



**FLORENCE COUNTY
PLANNING & BUILDING INSPECTION DEPARTMENT**

**Zoning Information Required
For
Manufactured Home Permit Application**

1. Address or tax map, block & parcel number of proposed site.
2. **Title or bill of sale** for the manufactured/mobile home.
3. One of the following will be required for **proof of water and sewer services'** availability:
 - Letter of approval from DHEC of new onsite waste water system (septic tank).
 - For an existing onsite waste water system, you will need a notarized letter for the septic tank.
 - Copies of the sewer and water tap receipts if applicant is going to be connected to city sewer and water.
 - If a new well, need a bill of sale from the person or company installing the system.
4. **Approval letter** from the property owner (if applicant is not the property owner), giving you permission to place your home on the property. If you are handling this paperwork for another individual, you will need a notarized letter from that person giving you permission to do so.
5. **Site plan** you will need a plat to complete your site drawing showing how far from the property lines your home will be located.
6. If manufactured home is being brought in to Florence County from another county, copies of the following information will be required:
 - Moving permit from the county from which the home is being moved.
 - Receipt of taxes paid from the county from which the home is being moved.
7. Contractor Information: name, telephone number and license number.

Additional contact information:

DHEC:

Florence Office 843-661-4825
Lake City Office 843-394-8822

Tax Assessor's Office @ 843-665-3056

For moving permits and tax information

DMV @ 803-896-5000

For title or bill of sale information

**518 South Irby Street, Florence SC 29501
843-676-8600 or (Toll free) 866-258-9232 (Fax) 843-676-8667 (Toll Free Fax) 866-259-2068**

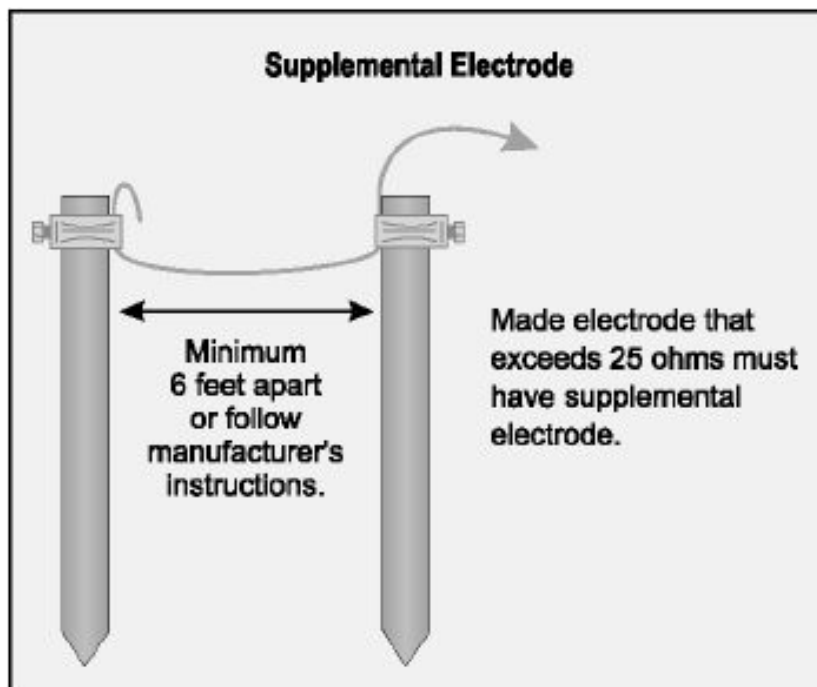
E3608.4 Supplemental Electrode Required

A single rod, pipe, or plate electrode shall be supplemented by an additional electrode of a type specified in Sections E3608.1.2 through E3608.1.6. The supplemental electrode shall be bonded to one of the following:

1. A rod, pipe, or plate electrode.
2. A grounding electrode conductor.
3. A grounded service-entrance conductor.
4. A nonflexible grounded service raceway.
5. A grounded service enclosure.

Where multiple rod, pipe, or plate electrodes are installed to meet the requirements of this section, they shall not be less than 6 feet (1829 mm) apart.

