

MANUFACTURED HOME SETUP PERMIT CHECKLIST

NO Manufactured Home must be "Moved or Setup" in Colleton County before obtaining this permit

Set Up Permit: (New Manufactured Homes)

For a setup permit to be issued to install a New Manufactured Home within the unincorporated boundaries of Colleton County, all applicants shall submit the following:

- Check Wind Zone Rating:** All manufactured homes must be labeled to meet the minimum wind speed for the zone in which they are to be placed. This rating can be found on the Data Plate - a paper sticker usually located inside the kitchen cabinet door under sink, on wall of master bedroom closet, or near the electric panel.
 - Manufactured home purchased from Manufactured Housing Dealer (In or Out of County):
 - Data Plate must show Wind Zone II or III rating inside the home
 - Manufactured home purchased from Individual (Out of County)
 - Data Plate must show Wind Zone II or III rating inside the home
 - Manufactured home purchased from Individual (In county and previously permitted & registered in County):
 - Exempt from Wind Zone II or III rating
- Applications/Tax Map or Pin #/ Zoning & Flood Approval for MH Placement:** Pick up Mobile Home and Zoning Permit Applications, Restrictive Covenants Affidavit and Set up Manual. Provide Tax Map (PIN) Number to check zoning and flood approval for placement of manufactured home.
- Address:** 911 Addressing Office - 394 Mable T Willis Blvd (Rm. 182), Walterboro, SC 29488 / (843) 549-1146. Every manufactured home or house on property must have "separate address" and 4 in reflective numbers are required on manufactured homes; if the manufactured home cannot be viewed from a public right-of-way, a monument, pole or other sign or means shall be used to identify the structure.
- Site Plan (Plat/Deed):** Make a copy of your plat (survey). Site plan must be drawn to scale on your plat showing the distances in feet from your manufactured home to the **front (road), sides, and rear** property lines. If you do not have a plat, get a copy of your deed which should give measurements of the property. Also, if there is no plat, the Planning and Development Office can provide a tax map for you to draw a site plan showing this distances your home is from the property lines.
- Septic Tank Information:** DHEC (Region 8) - 104 Parker Drive, Burton, SC 29906 / (843) 846-1030
Applications: obtain from Health Dept. front desk - 104 Parker Drive, Burton, SC 29906 or you can download it online (<https://scdhec.gov/environment/your-home/septic-tanks/permits-licenses-reports>). If installing a New Septic Tank, the Planning & Development office will need a copy of the "Permit to Construct Septic Tank" for you to apply for a Manufactured Home Permit. A copy of the "Final Septic Tank. Approval" will be needed before releasing power. If

Septic Tank is existing, you must provide verification from a licensed septic tank installer that the tank is functional for usage amount.

6. **Utility Service Commitment Letter:** The Planning and Development Office will need a Commitment Letter from the power company stating service can be provided for the specified address. The letter must include the Tax Map (PIN) Number and 911 address stating power can be provided to the site stated on the permit application.
7. **Proof of Ownership:** Dealers may use one of the following:
 - a. Bill of Sale & Completed DMV Form with receipt from DMV,
 - b. Manufacturers Certificate of Origin and or;
 - c. Sales Agreement with Build Sheet provided by manufacturer for custom built Manufactured Homes.

*****Final Inspections will not be performed until applicant provides the Planning and Development Department verification of the County Manufactured Home Decal.*****

8. **DMV: Title Transfer/Form 400:** Applicant must provide completed Form 400 including the owners name and signature, and must have a description of the manufactured home, to include the serial number/vin. As well as receipt from the DMV - 102 Mable T Willis Blvd, Walterboro, SC 29488 / (843) 538-7248
9. **Notarized Letter of Authorization:** Is needed if anyone "other than" the manufactured home owner or spouse is picking up the MH Permit or if the manufactured home owner is not the land owner. (no authorization if Licensed Manufactured Home installer/Contractor.

Set Up Permit: (Used Manufactured Homes)

For a setup permit to be issued to install a Used Manufactured Home within the unincorporated boundaries of Colleton County, all applicants shall submit the following:

1. **Check Wind Zone Rating:** All manufactured homes must be labeled to meet the minimum wind speed for the zone in which they are to be placed. This rating can be found on the Data Plate - a paper sticker usually located inside the kitchen cabinet door under sink, on wall of master bedroom closet, or near the electric panel.
 - Manufactured home purchased from Manufactured Housing Dealer (In or Out of County):
 - Data Plate must show Wind Zone II or III rating inside the home
 - Manufactured home purchased from Individual (Out of County)
 - Data Plate must show Wind Zone II or III rating inside the home
 - Manufactured home purchased from Individual (In county and previously permitted & registered in County):
 - Exempt from Wind Zone II or III rating
2. **Applications/Tax Map or Pin #/ Zoning & Flood Approval for MH Placement:** A completed Manufactured Home Permit application. Pick up Mobile Home and Zoning Permit Applications, Restrictive Covenants Affidavit and Set up Manual. Provide Tax Map (PIN) Number to check zoning and flood approval for placement of manufactured home.
3. **Address:** 911 Addressing Office - 394 Mable T Willis Blvd (Rm. 182), Walterboro, SC 29488 / (843) 549-1146. Every manufactured home or house on property must have "separate address" and 4 in reflective numbers are required on manufactured homes; if the manufactured home cannot be viewed from a public right-of-way, a monument, pole or

other sign or means shall be used to identify the structure.

