

Quick Guide to Moving/Registering a Mobile Home in Marlboro County

MOVING A MOBILE HOME:

INTO Marlboro County from another County or State:

Any mobile home manufactured after July 15, 1976 can be moved into Marlboro County **after a moving permit has been purchased** from the County it is moving from.

INSIDE Marlboro County:

Any age mobile home can be moved from one site to another within the County **after a moving permit has been purchased** from Marlboro County. If the home was manufactured after July 15, 1976, you must provide proof of the home being located in the County *and* registered for the last 5 years.

PURCHASING A MOVING PERMIT (Valid for 30 days):

- \$50.00 Cash, Check or Credit Card
- Proof of ownership (title or bill of sale)
- Tax receipt for the past year (and an advance tax receipt for current year if home will be moved out of Marlboro County)
- Present address and future address
- Tax Map Number if future location is within Marlboro County

- ✓ Home must be registered **within 15 business days of moving**
- ✓ Home does NOT have to be ready for inspection before registering. **REGISTER FIRST, PREPARE FOR INSPECTION SECOND.**
- ✓ If you have a previous mobile home on your lot when registering a new mobile home, the old mobile home must be removed from your property before lights can be restored on the new mobile home.
- ✓ You will request an inspection after registering. After passing inspection, electricity will be approved for the home.
- ✓ **TWO HOMES CANNOT BE JOINED TOGETHER TO MAKE ONE**
- ✓ **MINIMUM LOT SIZE IS 10,000 SQ. FT. PER MOBILE HOME**

REGISTERING A MOBILE HOME:

- \$165 for Singlewide / \$210 for Doublewide + \$205 Solid Waste Fee (prorated after January)
- Moving Permit
- Tax receipt for past year
- Proof of ownership (title or bill of sale)
- Lien holder's name and address
- Address/Tax Map # of mobile home's location
- Septic tank permit (if new septic tank)
- Photocopy of mobile home contractor's SC license signed and dated by contractor OR copy of dealer's retail license if dealer sets up a home

OWNERSHIP CHANGE ONLY (Home staying at same location):

\$60 ; Tax receipt for past year ; Proof of ownership (title or bill of sale) ; Lienholder's name and address ; Address and Tax Map Number of mobile home's location.

MOBILE HOME INSPECTION CHECKLIST FOR PERMANENT ELECTRICITY

General requirements:

- Approved lot size – 10,000 sq. ft. per mobile home
- Must be properly tied down by a SC licensed mobile home contractor
- Must be underpinned with sections left open at ends and center for inspector to see under home
- Must have septic tank / drain fields approved and covered
- All 90 degree turns in sewer lines must have a clean out and be properly supported every 4 ft. CANNOT MIX BLACK AND WHITE SEWER LINES
- Smoke alarms must be useable and located where originally placed by mobile home manufacturer. Recommendation: smoke alarms in each bedroom and in hall outside bedrooms
- Chassis must be grounded (copper wire running along conduit from breaker box inside home through the floor and is attached through the frame – not a separate ground)
- Must have power lines installed from home to the meter base (minimum clearance for service lines is 12 ft)
- Switches in the electrical boxes must be labeled
- All holes in the electrical boxes larger than ½ inch in diameter must be closed
- Meter base must be properly grounded (at the meter socket)– **two ground rods, at least six feet apart – connected by one continuous conductor. Rods must be identifiable during inspection.**
- Must have mobile home decal visible in from window
- 911 assigned address must be visible at the street/driveway entrance to home and visible from both directions. Address numbers must be no fewer than 4 inches in height with a line thickness of at least ½” wide and reflective material is preferred. If the home is greater than 50 ft. from the street or within a group of homes, the address must also be placed on the home. 2018 IRC Chapter 3 R319.1 Address Identification**

Step requirements (diagram to follow):

- Steps are to have a max riser of 7 ¾” and a minimum depth of 10”. **Each step must be the same distance apart and same depth**
- Steps must have a 3’ x 3’ landing at the top. The landing must be level with the house’s floor level or no more than 1 1/2” below the house’s floor level at the door.
- Steps must be stabilized and free-standing
- Steps must have guard rails on both sides with spindles spaced for 4” clearance maximum. Guard rails must be at least 34” but not more than 38” in height.
- All handrails shall be continuous the full length of the stairs and have a grasping surface with a circular cross sectional dimension of 1 ¼ inches minimum to 2 5/8 inches maximum (see diagram. Not a 2x4 board)
- Ground at the bottom of the steps must be level and flat and the step must have the same riser as the other steps.

Habitability requirements:

- Home has no major defects, damage or deterioration
- Exterior doors and windows are in place and free from breaks
- Plumbing, heating and electrical systems are in safe working order
- Roof, floors and walls have no holes, breaks, loose or rotting boards
- Home has a kitchen sink, lavatory, tub or shower and a toilet properly connected to an approved system. Plumbing fixtures and pipes are free from defects.
- Home has hot and cold water supply
- Home has heating/cooling system installed
- Cooking equipment installed according to Federal Manufactured Home Construction and Safety Standards

****A fee of \$25 will be charged for the first re-inspection, \$50 for the 2nd and \$100 for the 3rd and any subsequent re-inspections****

Manufactured Home Stairs & Landing Requirements

Steps and landings are required at all outside entrances including patio doors and must be in place before inspection. Stairs and landings must be constructed meeting the requirements of the current adopted edition of the International Residential Code (IRC). Post must be securely anchored in ground with concrete or other approved means.

LANDINGS

A minimum 3ft x 3ft landing is required on each side of an egress door. The floor or landing shall not be more than 1 ½ inches lower than the top of the threshold. For doors other than the required egress door, the floor or landing can be up to 7 ¾ inches below the top of the threshold if the door, other than a screen door, does not swing over the landing.

STEPS

Risers shall be 7 ¾ inches maximum in height and the tread depth shall be a minimum of 10 inches. A nosing not less than ¾ inches and not more than 1 ¼ inches shall be provided on all stairs with solid risers. The tread depth is measured horizontally from nosing to nosing.

GUARDRAILS

Steps must have guard rails on both sides with spindles spaced for 4" clearance maximum. Guard rails must be at least 34" but not more than 38" in height.

HANDRAILS

Handrails having minimum and maximum heights of 30 inches and 38 inches, respectively, measured vertically from the nosing of treads shall be provided on at least one side of the of stairways of four (4) or more risers. All handrails shall be continuous the full length of the stairs and have a grasping surface with a circular cross sectional dimension of 1 ¼ inches minimum to 2 5/8 inches maximum.

Note: all wood and wood components in contact with the ground and where exposed to weathering conditions must be treat for such use.

