



SULLIVAN COUNTY
Planning & Codes Department
3411 Highway 126, Suite 30
Blountville, TN 37617
Office: 423.323.6440
Fax: 423.279.2886

Check List for Manufactured Home Permits & Inspections

Required Permits & Inspections for Single-Wide, Double-Wide or Modular Mobile Homes:

There are 4 Permits Needed (Septic or Sewer; Zoning/Building; State Manufactured Home Decal; Electrical)

- 1) Obtain a septic system permit and layout of field bed lines from the State Environmental Office or obtain a sewer tap permit with the public sewer office with one of the cities if available;
- 2) Obtain Zoning Compliance/Building Permit with the Sullivan County Planning & Codes Department;
- 3) Stake out the location of the home including any added decks, porches, roof overhang and steps;
- 4) Dig footers if home is to be on a permanent foundation;
- 5) If creating new driveway and/or grading land, yard must be stabilized with ground cover or grass;
- 6) Driveway must be stabilized with pavement or gravel – if gravel the stone must be at least 12 foot wide and 6 inches thick of ASTM-1 stone;
- 7) Call for the first inspection with the county;
- 8) The licensed manufactured home installer/retailer shall register the home with the Sullivan County Clerk's office and pay the \$45 fee for the Manufactured Home Decal (purple sticker);
- 9) The licensed manufactured home installer/retailer shall call the State Inspector for inspections of the tie-downs, stabilization, plumbing, safety, footers and electrical;
- 10) Schedule framing inspection for any added decks, porches and steps with county;
- 11) Schedule any other code inspections for any added enclosed room additions such as porches if applicable;
- 12) Schedule for a final setback inspection with the Sullivan County Planning & Codes Inspector in order to receive the Certificate of Occupancy from the county.
- 13) No permanent power will be approved unless the structure passes the State and County code inspections for septic or sewer system, county building, State codes, and electrical.**

**Scheduling inspections is the responsibility of the homeowner, contractor and/or installer.*

It is best to call between 8:00 am and 12:00 noon to ensure the county can inspect the dwelling in a timely manner.

Any future room additions to the home must be permitted and inspected with the county.

Helpful Local Numbers:

Tennessee Department of Environment & Conservation (local septic permit office) 323.1673

Bristol Public Water & Sewer Taps: 989.5664 or 989.5566

Kingsport Public Water Tap: 229.9416 and Sewer Tap: 229.9393

Johnson City Water & Sewer Tap: 975.2620

County Planning & Codes Inspectors – 323.6440

County Clerk's Office – three locations

Blountville Main Office - 323.6428

Kingsport Office – 224.1790

Bristol Office – 989.4366

Helpful State Numbers:

State Manufactured Home Inspector – Larry Snodgrass for Upper East TN Region - 615.390.5166

State Fire Marshall's Office – 615.741.7192 (Main Office)

State Electrical Inspectors (on contract with power companies)

JC Power Board Inspector – Gene Rutherford – 926.6119 *** BTES and AEP Inspector – Bascom Dardy – 354.0303