Permit Requirements For:

Mobile Home

1. Mobile Home Application
2. Tax sticker from Tax Assessors Office
3. Site Plan drawn to an engineer or architect scale showing property lines, new structures & existing structures
4. Sewer or Septic Receipt (If you are using an existing septic tank, complete the existing septic form in our office)
5. Property Owner Authorization (notarized or witnessed) or Lease Agreement ***If you are not the Property Owner***
FLOOD ZONE __________________ PERMIT# __________________
BFE __________________
PANEL# __________________
APPROVED BY __________________

HORRY COUNTY CODE ENFORCEMENT
MOBILE HOME PERMIT APPLICATION

DATE __________________ TELEPHONE# __________________

NAME __________________

MAILING ADDRESS __________________

911 ADDRESS __________________

SUBDIVISION __________________ LOT# ____________

MOBILE HOME STICKER# __________________ TMS# ____________

DIST 61 FIRE IMPACT# __________________ VALUE $ ____________

ADDITION(s) ____________ SQ FT DECK(s) ____________ SQ FT

( ) Sewer or Septic Approval

( ) Replacing/Existing Septic Approval

Fees Collected:

MH
Plan Review
Add/Alter
Zoning Fees
Fire Impact Fees
$ Total Fees

Permit Issued By __________________ Signature __________________
Date __________________ Owner ( ) Agent ( )

Please print name __________________

*** BUILDING PERMIT FEES ARE NOT TRANSFERABLE OR REFUNDABLE ***
Example

Screen Room

Site Plan Example:
AFIDAVIT
ELECTRICAL AUTHORIZATION
FOR A PREVIOUSLY OCCUPIED RESIDENTIAL SITE

NAME

TELEPHONE

RESS

PROPOSED USAGE

s#

Exact directions to this property are:


do hereby warrant, represent, and certify that this site has a waste disposal system which is not defective and which is adequate and functioning properly. I further certify that I agree and understand that if at any time Horry County, the Horry County Health Department or any other agency having jurisdiction thereof, determines that the waste disposal system at this site is inadequate, defective or is not functioning properly, then such determination will be grounds for Horry County to revoke its permit and to order a cessation of use of the property until an adequate waste disposal system is installed and approved by the appropriate agency.

I hereby grant permission to the Horry County Building Inspection Department or Health Department officials to visit this site, at reasonable hours, for the purpose of inspection or inspection or evaluation if such agency or department deems same necessary in its sole discretion.

I further certify and represent that no agent, servant, or employee of Horry County has made any representation to me concerning the adequacy of the waste disposal system now located upon the site. I understand that there is a possibility that the system may have malfunctions and may need repairs and I agree to repair same when the need arises. In consideration of Horry County issuing a permit, I hereby release Horry County, its agencies or employees from and against any claims of any kind or nature arising directly or indirectly from the use of the waste disposal system located upon the site or any matters that may arise there from.

The above statement is given under oath with all penalties of law related thereto.

________________________________________  ______________________
Signature                                      Date

"SWORN to before me this

__________ day of ________, 20___

__________________________ (L.S.)
Notary Public for South Carolina

My Commission Expires: ___________________________
Property Owner

Letter of Authorization

Date:

I, _______________________________ Authorize _______________________________ Person obtaining permit

To obtain a building permit from HC Code Enforcement for _______________________________ Type of work

On behalf of myself or agency for property located at:

______________________________ _______________________________

_______________________________________________________________ will be responsible for the work listed.

(Print—Property Owner or Licensed Contractor Name)

_______________________________________________________________

Property Owner / HOA Rep Signature

Date

Telephone Number

Sworn before me this __________ day of __________, ______ (OR)

Witnessed By:

Notary of South Carolina

My Commission Expires

Witnesses Signature
**MOBILE HOME PERMITTING CHECKLIST.**

- **Inspection Fees:** $150 for the first two trips and $25 for each additional trip thereafter. All fees must be paid prior to inspecting. Checks are made payable to Horry County.

