



SUMTER CITY-COUNTY PLANNING COMMISSION

POST OFFICE BOX 1449

12 WEST LIBERTY STREET

SUMTER, SC 29151

(803) 774-1660

MOBILE HOME PERMIT APPLICATION



Septic Tank Number _____ Permit Number _____

Jurisdiction City County Mayesville Pinewood

MH Owner Applicant

Name _____

Phone _____

Owner's Current Mailing Address _____

Street _____

City _____

State _____

Zip _____

Mobile Home Dealer/Seller _____

Name _____

Phone _____

MH Dealer/Seller's Address _____

Street _____

City _____

State _____

Zip _____

MH Property Address _____

Street _____

City _____

State _____

Zip _____

Property Owner _____

MH Installer _____

License No. _____

Installer Address _____

Phone _____

Utilities Well Septic

Public Water Sewer

Community Water Sewer

Note: The Acceptance of this application for review and the payment of fees does not constitute the approval of this application. Approval is granted only upon the receipt of a permit. **THIS APPLICATION IS NOT A PERMIT.**
The above statements and accompanying material are complete and accurate

Print Name _____

Signature _____

Date _____

OFFICE USE ONLY:

Tax Map # _____

Zoning District _____

ID # _____

TAZ _____

Approved Lot Yes No

New Lot

Replacement

Bought in Place

Existing Lot

Lot Size _____

Corner Lot

Interior Lot

Lot No. _____

Max. Height _____

Minimum Setbacks

Front _____

Rear _____

Serial Number _____

Side (E) _____

Side (I) _____

Make _____

Year _____

Structure in Flood Hazard Area Yes No

Base Flood Elevation _____

Overlay District APZ

DNL

NA (Noise Attenuation)

RCD

None

Comments _____

Planning Official: _____

Building Official: _____

MOBILE HOME INSPECTION REQUIREMENTS

(Single-Wide & Double-Wide)

It is the policy of the Inspections Department to inspect mobile homes only when they are ready for occupancy. Mobile home permits are valid for a period of **six (6) months**. It will be the responsibility of the mobile home dealer or owner to assure that the following conditions are met within the allotted six (6) month time frame and that an inspection has been called for:

1. See that all required permits have been obtained and approved prior to placing homes on property. Zoning and setbacks requirements must be met.
2. Have foundation piers in place per manufacturer's instructions or State requirements, whichever is applicable, at a minimum of 2 inches below finished ground level as well as all required tie-downs.
3. Have the water and sewer/septic lines installed.
4. Have electrical service and lines installed (diagram enclosed).
5. Have the steps, landings, and railings installed per code.
6. Have any outside HVAC units installed per current code.
7. Home must be skirted; skirting must be left open at the closest place adjacent to the towing device (tongue) until after approval.
8. Have a copy of the bill of sale/title available.
9. Have a copy of DHEC permits for well and/or septic system or statement from the City Water Department.
10. Yellow decal for Treasurer's Office must be in front window before calling for an inspection.
11. A signed copy of installation certificate must be faxed (803-774-1687) or brought to the Building Department before an inspection will be scheduled.
12. Have copy of moving permit for inspector.
13. Mobile home must be installed by Licensed Installer.

NOTE: Towing devices permanently welded to the frame or which is part of the frame does not have to be removed if the mobile home is located outside of the Sumter City Limits. However, if the towing device is bolted and/or spot-welded to the frame so that it can be removed, it must be removed before electrical power is approved.

It shall be the responsibility of the housing dealer or owner to hire only qualified contractors and insure that the work conforms to the requirements of the applicable codes of the City/County and State of South Carolina laws.

Please call (803) 774-1634 when ready for inspection. You must give 24 hour notice for inspection. When you call give the receptionist the address of the mobile home and the permit number, if possible. Someone must be at the home at time of inspection.

ADDITIONS TO MANUFACTURED HOME POLICY LETTER

The Building Inspections Department has inspected numerous additions to Manufactured Housing commonly known as Mobile Homes. During these inspections it has been uncovered that the Manufactured Homes have been structurally altered which could have changed the loading characteristics of this engineered structure. Therefore, the Building Inspection Department now requires drawings to be submitted showing how additions are to be erected. Drawings must be dimensioned and drawn upon suitable materials. They shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the International Residential Code 2000 Edition and relevant laws, ordinances, rules and regulations as determined by the Building Official.

As a minimum, the following items must be shown:

1. Site Plan. Must show to scale the size and location of new construction and existing structures on the site, distance from the property line and location of utilities (water, sewer and electrical lines).
2. Footing design. Must show the depth, width, height and any reinforcement to be placed within the footing. (Size and method of reinforcement must be shown if installed).
3. Load bearing foundation walls. Must show the exterior foundation wall in sufficient detail to determine compliance with the Residential Code. This includes anchoring, size, width and construction materials.
4. Exterior wall envelope. Must show the exterior wall in sufficient detail to determine compliance with the Residential Code. This is to include flashing, intersection with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.
5. Modification to the Manufactured home exterior wall (that will become an interior wall of the addition). Show all existing openings and structural elements to be installed (i.e. Headers, girders, jack studs, etc.)

