

Permit Application Procedures and Submittal Requirements for
Mobile Homes

Knox County Code Administration & Inspection

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SCOPE: This document is to be used for all mobile homes placed in Knox County (single or double wide).

APPLICATION

1. A ***Certified Street Address*** from Metropolitan Planning Commission is required. Make sure the ***CLT Map and Parcel number*** corresponding to the property is included. M.P.C. is located on the 4th floor of the City County Building.
2. Applicant will need to go to the Register of Deeds Office (second floor), (865) 215-2330, to obtain ***Instrument number*** of the recorded survey (this is not on your deed). ***This is only required if the property has been recently subdivided and is not in a recorded subdivision.***
3. A ***drainfield layout*** is required when property is not on sewer system. This can be obtained from the Knox County Health Department (865) 215-5200.
4. ***Proof of Sewer hook-up*** from local utility server. The receipt showing applicant has paid for sewer hook-up will suffice.
5. The owner's name, address, phone and fax number.
6. A ***site plan*** is required showing position of mobile home in relationship to the property lines. Plans need to show property, setback dimensions and other buildings on the tract.
7. A ***letter*** from the ***owner giving permission*** for applicant to apply for permit. If owner is not present.
8. Fee is **\$65.00** per mobile home.

INSPECTIONS

1. **Footing Inspection** – after the entire footing is dug and corner stakes have been set showing the location of the outside corners of the mobile or manufactured home. The setbacks will be checked and all lot lines must be identified and marked. The property will be checked for number of dwellings.
2. **Site Inspection** - If the manufactures instructions for the mobile home or manufactured home do not require footings, then a site inspection must be made prior to placing the mobile home. The site must be staked out and all lot lines must be identified and marked. The property will be checked for the number of dwellings.
3. **Final Inspection** – After the mobile or manufactured home has been setup and the following items have been completed:
 - All utilities have been connected and turned on.
 - Appropriate porches installed at each door.
 - Skirting has been installed with an access door or proper foundation vents.
 - Proper piers and tie downs have been installed.
4. Any rejected items must be reinspected after all items have been corrected. A scheduled appointment will need to be made.
5. A final inspection must be approved before the mobile or manufactured home can be occupied.

NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 REINSPECTION FEE.