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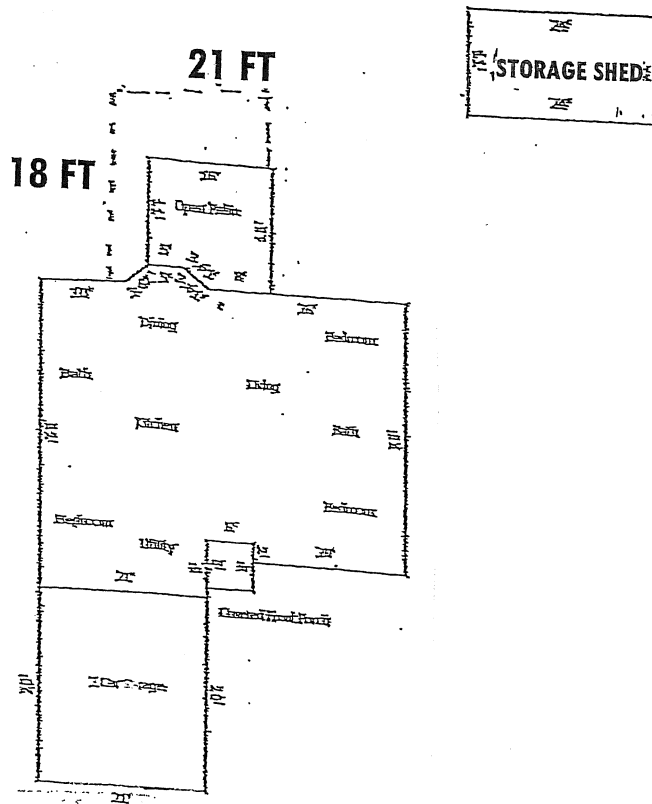
# **PERMIT REQUIREMENTS FOR A MOBILE HOME**

- 1. MOBILE HOME APPLICATION**
- 2. TAX STICKER FROM TAX ASSESSOR'S OFFICE**
- 3. SITE PLAN DRAWN TO AN ENGINEER SCALE  
SHOWING ALL PROPERTY LINES, NEW STRUCTURES  
& EXISTING STRUCTURES**
- 4. DETAILED SEWER RECEIPT OR FINAL SEPTIC TANK  
APPROVAL FROM DEHC. (IF YOU ARE USING AN  
EXISTING SPECTIC TANK, COMPLETE THE EXISTING  
SEPTIC FORM IN THIS PACKET**
- 5. PROPERTY OWNER AUTHORIZATION ( WILL NEED  
TO BE 3<sup>RD</sup> PARTY WITNESSED OR NOTARIZED) OR  
SIGNED LEASE AGREEMENT**

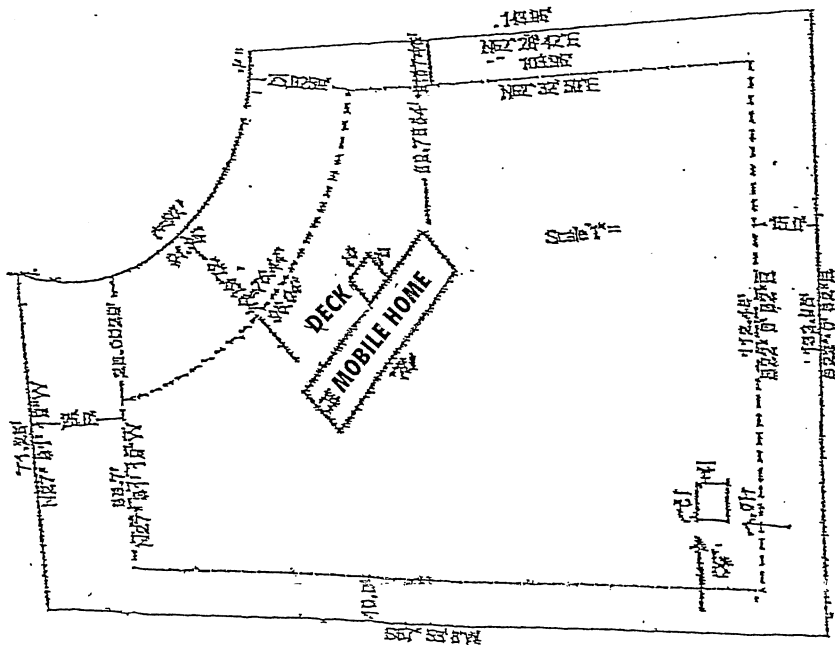
**\*\*\* ONLY IF YOU ARE NOT THE PROPERTY OWNER \*\*\***