The important factor to keep in mind during this design is that there may not be any additional loads imposed on the existing Manufactured Home. All structural loads must be transferred to the ground through the footings. These drawings must show how you are going to provide for this transfer of all loads. In addition, all other systems installed, i.e., electrical, plumbing, heating and air system, must be installed in accordance with the Residential Code and modifications are required to be shown on drawings submitted.

Two (2) sets of drawings must be submitted with the Residential Building Permit and no work is to be started until the drawings have been reviewed and permits issued.

19-425.43. Used Manufactured Home Minimum Habitability Requirements

- (A) Scope and Applicability. No person or retail dealer shall sell to a consumer for occupancy any used manufactured home to be used for the purpose of living, sleeping, cooking, or eating therein, which does not comply with the following requirements. Any home meeting the standards for habitability of this Section may be placed for occupancy throughout the State. No additional regulation or standard may be enforced with regard to the condition or repair of the home.
- (B) Facilities Required.
- (1) Sanitary facilities. Every Manufactured home shall contain not less than a kitchen sink, lavatory, tub or shower, and a water closet all in good working condition and properly connected to an approved water and sewer system. Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good sanitary working condition free from defects, leaks, and obstructions.
 - (2) Hot and cold water supply. Every manufactured home shall have connected to the kitchen sink, lavatory, and tub or shower an adequate supply of both cold water and hot water. All water shall be supplied through an approved distribution system connected to a portable water supply.
 - (3) Water heating facilities. Every manufactured home shall have water heating facilities which are properly installed and maintained in a safe and good working condition, and are capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory basin, bathtub or shower at a temperature of not less than 120 degrees Fahrenheit.
 - (4) Heating Facilities. Every manufactured home shall have heating facilities which are properly installed and maintained in safe and good working condition, and are capable of safely and adequately heating all habitable rooms, and bathrooms. Where a central heating system is not provided, each manufactured home shall be provided with facilities whereby heating appliances may be connected. Unvented fuel burning heaters shall be prohibited except for gas heaters listed for unvented use and the total input rating of the unvented heaters is less than 30 BTU per hour per cubic foot of room content. Unvented fuel burning heaters shall be prohibited in bedrooms.
 - (5) Cooking and heating equipment. All cooking and heating equipment and facilities shall be installed in accordance with the Federal Manufactured Home Construction and Safety Standards and shall be maintained in a safe and good working condition. Portable cooking equipment employing flame is prohibited.
 - (6) Smoke detector. Every manufactured home shall be provided with an approved listed smoke detector, installed in accordance with the manufacturer's recommendations and listing. When activated, the detector shall provide an audible alarm.
 - (7) Windows. Every habitable room excluding bathrooms, kitchens and hallways, shall have at least one window or skylight facing directly to the outdoors.

- (8) Ventilation. Every habitable room shall have at least one window or skylight which can be easily opened, or such other device as will adequately ventilate the room.
- (9) Electric service. Where there is electric service available to the manufactured home, every habitable room or space shall contain at least two separate and remote convenience outlets and bedrooms shall have, on addition, at least one wall switch controlled ceiling or wall type light fixture. In kitchens, three separate and remote convenience outlets shall be provided, and a wall or ceiling type light fixture controlled by a wall switch shall be required. Every hall, water closet compartment, bathroom, laundry room or furnace room, shall contain at least one electric fixture. In bathrooms the electric light fixture shall be controlled by a wall switch. In addition to the electric light fixture in every bathroom and laundry room there shall be provided at least one convenience outlet. Any new bathroom outlet shall have ground-fault circuit interrupter protection. Every such outlet shall be properly installed, shall be maintained in good and safe working condition, and shall be connected to the source of electric power in a safe manner.
- (10) Exterior walls. Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers and any other conditions which might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the manufactured home.
- (11) Roof. Roofs shall be structurally sound and maintained in a safe manner and have no defects which might admit rain or cause dampness in the walls or interior portion of the home.
- (12) Window sash. Window sash shall be properly fitted and weather tight within the window frame.
- (13) Interior floors, walls and ceiling. Every floor, interior wall and ceiling shall be substantially rodent proof, shall be kept in sound condition and good repair and shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon. Every toilet, bathroom and kitchen floor surface shall be maintained so as to be substantially imperious to water.
- (14) Structural supports. Every structural element of the dwelling shall be maintained structurally sound and show no evidence of deterioration which would render it incapable of carrying normal loads.
- (15) Dangerous structures. An manufactured home which shall be found to have any of the following defects shall be red-tagged and deemed unfit for human habitation, and shall be so designated by the placement of a red tag on the home by the State Inspector. Placement of the red tag means that the

manufactured home cannot be sold unless and until repairs are completed and the home is brought back into compliance with this section of the regulations.

- (a) One which is so damaged, decayed, dilapidated, unsanitary, unsafe or vermin-infested that it creates hazard to the health or safety of the occupants or the public.
 - (b) One which lacks illumination, ventilation or sanitation facilities adequate to protect the health or safety of the occupants or the public.
- (16) Removal of red tag. The red tag can only be removed by an employee of the South Carolina Manufactured Housing Board, after inspection and verification that repairs have been completed. Removal of red tag by any licensee prior to this verification could result in license revocation or suspension by the South Carolina Manufactured Housing Board.