

## IMPORTANT PHONE NUMBERS TO REMEMBER

### Lexington County Administration Building 212 South Lake Drive, Lexington, SC 29072

#### Fourth Floor, Suite 401

Community Development Department

Building Inspections & Safety: ..... (803) 785-8130  
Zoning Office: ..... (803) 785-8121  
Subdivision (Plat Approval) Office: ..... (803) 785-8121  
Floodplain Management (Public Works Dept.): ..... (803) 785-8121  
Mobile Home Registration (Tax Assessor's Office): ..... (803) 785-8367

#### Third Floor, Suite 302

Addressing (Planning & GIS Dept.): ..... (803) 785-1454

#### Second Floor, Suite 201

Legal Residence Status (Tax Assessor's Office): ..... (803) 785-8190

### SC Department of Health & Environmental Control Midlands EQC Columbia, State Park Health Center 8500 Farrow Road, Building 12, Columbia, SC 29203

Septic Tank Permits: ..... (803) 896-0620

#### Utility Companies in Lexington County

Aiken Electric: ..... (803) 247-2122  
Mid-Carolina Electric Cooperative: ..... (803) 749-6555  
Newberry Electric: ..... (803) 276-1121  
SCE&G: ..... (800) 251-7234  
Tri-County Electric: ..... (877) 874-1215

#### Town Halls

Chapin: ..... (803) 345-2444  
Gilbert: ..... (803) 892-5207  
Irmo: ..... (803) 781-7050  
Pine Ridge: ..... (803) 755-2500  
Summit: ..... (803) 892-6161  
Swansea: ..... (803) 568-2835

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## INSTALLATION GUIDELINES FOR MANUFACTURED HOUSING

COUNTY OF LEXINGTON  
COMMUNITY DEVELOPMENT DEPARTMENT  
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## MOBILE HOME GUIDELINES

This booklet contains information on the process for mobile home permitting and inspections as required in the unincorporated areas of Lexington County. In addition to the procedures outlined in this booklet, you should contact your local power company. If you live within city/town limits, please contact that local jurisdiction for their mobile home installation guidelines and permitting procedures.

## ZONING

To get started, first visit the offices of the Community Development Department located on the 4th floor of the Lexington County Administration Building to obtain a Mobile Home Approval Checklist. Item #1 on the checklist is to gain zoning approval for placement of the mobile home. Without zoning approval no other permits, approvals, or registration decals will be issued.

The Zoning Ordinance states that if you currently have, or plan to have, more than two mobile homes located on your property, whether it be a single parcel or multiple parcels in the same vicinity, you may not be allowed to place any additional mobile homes in the area without being classified as a Mobile Home Park. The only exception would be that a third mobile home may be allowed only if one of the three mobile homes is occupied by the property owner as a legal residence. Legal residence status must be filed with the Lexington County Tax Assessor's Office. The subdividing of parcels must meet Subdivision Regulations and Access Policy requirements for additional approval by staff.

