



Manufactured Home Permit Checklist

Jasper County Building Department

358 Third Avenue, Post Office Box 1659 Ridgeland, SC 29936
 Phone (843) 717-3650 Fax (843) 726-7707

South Carolina State law requires that all mobile homes are registered and licensed in the county of location **prior to** moving, occupancy, or connection of electrical services.

Manufactured Homes older than 30 years old can NOT be moved into the County.

| | |
|---|--|
| ZONING PERMIT: \$150 Apply Online (see back of page) | |
| <input type="checkbox"/> Site Plan showing placement of MBH on Parcel of land <u>with distance from EACH property line.</u> <input type="checkbox"/> 911 Address Certification: GIS@jaspercountysc.gov 843-717-2630 | |
| MANUFACTURED HOME PERMIT: \$200 Apply Online (see back of page) | |
| Driveway / Encroachment Permit if applicable: (not needed for replacement or secondary residence) | |
| <input type="checkbox"/> SCDOT- (843)726-3431 <input type="checkbox"/> Jasper County Public Works - (843)726-7740 | |
| Copy of a State or Federal ID for Applicant | |
| DES Septic tank Permit to Construct, | |
| If Existing: Approval from Letter from Licensed Septic Contractor, or BJWSA Intent to Serve: | |
| <input type="checkbox"/> DES: 2732 Depot Road, Beaufort, SC 29902 (843) 846-1030 <input type="checkbox"/> BJWSA: 6 Snake Road, Okatie, SC, 29909 (843) 987-9292 | |
| Title: | |
| <ul style="list-style-type: none"> • New MBH: <input type="checkbox"/> Bill of sale & <input type="checkbox"/> Form 400 from the DMV • Used MBH: <input type="checkbox"/> Provide Title in your name | |
| Mobile Home Information, Provide the following: | |
| <input type="checkbox"/> Year <input type="checkbox"/> Make <input type="checkbox"/> Size <input type="checkbox"/> Square footage <input type="checkbox"/> Exterior color <input type="checkbox"/> Shutters color | |
| Wind Zone II Document: | |
| <ul style="list-style-type: none"> • New MBH - Spec sheet from dealership, • Used MBH - IBTS Certification www.ibts.org or call 866-482-8868 | |
| For Used Mobile Homes: Habitability Standard Form must be signed. | |
| Pictures of Mobile Home to include: | |
| <input type="checkbox"/> Front Exterior <input type="checkbox"/> Back Exterior <input type="checkbox"/> Livingroom area <input type="checkbox"/> Kitchen <input type="checkbox"/> EACH bathroom | |
| Mover and Setup Contractor Information: | |
| <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone <input type="checkbox"/> email <input type="checkbox"/> SC LLR License <input type="checkbox"/> Jasper County Business | |
| Moving Permit from the County the home is moving from, if applicable* | |
| * A moving permit is not required if purchased from a dealer. | |
| Decal from Assessors Office | |
| Documents Needed Prior to CO Inspection | |
| DHEC Final septic Tank approval if applicable (both bottom signature lines are required) | |
| Final Flood Elevation Certificate if Flood Zone A/AE | |
| Needed After CO | |
| Skirting must be installed within 60 days AFTER Final Inspection (do not install before) | |

HOW TO APPLY ONLINE

- 1) Go To: <https://www.jaspercountysc.gov/>
- 2) Click: Planning & Building Icon, then Click on the “Apply online” icon.



- 3) Apply for a **Zoning Permit & Manufacture Home permit.**

Applications

Jasper County Building Permit
Apply online for a Jasper County SC Building Permit (New Structure, Addition, Electrical, Plumbing, HVAC, etc.)
[START APPLICATION](#)

Jasper County Zoning Certificate
Apply online for a Zoning Certificate if you are applying for a Business License
[START APPLICATION](#)

Jasper County Zoning Permit
Apply online for a Jasper County Zoning Permit if you are building/placing a new structure or adding square footage to an existing structure, removing trees, or digging a pond.
[START APPLICATION](#)

Manufactured Home Permit
Apply online for a Jasper County SC Manufactured Home Permit. This application is also for the Mobile Home Retirement Certificate.
[START APPLICATION](#)

- 4) Search for the parcel using ***ONE*** of the following:
***Property Owner Name, *or Address, *or Parcel Number (TMS).**

You may search for your parcel by entering any of the following information, or you may search for your parcel by a map by clicking on the map tab.

SEARCH MAP MY PARCELS

Parcel ID:

Property Owner:
jaspercounty

Property Address:

SEARCH

| Parcel ID | Address | City | Owner Name | Acres |
|---------------|---------|---------------|------------|-------|
| 052-00-10-039 | | JASPER COUNTY | | 0.480 |

BACK DISCARD SAVE & EXIT NEXT

- 5) Select the property, click search, then next.
- 6) Before you Submit Permit for Approval. Please make sure you have entered **all** the information and uploaded all documents required to prevent delays.