



**PLANNING & DEVELOPMENT SERVICES**  
18 W. LIBERTY STREET, PO BOX 96, YORK, SC 29745-0096  
PHONE (803) 909-7200 / FAX (803) 909-7227

**MANUFACTURED HOME SETUP PERMIT APPLICATION**

The following information is required in order to obtain a Manufactured Home Setup Permit:

- Permit Application
- Single-Family Residential Questionnaire & Checklist for Land Disturbance
- Site Plan or Survey with Setbacks Marked (Distance from structure to all property lines)
- Bill of Sale or Title
  - Title must be in the name of the current owner, or have the signature of the owner on the back of the title
  - Bill of Sale must have owner's name and signature, and must have a description of the mobile home to include the Serial Number/VIN
- Septic Permit or Septic Verification from DHEC certified plumber
- Up-to-Date Tax Receipt (If previously setup in York County)
  - Tax receipts can be obtain through the York County Tax Collection's Office located at 6 South Congress St. York, SC 29745 or by visiting our website at <https://onlinetaxes.yorkcountygov.com/>.
- Moving Permit (If previously setup outside of York County)

**\*\*Manufactured homes must be a 1976 model, or newer, to setup in York County\*\***

A manufactured home installer must have one of the following:

- Manufactured Home Dealer License issued by the South Carolina Department of Labor, Licensing, and Regulation's Manufactured Housing Board
- Manufactured Home Contractor License issued by the South Carolina Department of Labor, Licensing, and Regulation's Manufactured Housing Board\*
- Manufactured Home Installer License issued by the South Carolina Department of Labor, Licensing, and Regulation's Manufactured Housing Board\*

*\*This is in addition to a Manufactured Home Retail Dealer License for homes sold by a dealer.*

All subcontractors must be properly licensed through the South Carolina Department of Labor, Licensing, and Regulation's Manufactured Housing Board, Residential Builders Commission, or Contractor's Licensing Board.

**A homeowner or property owner CANNOT install or setup a manufactured home without having one of the licenses listed above.**

**A homeowner CANNOT act as an Owner/Builder for any aspects of installation or repair of a manufactured home.**

For more information regarding licensing, please visit the South Carolina Department of Labor, Licensing, and Regulation's website at <https://llr.sc.gov/manu/>, call 803-896-4682, or email [contact.mh@llr.sc.gov](mailto:contact.mh@llr.sc.gov).



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**MANUFACTURED HOME SETUP PERMIT APPLICATION**

Date: \_\_\_\_\_

Address of Placement: \_\_\_\_\_ Parcel ID#: \_\_\_\_\_

Located in manufactured home park?: Yes  No  If yes, name of MHP: \_\_\_\_\_ Lot #: \_\_\_\_\_

Other structures on property: \_\_\_\_\_

Manufactured Home Owner: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Manufactured Home Contractor: \_\_\_\_\_ SC MH License #: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Manufactured Home .....

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Water provider: \_\_\_\_\_ Electrical provider: \_\_\_\_\_

Sewer provider: \_\_\_\_\_ Gas provider: \_\_\_\_\_

Is this a replacement home?  Yes  No

If yes, provide previous: Serial Number: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_

\*\*\*Acknowledgement of SC 6-29-1145\*\*\* Is this parcel of land restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity that is being applied for? Yes  No

\*\*\*General Acknowledgement\*\*\* I understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related state laws and local ordinances.

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Name (Printed)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.



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**RESIDENTIAL SUBCONTRACTOR ADDENDUM**

\*All subcontractors must hold a valid South Carolina State license.\*  
\*Contact information for each subcontractor must be filled out completely.\*

Date: \_\_\_\_\_

Address of Construction: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

General Contractor Name: \_\_\_\_\_ SC Builder's License #: \_\_\_\_\_

<p><b><u>ELECTRICAL CONTRACTOR INFORMATION:</u></b></p> <p>Name: _____</p> <p>License #: _____</p> <p>Contract Cost: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><b><u>PLUMBING/GAS CONTRACTOR INFORMATION:</u></b></p> <p>Name: _____</p> <p>License #: _____</p> <p>Contract Cost: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p><b><u>MECHANICAL CONTRACTOR INFORMATION:</u></b></p> <p>Name: _____</p> <p>License #: _____</p> <p>Contract Cost: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><b><u>MASONRY CONTRACTOR INFORMATION:</u></b></p> <p>Name: _____</p> <p>License #: _____</p> <p>Contract Cost: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p><b><u>CARPENTRY CONTRACTOR INFORMATION:</u></b></p> <p>Name: _____</p> <p>License #: _____</p> <p>Contract Cost: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><b><u>SHEETROCK CONTRACTOR INFORMATION:</u></b></p> <p>Name: _____</p> <p>License #: _____</p> <p>Contract Cost: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Title

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date

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Updated: 8/26/2021