# EXAMPLE

## SCREEN ROOM ADDITION



# SITE PLAN EXAMPLE



FLOOD ZONE \_\_\_\_\_  
BFE \_\_\_\_\_  
PANEL# \_\_\_\_\_  
APPROVED BY \_\_\_\_\_

PERMIT# \_\_\_\_\_

**HORRY COUNTY CODE ENFORCEMENT  
MOBILE HOME PERMIT APPLICATION**

DATE \_\_\_\_\_ TELEPHONE# \_\_\_\_\_

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

911 ADDRESS \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT# \_\_\_\_\_

MOBILE HOME STICKER# \_\_\_\_\_ TMS# \_\_\_\_\_

DIST 61 FIRE IMPACT# \_\_\_\_\_ VALUE \$ \_\_\_\_\_

ADDITION(s) \_\_\_\_\_ SQ FT DECK(s) \_\_\_\_\_ SQ FT

- Sewer or Septic Approval
- Replacing/Existing Septic Approval

**Fees Collected:**  
\_\_\_\_\_ MH  
\_\_\_\_\_ Plan Review  
\_\_\_\_\_ Add/Alter  
\_\_\_\_\_ Zoning Fees  
\_\_\_\_\_ Fire Impact Fees  
\$ \_\_\_\_\_ Total Fees

\_\_\_\_\_  
Permit Issued By

\_\_\_\_\_  
Signature Owner ( ) Agent ( )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

**\*\*\* BUILDING PERMIT FEES ARE NOT TRANSFERABLE OR REFUNDABLE \*\*\***

**AFIDAVIT**  
**EXISTING SEPTIC TANK FORM**

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TMS/PIN # \_\_\_\_\_

I DO HEREBY WARRANT, REPRESENT, AND CERTIFY THAT THIS SITE HAS A WASTE DISPOSAL SYSTEM WHICH IS NOT DEFECTIVE AND WHICH IS ADEQUATE AND FUNCTIONING PROPERLY. I FURTHER CERTIFY THAT I AGREE AND UNDERSTAND THAT IF AT ANY TIME Horry COUNTY, THE Horry COUNTY HEALTH DEPARTMENT OR ANY OTHER AGENCY HAVING JURISDICTION THEREOF, DETERMINES THAT THE WASTE DISPOSAL SYSTEM AT THIS SITE IS INADEQUATE, DEFECTIVE OR IS NOT FUNCTIONING PROPERLY, THEN SUCH DETERMINATION WILL BE GROUNDS FOR Horry COUNTY TO REVOKE ITS PERMIT AND TO ORDER A CESSATION OF USE OF THE PROPERTY UNTIL AN ADEQUATE WASTE DISPOSAL SYSTEM IS INSTALLED AND APPROVED BY THE APPROPRIATE AGENCY.

I HEREBY GRANT PERMISSION TO THE Horry COUNTY BUILDING INSPECTION DEPARTMENT OR HEALTH DEPARTMENT OFFICIALS TO VISIT THIS SITE, AT REASONABLE HOURS, FOR THE PURPOSE OF INSPECTION OR EVALUATION IF SUCH AGENCY OR DEPARTMENT DEEMS SAME NECESSARY IN ITS SOLE DISCRETION.

I FURTHER CERTIFY AND REPRESENT THAT NO AGENT, SERVANT, OR EMPLOYEE OF Horry COUNTY HAS MADE ANY REPRESENTATION TO ME CONCERNING THE ADEQUACY OF THE WASTE DISPOSAL SYSTEM NOW LOCATED UPON THE SITE. I UNDERSTAND THAT THERE IS A POSSIBILITY THAT THE SYSTEM MAY HAVE MALFUNCTIONS AND MAY NEED REPAIRS AND I AGREE TO REPAIR THEM WHEN THE NEED ARISES. IN CONSIDERATION OF Horry COUNTY ISSUING A PERMIT, I HEREBY RELEASE Horry COUNTY, ITS AGENCIES OR EMPLOYEES FROM AND AGAINST ANY CLAIMS OF ANY KIND OR NATURE ARISING DIRECTLY OR INDIRECTLY FROM THE USE OF THE WASTE DISPOSAL SYSTEM LOCATED UPON THE SITE OR ANY MATTERS THAT MAY ARISE THERE FROM.

