



Berkeley County Government-Permitting Department

P O Box 6122

Moncks Corner, SC 29461-6120

(843) 719-4292 Moncks Corner (843) 723-3800 x 4292 Charleston (843) 567-3136 x 4292 St. Stephen

Mobile/Manufactured Housing Application

For new homes: Sales contract and/or bill of sale and form 400 or Application for Certificate of Title, evidencing ownership.

For used homes: A sales contract, bill of sale AND copy of the title in the previous owner's name, evidencing ownership, and;

A copy of the moving permit, if the manufactured home has been moved from another county, and; copy of paid advance taxes.

A copy of the septic tank permit and/or final approval form from DHEC, existing septic letter with drainfield drawing, or a letter from the local water and sanitation authority stating they will provide the home's water and sanitation connection. If the septic tank is existing and DHEC doesn't have a copy of Permit to Construct or Permit to Operate, a letter is required from a licensed septic installed. The letter must be on letterhead which includes their signature and license number along with drainfield drawings.

A copy of the recorded plat or site plan showing dimensions of home and setbacks from all property lines, and;

The name and address of the owner, the year, make, model, size, and complete serial number of the manufactured home, number of bedrooms: _____ number of bathrooms: _____. length _____ and width _____. The lien-holder's name and address (if applicable)

Applicant and/or Company: _____ SC License Number: _____
 Dealership Installer Contractor

**If you are the owner, name of moving company: _____ - _____

Applicants Name: _____ Phone Number: _____ (Please Print)

Mailing Address: _____

Parcel Information

TMS#: _____ Site Address: _____

Zoning: _____ *Flood Zone: _____ FEMA SDBA BOTH

Setbacks: Front: _____ Back: _____ Left: _____ Right: _____

NOTICE: IF YOU ARE BUILDING OR RE-ATTACHING A DECK, PORCH OR STAIRS, OTHER THAN THE STANDARD 4X4, A BUILDING PERMIT MUST ALSO BE APPLIED FOR.

****Please be advised that you must also submit to this department, prior to final inspection, a final elevation certificate if this parcel is in the flood zone. ***If project is in the Santee Dam Breach Area, we will be unable to issue a permit until Santee Cooper provides the Permitting Department, your elevation information. This process usually takes 3-5 days.**

As the applicant of the permit, it is your responsibility to call for all required inspections. If you do not know when your inspections are due, please ask the permit clerk for a list of inspections. You must begin work within six months from the date of issuance. If you cannot begin work, please call the Permitting Department at 843-719-4292 to apply for an extension. If you have begun work and are unable to call for your inspections within 6 months, please call the inspector at 843-719-4368 and request a field check on your property.

Pursuant to Title 40, Chapter 29 §40-29-340, Code of Laws of S.C., 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.

***Please be advise if you bring your home to Berkeley County or move your home within the unincorporated areas of Berkeley County and it is discovered upon inspection that the home is not compliance with the Construction and Safety Standards Act, has been built prior to 1976, or the home is not a Wind Zone II unit (as indicated on the data plate), the home will not be allowed to remain in Berkeley County. Any fee(s) paid for a Set-up Permit or a decal application is/are non-refundable.**

Signature: _____

Date: _____