Exception: Where a single rod, pipe, or plate grounding electrode has a resistance to earth of 25 ohms or less, the supplemental electrode shall not be required.





Florence County Planning Department
 518 S. Irby Street
 Florence, SC 29501
 843-676-8600

Manufactured Home Permit Application

Form
MH-2023-02

1. General Information

Property address:

Legal Description: (TMS #):

Mobile home park name:

Lot No:

Valuation (cost):

Year of MBH:

Utility Provider: Duke PDEC SEC

Manufacture Serial No:

Make / Model:

Single wide Double wide Multi-Section

Size:

Color:

No. of Bedrooms

No. of Bathrooms:

Type of water:

Type of Sewer:

Notice of Violation: Have you received a notice of violation or been in contact with any codes enforcement personnel regarding a possible violations at this site? Yes No

2. Property Owner Information

Property Owner Name:

Address:

Telephone:

Email:

3. Permit Holder Information

Applicant:

Address:

Telephone:

Email:

I understand a copy of the Florence County Policy and Procedure for Manufactured Housing Inspection Requirements has been given to me and all information submitted is true and accurate to the best of my knowledge.

Signature:

Date:

4. Contractor Information

Installer/Contractor Company Name:

Telephone:

Address:

ZONING - STAFF USE ONLY

Setbacks:	Zoning Classifications:	Is the Manufactured home being relocated? Yes <input type="checkbox"/> No <input type="checkbox"/>
Front:	Actual front:	If being relocated, where was the previous location or sticker #?
Back:	Actual Back:	Zoing Verified: _____ Date: _____
Left Side:	Actual Left Side:	Does any portion of the parcel touch a flood plain? Yes <input type="checkbox"/> No <input type="checkbox"/>
Right Side:	Actual Right Side:	If more information is required, who is the case officer?
CL, set back	Actual CL setback:	Parcel touching flood plain identified by:



Florence County
 Planning Department
 518 S. Irby Street
 Florence, SC 29501
 843-676-8600

Manufactured/Mobile Home Permit Checklist

Form
 MHPC-2-2023

CHECKLIST

Please obtain these approvals in order to complete the application / registration process.

Note: If you are not the property owner, a letter of authorization (original, signed and notarized) is required from the land property owner.

1. Development Service Center, 843-676-8600

- Application Addressing Verification Water / Sewer Verification
- Bill of Sale or Title for home Payment of Fees Photo ID

DSC Signature:

Date:

- Approved Disapproved Comments:

2. Florence County Zoning Department, 843-676-8600

A. Number of manufactured / mobile homes on the parcel:

B. Was home constructed before June 15, 1976? Yes No

C. Flood Plain Yes No

D. Site Plan Yes No

If manufactured / mobile home is being brought into the Florence County, verification of one or more of the following is required:

- Moving permit from county and/or Receipt of taxes paid from county which home is being moved.

Zoning Signature:

Date:

- Approved Disapproved Comments:

3. Tax Assessor, 843-665-3056 (1st floor, City-County Complex @ 180 N. Irby Street, Florence, SC)

A. Verify Map, Block, Parcel #

B. Verify Property Taxes

C. Confirm number of manufactured houses / mobile homes on parcel

D. Issue License, Moving Permit (if required) and Sticker

E. Provide for New Mobile Homes Title Form 400 Certificate of Origin Contract from Dealer

Used Mobile Homes Title with new owner's name

F. Pay Fees Sticker Moving Permit

Tax Assessor Signature:

Date:

- Approved Disapproved Comments:

4. Applicant / Owner (Call 843-676-8600) to schedule an inspection

Call for an inspection when unit has been setup up with all handrails, landings, guards, skirting, grading, and utility connections have been made and are ready for connection to an electrical utility provider.