THE ABOVE STATEMENT IS GIVEN UNDER OATH WITH ALL PENALTIES OF LAW RELATED THERETO.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## MOBILE HOME PERMITTING CHECKLIST

- YOU MUST HAVE A **FINAL SEPTIC TANK APPROVAL** FROM YOUR LOCAL HEALTH DEPT. OR A **SEWER RECEIPT** FROM THE SEWER CO. (SEWER STICKER MUST BE ON METER BASE PRIOR TO INSPECTING.) IF YOU HAVE AN **EXISTING SEPTIC SYSTEM** YOU MAY SIGN AN AFFIDAVIT IN THIS OFFICE.
  - YOU MUST HAVE A **TAX STICKER** FROM THE **H C ASSESSORS OFFICE**. (EVEN IF YOU ARE JUST RELOCATING THE MH (YOU NEED YOUR TITLE, FORM 400, OR FORM 100/500 WITH COMPLETE MH DESCRIPTION TO PURCHASE STICKER) (843) 915-5041) **FEE \$5-10** BRING YOUR STICKER RECEIPT WITH YOU TO OBTAIN YOUR MH PERMIT.
  - IF YOU DO NOT OWN THE PROPERTY, YOU MUST HAVE NOTARIZED LETTER FROM PROPERTY OWNER ALLOWING YOU TO LOCATE MH ON THEIR PROPERTY.
  - IF YOUR MANUFACTURED HOME IS LOCATED IN A **FLOOD ZONE AREA** YOU MUST HAVE YOUR FIRST FLOOR ELEVATION CERTIFICATE PRIOR TO CALLING FOR AN INSPECTION. IT MUST INCLUDE LOWEST ELEVATION OF HVAC AND/OR DUCT WORK. MUST BE ABOVE BASE FLOOD.
  - YOU MUST BRING A **SITE PLAN** DRAWN TO SCALE FOR YOUR ZONING APPROVAL. **\$25 FEE**
  - YOU MUST HAVE **911 ADDRESS** FROM THE ADDRESSING DEPT (ROOM 1D09 (843) 915-5345) AND IT MUST BE VISIBLE ON THE PROPERTY.
1. MAKE SURE THE MANUFACTURED HOME IS **READY FOR INSPECTION** PRIOR TO CALLING: **(843) 915-5090**
  2. SEPTIC TANKS MUST BE SEALED. IF IT'S AN EXISTING SYSTEM, ALL FOUR CORNERS MUST BE UNCOVERED.
  3. IF YOU ARE INSTALLING A CENTRAL AIR UNIT, YOU MUST HAVE A DISCONNECT SWITCH INSIGHT OF THE UNIT. THE UNIT MUST BE CONNECTED.
  4. MANUFACTURED HOMES CONSTRUCTED **AFTER 7/13/94** MUST BE **WIND ZONE II**.
  5. MH SERVICE EQUIPMENT SHALL BE READILY ACCESSIBLE & SHALL BE LOCATED IN SIGHT FROM & NOT MORE THAN 30' FROM THE EXTERIOR WALL OF THE MH (CANNOT BE MOUNTED ONTO MH) & LOCATED NOT LESS THAN 2' ABOVE THE FINISHED GRADE OR WORKING PLATFORM.

6. **BLOCKING:**

**NEW MANUFACTURED HOME** PIERS AND TIEDOWNS SHALL BE LOCATED IN ACCORDANCE WITH THE MANUFACTURED HOME INSTALLATION INSTRUCTIONS, WHICH SHOULD BE LOCATED WITH THE PERMIT AT TIME OF INSPECTION.