4. **Site Plan (Plat/Deed)**: Make a copy of your **plat (survey)**. Site plan must be drawn to scale on your plat showing the distances in feet from your manufactured home to the **front (road), sides, and rear** property lines. If you do not have a plat, get a copy of your deed which should give measurements of the property. Also, if there is no plat, the Planning and Development Office can provide a tax map for you to draw a site plan showing this distances your home is from the property lines.
5. **Septic Tank Information**: DHEC (Region 8) - 104 Parker Drive, Burton, SC 29906 / (843) 846-1030
Applications: obtain from Health Dept. front desk - 104 Parker Drive, Burton, SC 29906 or you can download it online (<https://scdhec.gov/environment/your-home/septic-tanks/permits-licenses-reports>). If installing a New Septic Tank, the Planning & Development office will need a copy of the "Permit to Construct Septic Tank" for you to apply for a Manufactured Home Permit. A copy of the "Final Septic Tank. Approval" will be needed before releasing power. If Septic Tank is existing, you must provide verification from a licensed septic tank installer that the tank is functional for usage amount.
6. **Utility Service Commitment Letter**: The Planning and Development Office will need a Commitment Letter from the power company stating service can be provided for the specified address. The letter must include the Tax Map (PIN) Number and 911 address stating power can be provided to the site stated on the permit application.
7. **Proof of Ownership**. Applicant must provide copy of title to the Planning and Development Office and provide verification of the County Manufactured Home Decal.
8. **DMV: Title Transfer/Form 400**: Applicant must provide completed Form 400 including the owners name and signature, and must have a description of the manufactured home, to include the serial number/vin. As well as receipt from the DMV - 102 Mable T Willis Blvd, Walterboro, SC 29488 / (843) 538-7248
9. **Notarized Letter of Authorization**: Is needed if anyone "other than" the manufactured home owner or spouse is picking up the MH Permit or if the manufactured home owner is not the land owner. (No authorization if Licensed Manufactured Home installer/Contractor.

PROCESS TO OBTAIN MANUFACTURED HOME SETUP PERMIT

Processing and Verification (New Manufactured Homes)

All applications accepted by permitting staff conduct following review process:

- a. Permitting staff will verify all submitted information accuracy upon submittal and date stamp the application.
 - i. Completed Applications, Septic Tank Permit/and or inspection, Site Plan, and Utility Service Commitment letter
 - ii. Proof of Ownership: Title of Manufactured Home in new owner's name and/or (Dealers may use or Bill of Sale & Completed DMV Form with receipt from DMV, Manufacturers Certificate of Origin, and or Sales agreement with Build Sheet provided by manufacturer for custom built Manufactured Homes.
 - iii. Bring Moving Permit-if manufactured home is coming from another county (unless its brand new). Get clearance slip to Register Home (if all paperwork has been submitted to Planning and Development Office).
 - iv. Register Home - Delinquent Tax Office (Decal Sticker \$5.00 and Moving Permit \$1.00) - if moving MH within the county.

- b. All applications will be reviewed for zoning approval and compliance. Planning and Zoning will upon approval return the application with a documented letter stating approval.
- c. Upon return of the approved application permitting staff will verify the Installer currently is licensed through SCLLR.
- d. Permitting staff will contact the applicant that their permit is approved.
- e. All manufactured home permits must be issued at the Permitting and Inspections Office. The Permitting and Inspections Office does not issue Manufactured Home Decals. It is the responsibility of the applicant to receive through the delinquent tax office and appropriately display County issued decals. Final Inspections will not be performed until, a Manufactured Home decal is issued by the Delinquent Tax office showing proof of ownership.
- f. Upon issuance of a permit, permitting staff will attach all application information to the appropriate permitting file.
- g. Instructions will be given to call in for the MH Inspection/for existing septic tanks-leave connection at tank uncovered.
 - i. ******Final Inspections will not be performed until applicant provides the Planning and Development Department verification of the County Manufactured Home Decal.******

Processing and Verification (Used Manufactured Homes)

All applications accepted by permitting staff conduct following review process:

- a. Permitting staff will verify all submitted information accuracy upon submittal and date stamp the application.
 - i. Completed Applications, Septic Tank Permit/and or inspection, Site Plan, and Utility Service Commitment letter
 - ii. Proof of Ownership: Title of Manufactured Home in new owner's name.
 - iii. Bring Moving Permit-if manufactured home is coming from another county (unless its brand new). Get clearance slip to Register Home (if all paperwork has been submitted to Planning and Development Office).
 - iv. Register Home - Delinquent Tax Office (Decal Sticker \$5.00 and Moving Permit \$1.00) - if moving MH within the county.
- b. All applications will be reviewed for zoning approval and compliance. Planning and Zoning will upon approval return the application with a documented letter stating approval.
- c. Upon return of the approved application permitting staff will verify the Installer currently is licensed through SCLLR.
- d. Permitting staff will contact the applicant that their permit is approved.
- e. All manufactured home permits must be issued at the Permitting and Inspections Office. The Permitting and Inspections Office does not issue Manufactured Home Decals. It is the responsibility of the applicant to receive through the delinquent tax office and appropriately display County issued decals. Final Inspections will not be performed until, a Manufactured Home decal is issued by the Delinquent Tax office showing proof of ownership.
- f. Upon issuance of a permit, permitting staff will attach all application information to the appropriate permitting file.
- g. Instructions will be given to call in for the MH Inspection/for existing septic tanks-leave connection at tank uncovered.