Florence County
 Planning Department
 518 S. Irby Street
 Florence, SC 29501
 843-676-8600

Zoning Component

Form ZC-1-2023

TYPE BUILDING / USE	(Check Here)	(INITIALS)
Commercial:		
Residential:		
Mobile Homes		
Single-family occupancy only		
Duplex occupancy only		
Triplex occupancy only		
Four + occupancy only		
Multi-Family:		
Industrial:		
Accessory (must be secondary use):		
Suppose Uses:		
Other:		
Nonconforming Structure/Use:		

*Please give description for categories of Other or Nonconforming Structure / Use:

All applications for a Certificate of Zoning Compliance will be check for location in a Flood Zone.

Initials below	Please read each item below and initial each one that you have read the information.
	This application for a Certificate of Zoning Compliance must be accompanied by an application for a permit from the Division of Building Inspection in order to receive a Certificate of Completion or Occupancy.
	The information provided on this form and the required site plan(s) is accurate and complete to the best of my knowledge.
	I understand that this zoning compliance certificate is specifically for the stated use(s) represented on the site plan and this document.
	I further understand that any proposed changes to the site which are not represented on the currently submitted site plan or zoning compliance form will require a separate zoning compliance certificate form the Florence County Zoning Staff.
	I further understand the information that I have provided is subject to on-site verification by Florence County Building Inspectors.
	If any work described on this form has not begun within one year from the date of issuance, this certificate shall expire.

Print Name:

Signature:

Date:



Florence County

Residential Land Disturbance Notice

Florence County
Engineering Division
518 South Irby Street
Florence, S.C. 29501
Phone (843) 676-8600
Fax (843) 676-8667

Tax Map Number: _____ Date: _____

Project Location: _____

Subdivision Name/Phase: _____ Lot Number: _____ Total Disturbed Area of Lot (AC): _____

Owner/Applicant Name: _____ Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

**Please read and check the following Erosion Prevention and Sediment Control (EPSC) Requirements:
(See Page 2 for Additional Requirements)**

- Erosion Control Measures are to be in place prior to any site work taking place and shall remain in place at all times until the project is completed and approved.
- Install Perimeter Controls for EPSC protection along low spots of the property and along all lower adjacent properties. These controls may include silt fence, earthen or man-made berms, or sediment tubes.
- Contractor shall perform site work in such a manner as to control sedimentation (silt, mud, etc.) from entering streams or being tracked onto roadways. Roads shall be swept daily or as needed. Do not wash/hose the road down.
- Install construction entrance (10'x20'x4" with 2" or larger washed stone) at all entrances/exits. A geotextile fabric placed under the stone is recommended in areas where wetness is anticipated.
- All erosion control measures shall be inspected every 7 calendar days by a CEPSCI certified inspector.
- Construction debris and other waste shall be contained in a dumpster. Chemicals, paints, solvents and other materials shall be stored in an appropriate place to prevent exposure and runoff. Concrete wash water shall be disposed in an area away from surface waters and storm drain systems.
- Prior to the issuance of a Certificate of Occupancy, the lot shall be stabilized either by (1) final stabilization has been achieved on all portions of lot(s) or (2) temporary stabilization including perimeter controls.

Additional Notice (please initial if applicable):

() I understand that if this lot(s) is a part of a larger common plan of development without developer-provided NOI coverage, I must apply for Individual Lot-Notice of Intent (IL-NOI) coverage as required by SCDHEC.

() If I am disturbing over 1 acre of land that is not part of a larger common plan of development, I will obtain an engineer and submit a Notice of Intent to the Florence County Engineering Division and SCDHEC for coverage under the Construction General Permit.

Certification: I hereby certify that all land disturbing activities related to this site shall be accomplished pursuant to the approved plans and the applicable provisions of the Florence County Drainage and Stormwater Management Ordinance. Secondly, I understand and agree to implement required erosion and sediment control measures as described in this document. Thirdly, I grant permission for representatives from Florence County to enter the site to perform inspections. Lastly, I acknowledge that any non-compliance will result in penalties as prescribed in the Ordinance and/or stop work order.

