



# Manufactured Home Owner Checklist

## Permitting Procedure:

- Copy of Plat \_\_\_\_\_ Yes
- Bill of Sale or Title \_\_\_\_\_ Yes
- Legal Proof of Ownership  
Or Property Owner Consent \_\_\_\_\_ Yes
- DHEC Soil Evaluation  
Or Existing Septic Approval \_\_\_\_\_ Yes
- Moving Permit (if required) \_\_\_\_\_ Yes  
If the MH is new off of the lot you do not need a moving permit.  
(This **does not** allow you to bring the home in and set it up.)
- 911 Address Letter \_\_\_\_\_ Yes
- MH Licensed Installer \_\_\_\_\_ Yes

- **Under no circumstances will two or more mobile homes be allowed on the same lot unless the property has been surveyed off into 2 separate parcels.**
- **Unless special permission is received from the building official, the home is not to be placed on the lot until all of the above is completed. Placement of the home prior to permitting will result in an additional fee of \$100.00.**
- **On the setup inspection DO NOT put the underpinning up. If the underpinning is up on the setup inspection you will be charged \$50.00 before you can have a reinspection.**
- **We do NOT release temporary power on mobile homes. All work must be complete before we release power.**
- **You MUST have the home registered with the Tax Assessors Office before we issue power. If this step is not complete, no power will be issued.**



## MOBILE HOME INSPECTION REQUIREMENTS

### Set up Inspection:

- Drainage away from home
- Organic matter removed
- Anchor and spacing
- Tongue removed if not welded
- Plumbing

### Final Inspection:

- Panel/Meter Installation
- Proper wire
- Wire properly buried
- Electrical Connections
- Proper grounding
- Landing and steps
- Skirting
- Registration Decal
- E-911 Address (Needs to be on Mobile home and at the road)
- DHEC Final Approval



# Manufactured Home Permit Application

Permit Number: \_\_\_\_\_ Zoning Class: \_\_\_\_\_  
Date: \_\_\_\_\_ Fees Due: \_\_\_\_\_

## OWNER INFORMATION:

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Owners Email: \_\_\_\_\_

## MOVING INSTALLER/CONTRACTOR INFORMATION:

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
SCLLR Lic. #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Contractors Email Address: \_\_\_\_\_

## MOBILE HOME INFORMATION:

Mobile Home Make: \_\_\_\_\_ Year: \_\_\_\_\_  
Length: \_\_\_\_\_ Width: \_\_\_\_\_ SW:  DW:

Mobile Home Valuation: \_\_\_\_\_

Power Company: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

I certify to the best of my knowledge that all information provided is true and correct and all work performed under this permit shall conform to all plans and specifications herewith submitted and shall conform to the all adopted building codes, laws and ordinances pertaining thereto.

Pursuant to § 6-29-1145 of the South Carolina Code of Law, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this permit?

Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## OFFICE OF THE ASSESSOR

Courthouse Annex • Suite 107  
St. Matthews, SC 29135  
(803) 874-3613 • Fax: (803) 874-1242

### 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.

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**Certification of Mobile Home Smoke Detectors**

Section [40-29-340](#). No person may sell or offer for sale a manufactured home manufactured after June 15, 1976, unless its components, systems, and appliances meet the criteria of compliance with the Construction and Safety Standards Act and have been properly certified by the Department of Housing and Urban Development. For the sale of a previously owned manufactured home, the buyer and seller shall sign a form certifying both persons have determined at least two functioning smoke detectors are in the home

I do hereby certify that there are at least two functioning smoke detectors in the mobile home

located at \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Calhoun County TMS number \_\_\_\_\_

Buyer: \_\_\_\_\_

Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller: \_\_\_\_\_

Seller Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public For:

My Commission Expires: