FOR OFFICE USE ONLY) NEW HOME ADDRESS: _____