Printed Name

Applicant Signature

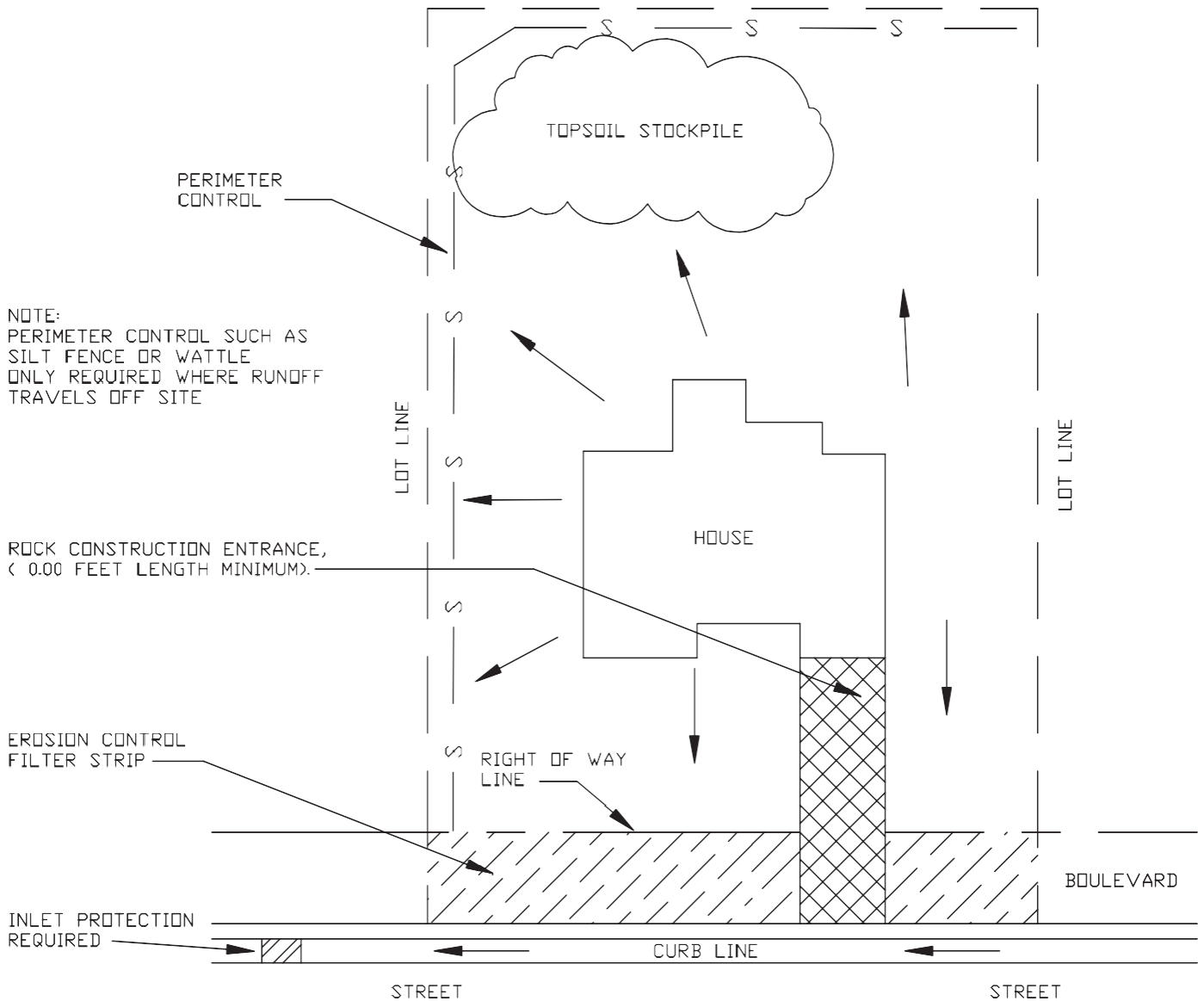
\$25/Lot Application Fee Required. Please make checks payable to Florence County.

TYPICAL SINGLE FAMILY LOT EROSION CONTROL PLAN

THIS IS A TYPICAL LAYOUT OF B.M.P.'S, THAT ARE TO BE UTILIZED ON SINGLE FAMILY HOME CONSTRUCTION. ADDITIONAL B.M.P.'S MAY BE REQUIRED TO MEET STATE AND LOCAL REQUIREMENTS.

