



**Mobile Home Moving Application**

- New/used home in the county: Form 400 & Sales agreement or Title, Plat/Site plan, and septic/sewer info (moving permit & tax receipt from another county if applicable)
- Move within the County: Title, Plat/Site plan, and septic/sewer info. Previous & current taxes must be paid.
- Moving out of County: Title, Future site address and County, Previous & Current taxes must be paid. (advanced taxes must be paid if applicable)

Septic information will consist of a Permit to Construct or Permit to Operate from DHEC. That form must be no more than 5 years old. If the Septic is existing, an as built letter & drawing will be required from a licensed Septic installer and must be no more than 1-year old.

The plat/site plan must show the proposed home location with how far it is from each property line, septic/sewer location, and well location. It must also show any easements, right of ways, etc

**\*Encroachment Permit is required from Berkeley County Roads & Bridges for all County Maintain Roads or SC DOT encroachment permit for all State Maintain Roads. Encroachment Permits are required prior to accepting any Mobile Home permit applications.**

Type of Moving Permit:  New Set up in the County  Move within the County  Moving out of County

Applicant Name/Contractor: \_\_\_\_\_

Moving Company: \_\_\_\_\_ SCLLR #: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

***Mobile Home information***

Current Site Address: \_\_\_\_\_

Current County: \_\_\_\_\_ TMS: \_\_\_\_\_

Future Site Address: \_\_\_\_\_

Future County: \_\_\_\_\_ TMS: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_

**NOTICE: IF YOU ARE BUILDING OR RE-ATTACHING A DECK/PORCH OTHER THAN A STANDARD 4X4, A DECK/PORCH PERMIT WILL BE REQUIRED.**

**Flood Zone information:** If the parcel is in a flood zone, a flood elevation certificate may be required prior to final inspection. If project is in the Santee Breach Area, we will be unable to issue a permit until Santee Cooper provides us your elevation certificate.

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 permitting clerk for a list of inspections. You must begin work within 6 months from the date of issuance. If you cannot begin work, please call the permitting department at 843-719-4292 to request a 1-time extension. If you have begun work and are unable to call in for an inspection within 6 months, you will need to call 843-719-4220 and request for a site visit.

Pursuant to Title 40, Chapter 29, 40-29-340, Code of Laws of SC, no person may sell or offer for sale a manufactured home after June 15, 1976, unless its components, systems, and appliances meet the criteria of compliance with the construction & Safety Standard Ace and have been properly certified by the department of Housing & Urban Development

Please 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 & Safety Standards Act, has been built prior to 1976, or the home is not Wind Zone II unit, the home will not be allowed to remain in Berkeley County. Any fees paid for the set-up permit or decal is/are non-refundable.

Applicant Signature: \_\_\_\_\_ Email: \_\_\_\_\_

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