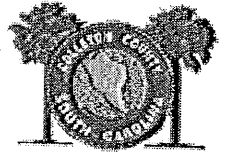


CHECKLIST

Colleton County Manufactured Home Permit Requirements



BILL OF SALE
from: Dealer

FORM 400
from: Dealer

SEPTIC TANK PERMIT
from: DHEC
(843) 549-2373

If you are installing a new septic tank you must submit a copy of the septic tank permit from DHEC. You must inform us if there is an existing septic tank on the property from a previous dwelling. To apply for a septic tank permit, go to the office of the Department of Health and Environmental Control. The office is located in the Warshaw Building at 219 Lemacks Street in Walterboro. DIRECTIONS TO DHEC: From Jefferies Blvd., make a left on Carn street, go down 4 blocks, take a right on Lemacks St. Building is on the left. The DHEC office is located on the 2nd floor.

MOBILE HOME DECAL
from: Delinquent Tax Office
843-549-5433

The Delinquent Tax Office is on the 3rd floor of the Harrelson Building, Room 306. There is a \$5.00 fee for the decal.

UTILITY COMPANY INFO
from: SCE&G, (800) 251-7234
Coastal Electric, (843) 538-5700

SCE&G customers will need your account number.
Coastal Electric customers will need your membership number.

PROPERTY INFORMATION
from: Assessors Office / RMC
(843) 549-1213

Information required: The TAX MAP NUMBER and a COPY OF THE RECORDED PLAT
If the owner of the land and the owner of the manufactured home are not the same, a notarized letter from the property owner must be submitted stating permission to place the manufactured home on that property.
This information is needed in order to establish ownership of the property and issue a zoning certificate of compliance for the Colleton County Land Management Ordinance and can be obtained from the County Assessor's Office or the Registrar of Meyne Conveyance (RMC).

"911" ADDRESS INFO
from: 911-Sheriff's Office
(843) 549-1146

The 911 Addressing Office is located in the Sheriff's Office at 119 Benson Street on the 2nd floor.

WIND ZONE INFO
from: Home Data Plate

All new manufactured homes must have a minimum of a Wind Zone II rating to be set up in Colleton County. All used manufactured homes brought into the county must also have a Wind Zone II rating. This information is located on the data plate of the manufactured home, which is usually located under the kitchen sink or in the master bedroom closet.

MH PERMIT FEE
from: Owner

Fees for manufactured home permits are as follows:
\$70.00 with Central Heat & Air (HVAC)
\$60.00 without Central Heat & Air (HVAC)

SITE PLAN
from: Owner

Site Plan drawn to scale showing all existing and proposed structures on the property with distances from each property line. Site Plan may be drawn on a copy of a tax map or plat of the property. The Colleton County Land Management Ordinance allows up to two residential dwellings per parcel.

DEALER CONTRACT
from: Home Dealer

Contract listing of all items supplied by the manufactured home dealer.

PERMANENT HOME STATUS (optional)

Additional requirements may be met at set-up to allow *Permanent Home Status*, which allows for more flexible financing and insurance rates on your manufactured home.

Colleton County Department of Planning and Development Getting your Mobile Home Permit

All applications for manufactured home permits must meet the requirements of the Colleton County Land management Ordinance. **The Ordinance allows two dwelling units (mobile homes / houses) per parcel provided minimum lot size requirements are met.** You must purchase a mobile home permit from the Department of Planning and Development before placing the home on the property. Please call (843) 549-1709 with any questions. The office is located at 31 Klein Street on the third floor (room 300) of the Harrelson Building in Walterboro.

Bring with you:

1. A copy of the **Plat** of the property that the home will be placed on. If you don't already have one, you will need to go to the **County Assessor's Office** or the **Register of Meyne Conveyance**. The Assessors office is located at 31 Klein Street, third floor- room 307. Give them the **property address** and you can get the **tax map number** and the **plat book page number** that you will need to look up the recorded plat in the **Register of Deeds Record Room** located on the first floor (Room 100)

(If you don't already know the address, you will need to go to the **911 Addressing Office** located in the Sheriff's office at 119 Benson Street on the second floor.)

If you are not the owner of the land, a notarized letter from the property owner must be submitted giving you permission to place the home on their property.

If you are the property owner, but would like someone else to get the permit for you, you must sign the mobile home permit application and put their name in the authorized / legal representative box.

2. A **Site Plan** will need to be created. This plan is to be drawn to scale on a copy of the tax map or plat. Show all existing structures and the proposed location of the home with distances from the property lines. Include the distances from the road, side and rear property lines. Label the length and width of the mobile home.
3. While you are in the Planning and Development Office you should **Check the Zoning Regulations** for Compliance: You can verify the **zoning district** for your property with your tax map number, or by locating the property on the Colleton County Generalized Zoning Map. Each district has specific **setback requirements** from the property lines.
4. You will also need to **Check the Flood Zone** of the property. All properties in the **flood hazard district** must comply with specific construction standards. If the mobile home is located in a flood zone, before it can be placed on the property, a professional surveyor, engineer or architect will need to submit a pre-construction flood elevation certificate. This will determine how high to set the home and the air conditioner platform on the lot. After the home is placed on the property, they

will go back to check the elevations and submit a finished construction elevation certificate.

5. You must inform the Planning and Development Office if there is an existing septic tank on the property. If you are installing a new septic tank, a **Septic Tank Permit** is required from the Department Of Health and Environmental Control (**DHEC**). The office is located on the second floor of the Warshaw Building at 219 Lemacks Street in Walterboro.
6. If the mobile home is purchased from a **Dealer**, you will need to bring a copy of **The Bill Of Sale** or **Title, Form 400**, the **Dealer Contract** and verification that the home has a **Wind Zone II rating**. This information is located on the data plate of the home, which is located under the kitchen sink or in the master bedroom closet.
If this is a **pre-owned** mobile home, you will need to know the previous owners name to change ownership on the tax system. Pre-owned mobile homes must also have a **Wind Zone II rating**.
If the home is **replacing** an existing home, you will need to know who the previous owners were.
7. The **Utility Company** that serves the property will need to be contacted. **SCE&G** customers will need your account number. **Coastal Electric** customers will need your membership number.
8. You can get your **Mobile Home Decal** from **The Delinquent Tax Office**, located on the third floor of the Harrelson Building, Room 306. The **Fee is \$5.00**. Make sure you know your tax map number. If the home is pre-owned, the person who owns the property must **pre-pay the property taxes**.
9. Get your **Moving Permit** at the same time, once you provide them with proof of ownership with your title or bill of sale, and form 400. The **Fee is \$1.00**.
10. Once you have gathered all of the items above, you can fill out your **Mobile Home Permit Application** and pay the **Permit Fees** at **The Department of Planning and Development**. The **Fee is \$70.00** for Central Heat and Air (HVAC). The **Fee is \$60.00** without Central Heat and Air HVAC).
11. After the home is set up on the property, you will need to call the permit line to request an **inspection**. The number is (843) 549-1844. If you call before 4:00 p.m., the inspection will be the next day. After 4:00 p.m., the inspection will be scheduled for the following day. The home must pass the inspection before the power can be turned on.