- You must have a final septic tank approval from your local health dept. or a sewer receipt from the sewer Co. (sewer sticker must be on meter base prior to inspecting). If you have an existing septic system you may sign an affidavit in this office.

- You must have a tax sticker from the H C assessors office. (Even if you are just relocating the MH (you need your title, form 400, or form 100/500 with complete MH description to purchase sticker)). Located at room 1009 (843) 915-5041 FEE $5-10 bring your sticker receipt with you to pay your fees.

- If your manufactured home is located in a flood zone area you must have your first floor elevation certificate prior to calling for an inspection. It must include lowest elevation of HVAC and/or duct work must be above base flood.

- You must have M C zoning approval. Room 1009 (843) 915-5480 the $25 fee is paid in the code enforcement department prior to permitting.

- You must have 911 address from the addressing dept room 1009 (843) 915-5345 and it must be visible on the property.

1. Make sure the manufactured home is ready for inspection prior to calling: (843) 915-5041

2. Septic tanks must be sealed. If it's an existing system, all four corners must be uncovered.

3. If you are installing a central air unit, you must have a disconnect switch in sight of the unit. The unit must be connected.

4. Manufactured homes constructed after 1/1/94 must be wind zone II.

5. MH service equipment shall be readily accessible & shall be located in sight from & not more than 30' from the exterior wall of the MH (cannot be mounted onto MH) & located not less than 2' above the finished grade or working platform.

6. Blocking:
   - New manufactured home piers and tie downs shall be located in accordance with the manufactured home installation instructions, which should be located with the permit at time of inspection.
   - Used manufactured home piers less than forty (40) inches in height shall be constructed of open closed cell 7/8 x 7/8 x 7/8 concrete blocks. The piers shall be covered with a 7/8 x 7/8 x 7/8 wood or concrete cap. Piers between forty (40) and eighty (80) inches in height and all corner piers over three (3) blocks high shall be double blocked with blocks interlocked and capped with 4 x 16 x 10 solid concrete block or equivalent. All piers shall be constructed on footings of solid concrete not less than 14 x 16 x 14. Piers for single section homes are to be placed under each longitudinal main frame member not to exceed 8' on center spacing for homes that are 14' wide or less and 6' on center for homes that are over 14' wide. Piers for multi section homes are to be placed under each longitudinal main frame member not to exceed 6' on center spacing. For used multi section homes, piers are to be placed under the center marriage line within one foot at each end, under ridge beam support columns, and under both sides of openings at the marriage line greater than 12. For all homes, exterior doors shall have piers directly under both sides of the door openings.

7. All water lines shall have a minimum of 12" ground cover and insulated where subject to freezing.

8. New manufactured homes must be tied down to manufacture regulations and used homes as follow:

<table>
<thead>
<tr>
<th>Length of Used Manufactured Home</th>
<th>Up to 40'</th>
<th>41' to 60'</th>
<th>61' to 80'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagonal Ties Per Side</td>
<td>4</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Over the Roof Ties</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Minimum Number of Anchors</td>
<td>8</td>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

**Note:**
- Used manufactured homes must be tied down to the regulations as per the manufacturer's instructions.
- All manufactured homes must be tied down to ensure safety and compliance with building codes.
- The table above provides the minimum requirements for tying down used manufactured homes.
- For new manufactured homes, the requirements are different and should be checked with the appropriate building codes or regulations.

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**Edit Note:**
- This checklist includes all the necessary steps and checks required for the permitting process of manufactured homes in Horry County.
- It emphasizes the importance of initial inspections, proper installation, and adherence to zoning and safety regulations.
- The inclusion of tables and sub-points provides a clear and detailed guide for applicants.

