



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 manufactured home, to include the Serial Number/VIN. Bill of Sale is only acceptable for new manufactured homes from a dealer lot; used manufactured homes require a title.
- Septic Permit or Septic Verification from DHEC certified plumber
- Up-to-Date Tax Receipt (If previously setup in York County)
 - Tax receipts can be obtained 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 licenses:

- **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.



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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: _____

Job Cost: _____

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 #: _____

ELECTRICAL CONTRACTOR INFORMATION:

Name: _____
License #: _____
Contract Cost: _____
Address: _____
Phone: _____
Email: _____

PLUMBING/GAS CONTRACTOR INFORMATION:

Name: _____
License #: _____
Contract Cost: _____
Address: _____
Phone: _____
Email: _____

MECHANICAL CONTRACTOR INFORMATION:

Name: _____
License #: _____
Contract Cost: _____
Address: _____
Phone: _____
Email: _____

MASONRY CONTRACTOR INFORMATION:

Name: _____
License #: _____
Contract Cost: _____
Address: _____
Phone: _____
Email: _____

CARPENTRY CONTRACTOR INFORMATION:

Name: _____
License #: _____
Contract Cost: _____
Address: _____
Phone: _____
Email: _____

SHEETROCK CONTRACTOR INFORMATION:

Name: _____
License #: _____
Contract Cost: _____
Address: _____
Phone: _____
Email: _____

Applicant Signature

Applicant Title

Applicant Printed Name

Date

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