ANY SEDIMENT DEPOSITED OFFSITE OR IN THE STREET SHOULD BE REMOVED WITHIN 24 HOURS.

ROCK ENTRANCE, INLET PROTECTION AND PERIMETER CONTROL SHOULD BE INSTALLED PRIOR TO DISTURBING ANY SOIL.



NOTE:
PERIMETER CONTROL SUCH AS SILT FENCE OR WATTLE ONLY REQUIRED WHERE RUNOFF TRAVELS OFF SITE




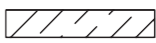

ROCK CONSTRUCTION ENTRANCE, (> 0.00 FEET LENGTH MINIMUM).

EROSION CONTROL FILTER STRIP

INLET PROTECTION REQUIRED

TEMPORARY, OR PERMANENT COVER SHOULD BE ESTABLISHED WITHIN THE FOLLOWING TIME LIMITS.

- SLOPES STEEPER THAN 3:1 (WITHIN 3 DAYS).
- SLOPES FROM 3:1 TO 10:1 (WITHIN 14 DAYS).
- SLOPES LESS THAN 10:1 (WITHIN 21 DAYS).

-  SILT FENCE/WATTLE
-  GRAVEL/ROCK ENTRANCE
-  DIRECTION OF SURFACE RUNOFF
-  GRASS BARRIER STRIP
-  LOT LINE

Chapter 30 – Zoning Ordinance of the Florence County Code

Section 30-94 – Manufactured Housing

Section 30-95 – Mobile Homes

Section 30-311 - Definitions

Section 30-249 - Nonconformities

Sec. 30-94. - Manufactured housing.

- (a) *Setup.* Manufactured housing, where permitted by this chapter, shall prior to the issuance of a certificate of occupancy:
- (1) Be installed in accord with the manufacturer's installation manual. In the absence of such a manual, the home must be installed in accord with the requirements of Section 19-425.39 of the South Carolina Manufactured Housing Board Regulations.
 - (2) Be under skirted around the entire home with brick, masonry, vinyl, or similar materials designed and manufactured for permanent installation.
 - (3) Have installed or constructed and attached firmly to the home and anchored securely to the ground, permanent landing steps at each exterior doorway, in accord with applicable building codes.
 - (4) Have all moving or towing apparatus removed or concealed including hitch, wheels and axles.
 - (5) Be provided with a sanitary sewer system approved by DHEC. Evidence of such approval shall accompany each and every permit request for new placements and installations of a manufactured home; a new or previously occupied home to a new physical location, either in the same parcel or another parcel, for permanent set-up where a home has previously situated.
 - (6) Be served by a separate electric meter. It shall be unlawful for any such home to receive electricity except by use of this separate meter. Any existing home not in compliance with this section upon the effective date of this chapter shall be served by a separate meter within 180 days of the effective date, or be declared by the zoning administrator to be in violation of this chapter, and processed accordingly as provided for in section 30-274.
- It shall be unlawful for any public utility or electrical supplier to connect power to any manufactured home in the absence of all approved permits.
- (b) *Installation.* In order for a permit to be issued to install a manufactured home in Florence County, a photocopy of the current license of installer, transporter, or contractor, issued by the South Carolina Manufactured Housing Board, must be submitted with the application for the permit. If a retail dealer is installing the home, a current photocopy of the retail dealer's license, issued by the South Carolina Manufactured Housing Board, must be submitted with the application for the permit. The installer, transporter, contractor, or dealer may submit an electronic copy of the license, in an acceptable format such as JPEG or PDF, by email in place of a photocopy.

(Ord. No. 33-2006/07, § 3.4, 6-7-07)

Sec. 30-95. - Mobile homes.

