

# CHEROKEE COUNTY

## Building Safety

110 Railroad Ave.

Gaffney, SC 29340

Office 864-487-2561 FAX 864-902-11100



### Mobile Home Set-Up Permit Requirements

- If the site address is within the Township of Blacksburg, SC. you must first contact Laura Foster at 864-839-2332 to receive an approval document (105 S. Shelby St. Blacksburg SC ) 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 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 conect 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.