

Q. The home I'm purchasing was de-titled. What does that mean and what additional information is needed to register the home?

Due to the complexity of de-titled manufactured homes, it is best to speak to a Permitting Technician or to the Tax Assessor's Office regarding your unique situation. Information regarding de-titling can also be found by visiting SCDMV @ <http://scdmvonline.com>

Q. What are the fees associated with registering and moving a mobile home?

- \$5.00 Decal Fee
- \$5.00 Moving Permit
- Set-Up fees are based on base unit price or purchase value of home – a Permit Technician can assist you in determining the total set-up fees.

Q. How do I get a mobile home inspection?

Call Building Codes Office at: 864.898.5950
(Reference the assigned Permit Number)

For Registration Questions
Pickens County Tax Assessor's Office
864-898-5872

*The Tax Assessor's "Mobile Home Registration and Tax Clearance Form" will be provided to you by a Permitting Technician

For Septic Tank Permitting Questions
SC Department of Health and Environmental Control
(Greenville Regional Office)
864-372-3273

DEPARTMENT CONTACT INFORMATION

PERMITTING and INSPECTION REQUEST
864.898.5950

Missy Mauldin
Permit Technician
864.898.5950

Jordan Lee
Permit Technician
864.898.5950

Joey Aiken, CBO
Building Official
864.898.5952

Pam Gray
Addressing
864.898.5960

Business Hours:
8:00 a.m. to 5:00 p.m.,
Monday – Friday

Department of Community Development
222 McDaniel Avenue, B-10
Pickens, SC 29671
Phone: 864-898-5950

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THE MANUFACTURED HOME REGISTRATION AND SET-UP PROCESS



www.co.pickens.sc.us

This is a general guide for the manufactured home registration process in Pickens County. For detailed information regarding the process and on the materials required to register and set-up a home, please contact a Building Codes staff member.

Q. I'm buying a new or used mobile home from a dealer's lot, what information will I need to register the home?

- Form 500 (Manufactured Home Purchase Agreement) or bill of sale, and;
- SC Department of Motor Vehicles Form 400 (Application for Title); or title in new owners name if applicable.
- Installer's License #
- Property Information
Tax Assessor Parcel Number for setup location – owner's name in record must match name on form 400 or title, if different, then;
 1. Provide notarized letter from property owner allowing siting of the home, and/or;
 2. Copy of Lease Agreement or Lot Agreement
- Approval for a new septic tank permit from SC DHEC, copy of existing septic tank permit from SC DHEC, letter verifying the existence of a working septic system from a SC licensed Septic Tank Installer, or, if on public sewer, letter from appropriate public sewer authority
- Verification of your address by the Pickens County E911 office
- Tax Assessor's "Mobile Home Registration and Tax Clearance Form" *

You will be issued a Decal Permit and Set-up Permit

Q. I'm moving a manufactured home into Pickens County from another county, what information will I need to register the home?

- Certificate of Title (in new owner's name), and;
- Bill of Sale or recorded Contract of Sale

- Paid tax receipt from previous county
- Moving permit from previous county
- Installer's License #
- Property Information
Tax Assessor Parcel Number for setup location – owner's name in record must match name on the title and bill of sale, if different, then;
 1. Provide notarized letter from property owner allowing siting of the home, and/or;
 2. Copy of Lease Agreement or Lot Agreement
- Approval for a new septic tank permit from SC DHEC, copy of existing septic tank permit from SC DHEC, letter verifying the existence of a working septic system from a SC licensed Septic Tank Installer, or, if on public sewer, letter from appropriate public sewer authority
- Verification of your address by the Pickens County E911 office
- Tax Assessor's "Mobile Home Registration and Tax Clearance Form" *

You will be issued a Decal Permit and Set-up Permit

Q. What year manufactured home can I move into Pickens County?

- Only homes manufactured in 1976 or later are allowed to be moved into Pickens County.

Q. I'm buying a home from an individual in Pickens County and it is not moving, what information will I need to register the home?

- Certificate of Title (in new owner's name), and;
- Bill of Sale or recorded Contract of Sale
- Property Information
Tax Assessor Parcel Number for existing location – owner's name in record must match name on the title and bill of sale, if different, then;
 1. Provide notarized letter from property owner allowing siting of the home, and/or;
 2. Copy of Lease Agreement or Lot Agreement

- Tax Assessor's "Mobile Home Registration and Tax Clearance Form" *

You will be issued a Decal Permit

If the home is being moved to another location in Pickens County (new or same owner), you will also need:

- Installer's License #/Mover's Info
- Property Information
Tax Assessor Parcel Number for new setup location – owner's name in record must match name on the title and bill of sale, if different, then;
 1. Provide notarized letter from property owner allowing siting of the home, and;
 2. Copy of Lease Agreement or Lot Agreement
- Approval for a new septic tank permit from SC DHEC, copy of existing septic tank permit from SC DHEC, letter verifying the existence of a working septic system from a SC licensed Septic Tank Installer, or, if on public sewer, letter from appropriate public sewer authority
- Verification of your address by the Pickens County E911 office
- Tax Assessor's "Mobile Home Registration and Tax Clearance Form" *

You will be issued a Moving Permit, Decal Permit, and Set-Up Permit

Q. My manufactured home is moving out of Pickens County or is being traded in to a dealer, what information will I need to register the home?

- Proof of ownership of the manufactured home.
- County and Address of where home is being moved to.
- Mover's Info
- Tax Assessor's "Mobile Home Registration and Tax Clearance Form" *

You will be issued a Moving Permit