

**Cherokee County Department of Building Safety**  
**110 Railroad Ave, Gaffney, SC 29340**  
**Tel 864-487-2561; Fax 864-902-1100**



## **Manufactured Home Set-Up Permit Requirements**

- A South Carolina licensed Mobile Home Set-Up Contractor or a Mobile Home Installer shall pull the 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 Debbie Jones at Roads and Bridges at 864-487-2536 or by email [debbie.jones@cherokeecountysc.com](mailto:debbie.jones@cherokeecountysc.com) , if the site is on a State Hwy, please contact Bob Schoonover or Katherine Blanton from SCDOT at 864-489-2844 or by email [SchoonoverRJ@scdot.org](mailto:SchoonoverRJ@scdot.org) , and [BlantonKL@scdot.org](mailto:BlantonKL@scdot.org) This must be turned into us by email or letter from the correct agency, before the first inspection.
- If the site address is within the Township of Blacksburg, SC, please contact Blacksburg Town Hall at 864-839-2333 (105 S. Shelby St. Blacksburg, SC 29702).
- A completed Mobile Home Application
- If a new address, an address letter from the addressing department, verifying the correct site address must be submitted. (Brian Hamrick 864-902-2250) [Brian.hamrick@cherokeecountysc.com](mailto:Brian.hamrick@cherokeecountysc.com)
- An approval from DHEC on the septic tank system (Permit to construct) or a statement stating that the site is serviced by a public sewer system. Please contact DHEC at [scdhec.gov/environment/septic-tanks](http://scdhec.gov/environment/septic-tanks).
- A copy of the Title (in the Owner's name) or a copy of the sales agreement from a Mobile Home Dealership.
- A site plan, showing the location of the Mobile home to any related property lines, wells, septic systems, building, etc...The mobile home must comply with all Cherokee County set-back requirements.
- If disturbing less than one acre of land, a DHEC Land Disturbance (less than one acre) Application must be completed with site plan (with set backs) and narrative.
- Copy of the moving permit (from the County in which it is being moved)
- \$256.25 fee