## ADDRESSING

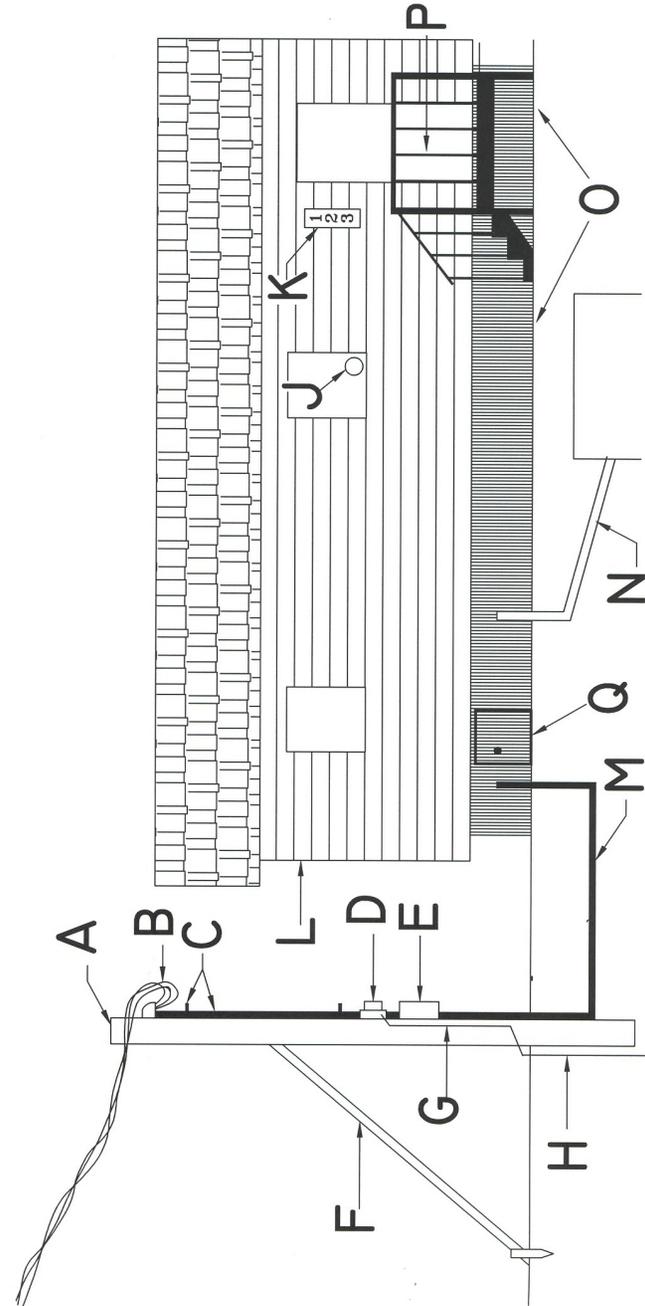
A 911 emergency address which may also serve as the mailing address must be assigned by the Planning/GIS Department during Checklist Item #2. Any existing addresses must be verified before proceeding to the next step.

## FLOODPLAIN MANAGEMENT

During Checklist Item #1, Zoning staff will also check the GIS maps to determine if any portion of the property is in a floodplain area. If so, you will be referred to the Floodplain Manager so the site and proposed location of the mobile home can be checked and the necessary approval granted in Checklist Item #3.

## SCDHEC - SEPTIC TANK PERMIT

Under Checklist Item #4, if the mobile home will be tied into a septic tank, a septic tank permit from the local DHEC office will be necessary before obtaining a manufactured home permit. An Application for Permit to Construct an Individual Sewage Treatment and Disposal System may be obtained from the Lexington County Health Department at 1070 B South Lake Drive, Lexington. Questions regarding the application or permit requirements should be directed to the local SCDHEC office located at Midlands EQC Columbia, State Park Health Center, 8500 Farrow Road, Building 12, Columbia, SC 29203 or by calling 896-0620.



The building inspector will check the following areas for each manufactured home permit:

- Foundation
- Tie-downs
- Underpinning
- Steps
- Guardrails
- Plumbing
- Electrical
- Addressing
- County Registration Decal

**Step 2:** Call 785-8130 to schedule the mobile home inspection.

**Step 3:** Once the mobile home setup has passed inspection, then the power company will be notified that they can establish the electrical connection to the mobile home. If you have a new septic tank system, DHEC will need to complete the final inspection for the septic system. Contact DHEC at 896-0620 for more information.

## INSPECTION PROCEDURES AND INSPECTION REQUIREMENTS

Things to remember before you can schedule your manufactured home permit inspection:

- If you plan to have a new septic system installed, it must have an approved final inspection by DHEC before your manufactured home permit inspection can be scheduled.
- If your permit states that you are required to obtain a surveyor's certification, it must be submitted to the Building Inspection and Safety Division prior to scheduling an inspection.
- Any zoning, subdivision, or other conditions noted at the time your permit was issued must be brought into compliance.

## SCHEDULING YOUR MANUFACTURED HOME INSPECTION

All inspections require at least one business day's notice for scheduling. It is the manufactured home permit holder's responsibility to schedule all inspections and re-inspections. An inspection is not automatically scheduled when you pick up your permit. When you call to schedule an inspection, please have your permit number available. While your inspection cannot be scheduled for an exact time of day, on most days the inspector can return your phone call and give you a general time frame as to when he will arrive.