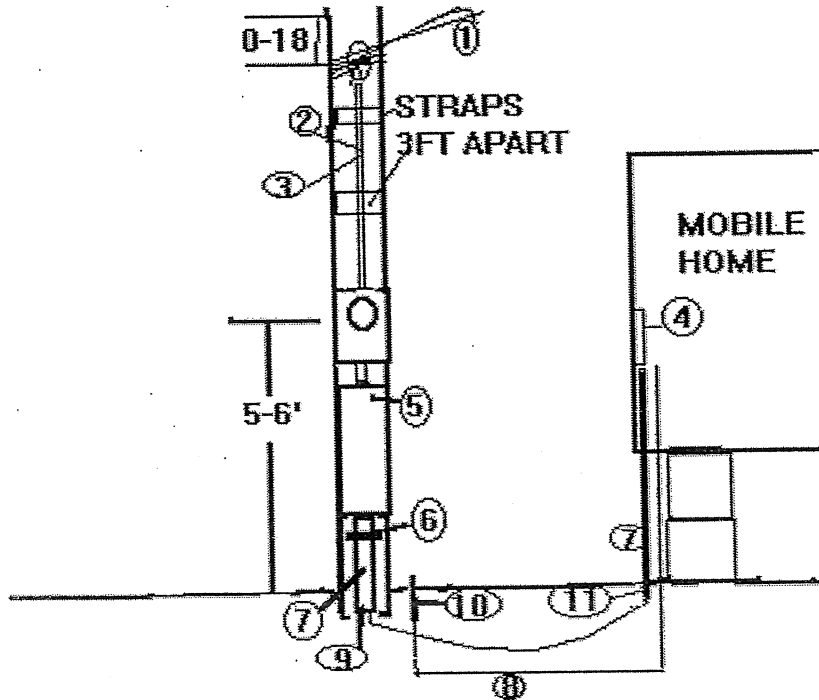
**USED MANUFACTURED HOME** PIERS LESS THAN FORTY (40") INCHES IN HEIGHT SHALL BE CONSTRUCTED OF OPEN CELL, 8"X8"X16" CONCRETE BLOCKS. THE PIERS SHALL BE COVERED WITH A 2"X8"X16" WOOD OR CONCRETE CAP. PIERS BETWEEN FORTY (40) AND EIGHTY (80) INCHES IN HEIGHT AND ALL CORNER PIERS OVER THREE (3) BLOCKS HIGH SHALL BE DOUBLE BLOCKED WITH BLOCKS INTERLOCKED AND CAPPED WITH 4"X16"X16" SOLID CONCRETE BLOCK OR EQUIVALENT. ALL PIERS SHALL BE CONSTRUCTED ON FOOTINGS OF SOLID CONCRETE NOT LESS THAN 16"X16"X4. PIERS FOR SINGLE SECTION HOMES ARE TO BE PLACED UNDER EACH LONGITUDINAL MAIN FRAME MEMBER NOT TO EXCEED 8' ON CENTER SPACING FOR HOMES THAT ARE 14' WIDE OR LESS AND 6' CENTER FOR HOMES THAT ARE OVER 14' WIDE. PIERS FOR MULTI SECTION HOMES ARE TO BE PLACED UNDER EACH LONGITUDINAL MAIN FRAME MEMBER NOT TO EXCEED 6' ON CENTER SPACING. FOR USED MULTI SECTION HOMES, PIERS ARE TO BE PLACED UNDER THE CENTER MARRIAGE LINE WITHIN ONE FOOT AT EACH END, UNDER RIDGE BEAM SUPPORT COLUMNS, AND UNDER BOTH SIDES OF OPENINGS AT THE MARRIAGE LINE GREATER THAN 12'. FOR ALL HOMES, EXTERIOR DOORS SHALL HAVE PIERS DIRECTLY UNDER BOTH SIDES OF THE DOOR OPENINGS.

7. ALL WATER LINES SHALL HAVE A MINIMUM OF 12" GROUND COVER AND INSULATED WHERE SUBJECT TO FREEZING.
8. **NEW MANUFACTURED HOMES MUST BE TIED DOWN TO MANUFACTURE REGULATIONS AND USED HOMES AS FOLLOW:**

Length of Home	Vertical Ties	Diagonal Ties
Up to 46'	2	4
46' to 49'	2	5
49' to 58'	3	5
58' to 70'	3	6
70' to 73'	3	7
73' to 84'	4	7

1. Multi section homes only require diagonal ties. Vertical ties not required.
2. Length of home excludes draw bar.
3. An alternate method of tie down may be accepted when designed by a registered architect or engineer based on the criteria set forth in the Federal Manufactured Home Construction and Safety Standards.
4. If vertical tie brackets are not installed by the manufacturer, add number of required vertical ties to diagonal requirements.

