

OFFICE OF THE ASSESSOR

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REQUIREMENTS FOR MOBILE HOME REGISTRATION IN CALHOUN COUNTY

All mobile homes must begin registration procedures within 15 days of relocation or ownership change per SC 31-17-320. In order to make an application to register a mobile home with the Calhoun County Assessor's Office you **MUST** submit the following documentation:

-the Building and Planning Site Approval form for new installations or a "Manufactured Home Code Compliance Permit" for previously installed or existing units.

-the 911 address of the mobile home.

-**PROOF OF OWNERSHIP!:**

For **NEW** units from a dealer, the Form 500 and a copy of the financing agreement. For **USED** units, along with the bill of sale (Form 500 or DMV Form 4031), and financing agreement, we must also have a copy of the title, OR the form 400 Application for Title as submitted to the DMV (with DMV receipt!) as proof of submission! (****IMPORTANT*** DMV will not accept an application for title without either a Manufacturer's Statement of Origin (MSO) or a copy of the title made over to you from the previous owner!*)

-the moving permit (if coming from other than a M. H. dealer).

- Certification of Mobile Home Smoke Detectors

-\$5.00 for the registration fee.

After the mobile home license has been received, you must place the mobile home decal in a window where it may be seen from the road or driveway when approaching the mobile home. The decal must be properly displayed in order to pass the final inspection.

Should the mobile home be moved from its registered location or be sold to another owner, it must be re-registered with the County Assessor.

In order to see the complete requirements for mobile home installation in this county, the bulletin entitled "INSTALLING A MANUFACTURED HOME IN CALHOUN COUNTY" by the Calhoun County Building and Planning Office should be consulted. Any questions regarding the set-up and installation of a mobile home should be directed to the Calhoun County Building and Planning Office at 874-4201.