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**Conclusion:**
- The checklist is comprehensive and ensures that all aspects of the permitting process are covered.
- It serves as a valuable resource for applicants seeking to construct or relocate manufactured homes in the area.
- The detailed instructions and specific regulations make it easier for applicants to understand and comply with the requirements.
MOBILE HOME
SET-UP DIAGRAM & PERMITTING REQUIREMENTS

THE HEIGHT OF THE SERVICE CABLE FROM THE BOTTOM OF THE DRAIN LOOP TO THE GROUND MUST BE A MINIMUM OF 12" OVER RESIDENTIAL PROPERTIES AND DRIVEWAYS.

HORRY CO-OP WILL ACCEPT RIGID METAL CONDUIT OR RIGID ELECTRICAL PVC SCHEDULE 80. SANTEE COOPER WILL ACCEPT RIGID METAL CONDUIT OR RIGID ELECTRICAL PVC SCHEDULE 80.

CP&L WILL ONLY ACCEPT RIGID METAL CONDUIT.

SERVICE ENTRANCE EQUIPMENT CONSISTING OF A MAIN BREAKER AND BRANCH CIRCUIT PROTECTION.

BREAKER OR FUSE BOX WITH PROTECTION COORDINATED WITH WIRE SIZE.

1. MUST USE AN APPROVED 2-HOLE STRAP ON ALL CONDUITS.
2. RIGID METAL CONDUIT OR ELECTRICAL PVC SCHEDULE 80.
3. BOND WIRE: #4 AL OR #6 COPPER.
4. DIRECT BURIAL CABLE OF 2/4 MINIMUM Depth. LEAVE THE DITCH OPEN.
5. COPPERWELD GROUNDING ELECTRODE (GROUND ROD) ITEM 10, MINIMUM SIZE: 1/4" X 10'.
6. IF CONDUIT IS NOT CONTINUOUS, DIRECT BURIAL CABLE MUST BE USED. WIRE SIZE MUST BE COORDINATED WITH SERVICE ENTRANCE EQUIPMENT. IF CONDUIT IS CONTINUOUS, AN 18" COVER IS REQUIRED OR COMPLY WITH THE CURRENT APPLICABLE CODE.

SANTEE COOPER AND HORRY ELECTRIC WILL NOT ALLOW THE GROUNDING ELECTRODE CONDUCTOR TO PASS THROUGH THE DISCONNECT (5) TO THE GROUNDING ELECTRODE (10). THE GROUNDING ELECTRODE CONDUCTOR MUST ORIGINATE IN THE METER BASE (12) AND MUST GO (UNBROKEN) TO THE GROUNDING ELECTRODE (10).

AN APPROVED ACORN GROUND CLAMP MUST BE USED TO FIT THE GROUNDING ELECTRODE AND THE GROUNDING ELECTRODE CONDUCTOR. THE GROUNDING ELECTRODE CONDUCTOR MUST BE ENCLOSED IN A JACKET OF AT LEAST 3/4 DIAMETER CONDUIT OR ELECTRICAL METALLIC TUBING FROM THE METER BASE TO THE GROUND. EMT MUST BE BONDED ON BOTH ENDS IF USED.

ALL KNOCK OUT OPENINGS MUST HAVE APPROVED COVERS.

CONDUCTOR SIZES:
200 AMPS - 2/0 CU OR 4/0 AL
150 AMPS - #4 CU OR 2/0 AL
100 AMPS - #4 CU OR 2/0 AL

GROUNDING ELECTRODE CONDUCTOR SIZES:
#4 CU
#6 CU
#8 CU

BOND WIRE MUST COME FROM THE PANEL IN THE MH TO THE GROUNDING ELECTRODE OR DISCONNECT BOX.

ALL SERVICES MUST BE 4 TO 8 FEET AND MUST HAVE A DISCONNECT BOX AND MUST BE A 24" MINIMUM FROM THE FINISHED GRADE TO THE BOTTOM OF THE DISCONNECT.