# MOBILE HOME SET-UP DIAGRAM & PERMITTING REQUIREMENTS



1. THE HEIGHT OF THE SERVICE CABLE FROM THE BOTTOM OF THE DRIP LOOP TO THE GROUND MUST BE A MINIMUM OF 12' OVER RESIDENTIAL PROPERTIES AND DRIVEWAYS.
2. HORRY CO-OP WILL ACCEPT RIGID METAL CONDUIT OR RIGID ELECTRICAL PVC SCHEDULE 40. SANTEE COOPER WILL ACCEPT RIGID METAL CONDUIT OR RIGID ELECTRICAL PVC SCHEDULE 80.
3. CP&L WILL ONLY ACCEPT RIGID METAL CONDUIT.
4. SERVICE ENTRANCE EQUIPMENT CONSISTING OF A MAIN BREAKER AND BRANCH CIRCUIT PROTECTION.
5. BREAKER OR FUSE BOX WITH PROTECTION COORDINATED WITH WIRE SIZE.
6. MUST USE AN APPROVED 2-HOLE STRAP ON ALL CONDUITS AND THE GROUNDING ELECTRODE CONDUCTOR (GROUND WIRE) JACKET.
7. RIGID METAL CONDUIT OR (ELECTRICAL PVC SCHEDULE 40 PER HORRY CO-OP), ( ELECTRICAL PVC SCHEDULE 80 FOR SANTEE COOPER).
8. BOND WIRE: #4 AL OR #6 COPPER.
9. DIRECT BURIAL CABLE OF 24" MINIMUM DEPTH LEAVE THE DITCH OPEN.
10. COPPERWELD GROUNDING ELECTRODE(GROUND ROD)(ITEM 10), MINIMUM SIZE: ½" X10'.
11. IF CONDUIT IS NOT CONTINUOUS, DIRECT BURIAL CABLE MUST BE USED. WIRE SIZE MUST BE COORDINATED WITH SERVICE ENTRANCE EQUIPMENT. IF CONDUIT IS CONTINUOUS, AN 18" COVER IS REQUIRED OR COMPLY WITH THE CURRENT APPLICABLE CODE.
12. SANTEE COOPER WILL NOT ALLOW THE GROUNDING ELECTRODE CONDUCTOR TO PASS THROUGH THE DISCONNECT (5) TO THE GROUNDING ELECTRODE(10). THE GROUNDING ELECTRODE CONDUCTOR MUST ORIGINATE IN THE METER BASE (12) AND MUST GO (UNBROKEN) TO THE GROUNDING ELECTRODE (10).
13. AN APPROVED ACORN GROUND CLAMP MUST BE USED TO FIT THE GROUNDING ELECTRODE AND THE GROUNDING ELECTRODE CONDUCTOR. THE GROUNDING ELECTRODE CONDUCTOR MUST BE ENCLOSED IN A JACKET OF AT LEAST ½" DIAMETER CONDUIT OR ELECTRICAL METALLIC TUBING FROM THE METER BASE TO THE GROUND. EMT MUST BE BONDED ON BOTH ENDS IF USED.
14. ALL KNOCK OUT OPENINGS MUST HAVE APPROVED COVERS.

### CONDUCTOR SIZES:

200 AMPS - 2/0 CU OR 4/0 AL  
 150 AMPS - #1 CU OR 2/0 AL  
 100 AMPS - #4 CU OR #2 AL

### GROUNDING ELECTRODE CONDUCTOR SIZES:

#4 CU  
 #6 CU  
 #6 CU

15. BOND WIRE MUST COME FROM THE PANEL IN THE MH TO THE GROUNDING ELECTRODE OR DISCONNECT BOX.
16. ALL SERVICES MUST HAVE A DISCONNECT BOX AND MUST BE A 24" MINIMUM FROM THE FINISHED GRADE TO THE BOTTOM OF THE DISCONNECT.
17. THE SERVICE MUST BE WITHIN 30. FT. OF MOBILE HOME, BUT CANNOT BE MOUNTED TO MOBILE HOME.