Mobile homes constructed before June 15, 1976 shall be permitted, established, or reestablished within the jurisdiction of this ordinance only when the following requirements are met:

- (1) The mobile home must be currently set up and registered with the tax assessor's office or have any taxes from the previous year and the current year paid and must also pay any permits currently due prior to approval of requests to relocate, or if no relocation is required, before a power permit is issued.
- (2) The mobile home must be habitable pursuant to all applicable federal, state, and local law pursuant to Chapter 79 Section 43 of the South Carolina Code of Regulations; a county building inspector will do a basic review of the home for compliance with above standard.

- (3) An applicant must provide acceptable proof to the planning department that the mobile home has been continuously located within Florence County for the past five years based on the tax assessor records or other official records. Based upon accepted, documented hardship, the planning director may allow this time to be reduced to two years.
- (4) The mobile home must meet all applicable federal, state and local zoning and safety standards.
- (5) In order for a permit to be issued to install a mobile home in Florence County, installation shall be in accordance with section 30-94, Manufactured Homes of the Florence County Zoning Ordinance.

(Ord. No. 33-2006/07, § 3.5, 6-7-07; Ord. No. 06-2009/10, § 2, 10-15-09)

Sec. 30-311. - Definitions.

Dwelling, residential designed manufactured home. A single-family dwelling built according to the Federal Manufactured Housing Construction and Safety Standards (Title 24, Code of Federal Regulations [CFR], Part 3280) HUD Code, which:

- (1) Has a minimum width over 25 feet (multiple-section);
- (2) Has a minimum of 1,100 square feet of enclosed living area;
- (3) Has a minimum 2.0:12 roof pitch; and has a type of shingle commonly used in standard residential construction;
- (4) Is covered with an exterior material customarily used on site built homes, including vinyl or aluminum lap siding, wood, masonite, or other materials similar to the exterior siding commonly used in standard residential construction;
- (5) Has an entry landing that conforms to the minimum requirement of the current edition of the South Carolina State Residential Building Code.

Sec. 30-249. - Nonconformities.

- (4) Replacement of nonconforming use. A building permit for the replacement of a nonconforming building or structure where damaged or destroyed must be initiated within eighteen months of the time of the damage or destruction or forfeit the right of replacement. Replacement, if initiated within eighteen months of the time of damage or destruction shall adhere to all applicable requirements of Table III.

Replacement of a nonconforming mobile or manufactured home once removed from a lot or parcel shall be accomplished within eighteen months of removal or forfeit nonconforming status, and if replaced shall not infringe on established setbacks, and shall meet in full the requirements section 30-94 of this chapter. The applicant for a zoning compliance under this section must provide planning department staff with a notarized letter stating that the replacement is occurring within eighteen months of the previous home being removed.

The Zoning staff requires proof of when the old mobile home was removed from the property such as a moving permit to accomplish this letter.

Applicant's Signature: _____

Date: _____



Manufactured Home Inspection Requirements

For new homes:

1. The manufacturer's installation instructions shall be provided for inspection of the setup of the home.
2. All new homes must comply with the new HUD regulations effective January 1, 2009.

