



CHEROKEE COUNTY

Building Safety

110 Railroad Ave.
Gaffney, SC 29340

Office 864-487-2561 Fax 864-902-1100



Mobile Home Set-Up Permit Requirements

- If the site address is within the Township of Blacksburg, SC, you must first go to 105 S. Shelby St, Blacksburg, SC and meet with The Blacksburg Town Administrator (Charlene Carter) 864-839-2332 to receive an approval document That must be brought to our office before issuance of the permit .
- A completed Mobile Home application.
- If a new address, an address letter from the addressing department verifying the correct site address must be submitted. (Lori Kidd) 864-902-2250
- If the permit is being obtained by the property owner, and this is the primary residence of the owner (Not a Rental), a properly filed and recorded Disclosure Statement must be submitted. A Disclosure Statement is not needed for a Dealer, or anyone who is a Mobile Home Set-up Contractor, obtaining the set-up permit. However, if the home is being set-up by a Mobile Home Set-up Contractor, then the electrical, plumbing, and mechanical permits must be pulled by a properly license contractor.
- If MH is a rental, a Residential Builder or a Mobile Home Contractor can pull the complete set-up permit.
- Curb Cut Approval and/or driveway pipe installation is required before the first inspection. If the site is on a County Road, please contact Heath from Roads and Bridges, at 864-487-2536, if the site is on a State Hwy, please contact Kathy Blanton from SCDOT at 864-489-2844. This must be turned into us verbally or written from the correct agency, before the first inspection.
- A septic tank final approval from DHEC
- A title (or a receipt from the Highway Dept. where the title is being transferred) or a sales agreement from the MH dealer if bought from a dealer.
- A site plan showing the location of the Manufactured Home to any related property lines, wells, septic systems, buildings etc. The home must comply with all set back requirements.
- If you are disturbing less than an acre of land, a DHEC Land Disturbance (less than an acre) application must be completed.
- If you are disturbing more than an acre of land, then an approval letter from DHEC must be submitted before a set-up permit is issued.
- \$205.00 is charged for a MH set up and license fee.