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| Renovation (House With Sparkles) outline | | Manufactured Home (New)Setup Checklist | | | |
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| required Documentation | | |  | Possible other permits/applications | |
|  | **Property 911 Addressing (If Applicable)**  For information regarding proper addressing and the removal of outdated addresses, please contact at 910-678-7712 within the IS Department. | |  |  | **Watershed (if applicable)**  If located in the Cumberland County Water Supply Watershed area, please contact the Current Planning Office for the application process. You can reach them by phone at 910-678-7627or in person at 130 Gillespie St. Fayetteville NC 28301 Historic Courthouse in room 103. |
|  | **Site Plan/Plot Plan**  This document may be hand-drawn but must adhere to an engineering scale of 1:20, 1:30, 1:40, 1:50, 1:60, etc. It should clearly depict the placement of the home on the lot, as well as its distances from all property lines and from any existing structures on the property. Should there be a septic system or well present, the plan must be stamped as “approved” by The Environmental Health Department located at 130 Gillespie Street in the basement of the Historic Courthouse. You may reach their office at 910-433-3660 | |  |  | **Department of Environmental Quality**  **(If applicable)**  If a parcel is 1 acre or larger, please see the attached document (memorandum by county insert) for what we can accept for permitting purposes: <https://www.deq.nc.gov/about/divisions/energy-mineral-and-land-resources/erosion-and-sediment-control>  If a parcel is smaller than 1 acre, no DEQ approval is necessary prior to permit issuance. |
|  | **Proof of Access to Water/Sewer**  The service provider may vary; therefore, a premises letter on the utility provider's letterhead is required if on public utilities if this is not applicable then a septic and well permit will need to be provided. (see below)  **Tax Certification Form**  To obtain the tax certification form please contact the Office of the Tax Administrator at 117 Dick Street Fayetteville, NC 28304 or call at 910-678-7507. | |  |  | **Septic and Well Permits**  For approval of plot plans and relevant permits, please contact Environmental Health at 910.433.3660. Approved well and septic permits are to be obtained from the Environmental Health Department, located in the basement of 130 Gillespie Street, Fayetteville NC 28301. Historic Courthouse. |
|  | **All Set-up/Trade Contractors**  Please provide the following information for all contractors: electrical, plumbing, setup contractor, and HVAC/mechanical contractor. Required details include the company name, contact name, contact number, and license number. If homeowner is to act as setup contractor, please see requirements below. | |  | If any questions please reach out toCumberland County Planning and inspections office at910-321-6636 | |
|  | **Owner Affidavit (if applicable)** The affidavit must be completed in full and notarized. Must reside in the home as primary residence for one year after Certificate of Occupancy is issued. See the link to the Owner Exemption Affidavit under G.S. 87-14.  **\*\* If property owner different then owner of the home then a property owner affidavit will be required for building being placed on property.** | |  |  |  |