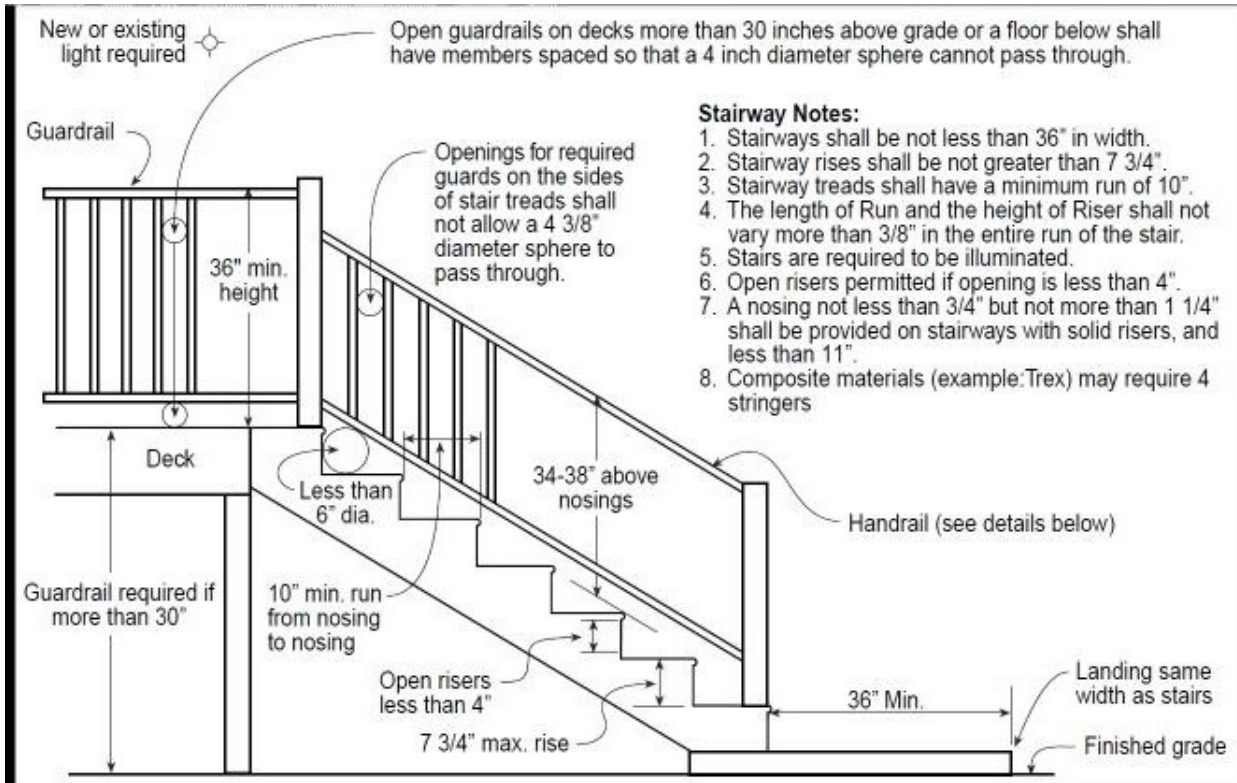
For used homes:

1. When the manufacturers' installation instructions are not provided, the home must be installed in accordance with the South Carolina Manufactured Housing Board's regulations.

For all manufactured homes permitted on and after May 15, 2009, the following policies shall apply.

1. The approved address must be placed on the home at a location that is visible from the street. The numbers shall be a minimum of 4 inches in height and of contrasting color. When the home is more than 50 feet from the road, the address must also be permanently posted at the road.
2. The Florence County Tax Registration "yellow" decal must be installed in a window readily visible from the exterior.
3. The site must slope away from the home or other approved means provided.
4. The manufactured home shall be furnished with steps, landings, handrails and guardrails in compliance with the International Residential Code.
5. The home shall be furnished with a foundation wall or skirting made of materials approved by the building official. The under-floor space must be provided with adequate ventilation. For inspection purposes, a minimum of three skirt panels on each side must be removed prior to inspection. Also, the panel that conceals the frame bonding jumper must be removed prior to inspection.
6. The transporting devices (tongue, hitch, and axels) shall be removed or covered in such a way as to no longer be visible.
7. The dryer exhaust duct must terminate at the exterior of the under-floor space. Rigid metallic piping is required by code; flexible plastic or aluminum duct is not permitted.
8. Water and drain line systems must be complete. Water lines and drain traps must be protected against freezing. PVC and ABS pipe used for drain piping cannot utilize glued cement joints; these joints must be made with mechanical fittings.
9. Electrical work must complete and exposed for inspection.
10. All exterior doors shall have their threshold caulked.
11. Heating units must be installed. Portable means of heat will not be accepted.
12. HVAC condensate and water heater pan and T&P valve must be drain to the exterior of the under-floor space.
13. Minimum setbacks shall be followed in accordance with applicable zoning and building codes.
14. Smoke detectors must be installed inside every bedroom.

Diagrams and IRC codes for assistance with setup and inspections.



R311.7.8.2 Continuity. Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1 1/2 inches (38 mm) between the wall and the handrails.