THE SERVICE MUST BE WITHIN 30 FT. OF MOBILE HOME, BUT CANNOT BE MOUNTED TO MOBILE HOME.
MOBILE HOME
UNDERGROUND SET-UP DIAGRAM & PERMITTING REQUIREMENTS

1. GROUND ROD SIZE 1/2" x 10' COPPERWELD BURIED BELOW FINISHED GRADE.
2. GROUND ROD CLAMP UL APPROVED.
3. GROUNDING ELECTRODE CONDUCTOR SIZE NO.8 COPPER (MIN.) IN 1/2" CONDUIT.
4. SERVICE DISCONNECT, AS REQUIRED, AND APPROVED FOR LOCATION FOR A SINGLE INSTALLATION, THE DISCONNECT SHALL BE INSTALLED EITHER BELOW OR TO THE RIGHT ON SANTÉE COPPER OR TO THE LEFT ON HARRY ELECTRIC OF THE METER BASE ONLY. A SERVICE DISCONNECT IS REQUIRED FOR EACH SOCKET AT INITIAL INSTALLATION OF ANY MULTI-GANG METER SOCKET.
5. METER SOCKETS USE ONLY SERVICE COMPANY SUPPLIED ONLY. EACH METER SOCKET SHALL PERMANENTLY AND ACCURATELY IDENTIFY THE UNIT BEING SERVICED.
6. CONDUIT, PVC, SCHEDULE 40 OR SCHEDULE 80: (PER LOCAL JURISDICTION 2" REQUIRED FOR SINGLE SOCKET, 3" REQUIRED FOR 2 THROUGH 6 GANG SOCKETS.
7. ELBOW, PVC, SIZED ACCORDINGLY FOR SERVICE LATERAL.
8. REFER TO NEC FOR WIRE AND CONDUIT SIZE.
9. ADEQUATE WEATHERPROOF STRUCTURE TO SUPPORT METER INSTALLATION. MINIMUM TREATED 4 X 4" POSTS REQUIRED.
10. SANTÉE COPPER AND HARRY ELECTRIC WILL NOT ALLOW THE GROUNDING ELECTRODE CONDUCTOR TO PASS THROUGH THE DISCONNECT (3) TO THE GROUNDING ELECTRODE (1). THE GROUNDING ELECTRODE CONDUCTOR MUST ORIGINATE IN THE METER BASE (5) AND MUST GO (UNBROKEN) TO THE GROUNDING ELECTRODE (1).
11. AN APPROVED ACORN GROUND CLAMP MUST BE USED TO FIT THE GROUNDING ELECTRODE AND THE GROUNDING ELECTRODE CONDUCTOR. THE GROUNDING ELECTRODE CONDUCTOR MUST BE ENCLOSSED IN A JACKET OF AT LEAST 3/4" DIAMETER CONDUIT OR ELECTRICAL METALLIC TUBING FROM THE METER BASE TO THE GROUND. EMT MUST BE BONDED ON BOTH ENDS IF USED.
12. ALL KNOCK OUT OPENINGS MUST HAVE APPROVED COVERS.

CONDUCTOR SIZES:
200 Amps - #2/0 CU OR 4/0 AL
150 Amps - #4 CU OR 2/0 AL
100 Amps - #4 CU OR #2 AL

GROUNDING ELECTRODE CONDUCTOR SIZES:
#4 CU
#6 CU
#8 CU

13. BOND WIRE MUST COME FROM THE PANEL IN THE MH TO THE GROUNDING ELECTRODE OR DISCONNECT BOX.
14. ALL METER BASES MUST BE 4 TO 6 FEET ABOVE GRADE AND MUST HAVE A DISCONNECT BOX AT LEAST 24" MINIMUM FROM THE FINISHED GRADE.
15. DISCONNECT MUST BE A MINIMUM 24" FROM GRADE.
16. THE SERVICE MUST BE WITHIN 30 FT. OF MOBILE HOME, BUT CANNOT BE MOUNTED TO MOBILE HOME.