



## Clarendon County Planning Commission

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### MANUFACTURED HOME SETUP PERMIT PROCESS

Obtain a **Zoning Certificate** from the Planning Department before purchasing any manufactured home. The certificate costs \$10. Dealers cannot legally sell a Manufactured Home without one. To get a certificate, you need the **tax map number** and a recorded plat of the proposed site.

*Moving a Manufactured Home (MH) older than thirty years into Clarendon County and installing a mobile home without a setup permit from the Planning Department and decal obtained from Assessor's Office is prohibited.*

#### UNDERPINNING

All manufactured homes shall install permanent underpinning around the entire exterior of the unit. Acceptable underpinning material includes:

Lakefront 1<sup>st</sup> Row: Brick or masonry block

Lakefront 2<sup>nd</sup> Row: Brick, masonry block or vinyl

All other areas: Lattice with climbing vegetation, metal, vinyl, fiberglass, brick or masonry block.

#### MANUFACTURED HOME AGE & SIZE REQUIREMENTS

All Manufactured Homes located on Lakefront Lots (1<sup>st</sup> Row) within the Performance Zone must be double-wide units, shall not exceed five (5) years of age at the time of placement.

MHs situated on Second (2<sup>nd</sup>) Row Lake Lots within the Performance Zone shall not exceed ten (10) years of age at the time of placement.

MHs placed or located within the Third (3<sup>rd</sup>) Row from the lake within the Performance Zone shall not exceed thirty (30) years of age at the time of placement.

MHs exceeding thirty (30) years of age may be permitted within other areas of the Performance Zone only when such MH is located within the areas of Clarendon County.

MHs exceeding thirty (30) years of age that are not located in Clarendon County shall not be permitted. Article V, Section 54 (revised).

**SEPTIC TANK & WELL PERMITS** - Apply online at **DES.SC.GOV 803-778-775-6548** for a septic tank and well permit. Septic information will consist of a Permit to Construct and Approval to Operate from SCDES. Forms are to be no older than 5 years. Existing septic systems will require an inspection letter from a licensed Septic Installer and must be no more than 1 year old. Clean-outs are required at the end of horizontal drain lines.

**Apply for a MH Setup Permit** -Apply in person or online at <https://us.cloudpermit.com/gov/>

You will need:

- Zoning Certificate
- The MH Title transferred to the new owner's name, or
- The Sales Agreement/Bill of Sale and Form 400 (Title Transfer Form) from the Dealer/Seller,
- E-911 Address (requested by the Planning Department), if applicable.
- Septic Permit from DES if new or Septic inspection letter for existing septic.
- Name and LLR License of Licensed Manufactured Home Mover.
- Recorded Deed, if applicable
- Notarized Authorization from the property owner, if applicable.
- Moving Permits, if applicable - Obtain a Moving Permit from the county in which MH is moving from.

## **INSPECTION**

**Contact the Planning/Building Department at 803-435-8672 or schedule via Cloud Permit Portal.** Complete all checklist items before inspection; a Reinspection Fee will be charged for incomplete items. Checklist available at Planning Office at time of Permitting.

All MH must complete the underpinning and install steps with a landing at each exterior door before power activation. The primary steps must have a landing between 3'x3' and 5'x5'. Landings over 30 inches or with four or more steps require graspable handrails. All steps, porches, and decks must be independently supported and secured to ground per HUD Standards.

**If you plan to build or install steps with a landing larger than 5'x5', or install a deck, porch, storage unit, carport, garage, or alter any structure on your property, a separate building permit will be required before beginning construction or installation.** Drafted plans and other documents must be submitted. See the Planning Office for details. Please note that if the home has been moved or any construction or installation has occurred, fees will be doubled.

## **ASSOCIATED FEES**

- Zoning Certificate: \$10 – Planning Office or City/Town Municipality
- PZ Application (if required): \$50 – Planning Office
- Setup Permit: \$175 – Planning Office
- Decal: \$5 – Assessor's Office
- Moving Permit: \$25 – Assessor's Office
- Separate Building/Demolition Permits: TBD
- Reinspection Fee (Applicable if inspection fails): \$40