## MANUFACTURED HOUSING INSPECTION PROCEDURES

- **The building inspector must have access to enter the inside of the home in addition to inspecting the outside.** All animals must be restrained prior to the building inspector's arrival. It is recommended that someone (either homeowner or representative of homeowner) be present for the inspection.
- **All sections of multiple section homes must be set and tied together as specified by the manufacturer.**
- **The home must have a foundation, anchoring system, and tie-downs as specified in the owner's manual in accordance with the Federal Manufactured Home Construction and Safety Standards.** The manual must be made available to

the inspector for reference. If the home is not new and the manual is not available, the home must be installed on a foundation, anchored, and tied down in accordance with the Manufactured Housing Board Regulations from the South Carolina Department of Labor, Licensing and Regulation.

- **The home must be connected to an approved sewer system and all plumbing work must be installed to code requirements.**
- **All electrical wiring must be completed and installed in compliance with the National Electrical Code and your power company's regulations.** The electrical service may be mounted directly to the home when installed and wired according to directions of your home's set-up manual. If your set-up manual does not show how to install the meter base on the side of the home, then it must be on a pole/pedestal.
- **Your tax decal must be visibly displayed on the home** (on front of home or facing driveway).
- **Your address must be clearly posted in accordance with the 911 Addressing Ordinance.** Your street numbers must be posted in plain view above, on, or at the side of the main entrance door of your home. The numbers must not be less than 3 inches in height and made of a durable and visible material, which is in a contrasting color to the surface on which they are mounted. If the numbers at the door are not clearly visible from the street, they must also be posted at the walk, driveway, or common entrance to the home upon a mailbox, post, or fence that is easily read from the street. If a mailbox is used to post the street numbers, it must be located on the same property and on the same side of the road as the mobile home.
- **Homes using natural gas will be inspected for the proper installation of gas lines.** The gas line must have an air test and pressure gauge installed which is able to hold a minimum pressure of 10 lbs.
- **All exterior doors must have permanent, stable and secure landings, steps, guardrails, and handrails installed in compliance with the Building Code.**
- **All side hinged exit doors must have a minimum 3-foot x 3-foot landing located not more than 7 ¾ inches below the top of the threshold.** Sliding glass doors are not required to have landings but must be provided with code complying steps (as wide as the door opening) and rails. Steps and stairs shall have a maximum riser height of 7 ¾ inches, a minimum tread depth of 9 inches and a minimum width of 3 feet. A maximum variation of 3/8 inch is permitted between the greatest and least dimensions of the treads or risers.
- **Guardrails are required around the perimeter of all landings or porches located more than 30 inches above the surrounding ground.** These guardrails must be a minimum of 36 inches high and must have pickets with a maximum horizontal spacing of 4 inches.
- **Handrails are required for stairs more than 30 inches above the surrounding grade.** The handrails must be mounted on both sides of the stair between 34 inches and 38 inches above the front edge (nose) of the tread and must have pickets or ornamental closures as described above for guardrails.

**All landings, porches, decks, steps, and rails may be constructed of masonry, pressure treated lumber, or naturally decay resistant wood or other approved material.** Dry stacked masonry units are prohibited.

- **The home must be underpinned.** Underpinning shall be opaque (not transparent) and may be made of masonry, mobile home skirting, pressure treated lumber, naturally decay resistant wood, or other materials approved by the Building Official. A permanent access door must be provided.

All mechanical equipment/appliances (HVAC units, HVAC duct, **dryer duct\*\***, etc.) must be installed in compliance with applicable codes or manufacturer's installation specifications prior to inspection.

**\*\*Dryer duct must be rigid or flexible metal duct. Plastic or foil duct is not permitted.**

**Note: The 1st inspection and 1st re-inspection (if required) of your home is included in your permit fee. Additional re-inspections require an additional fee.**

## ADDITIONAL INFORMATION

The following diagram and notes provide additional information concerning your home's installation. These notes and diagram are for illustrative purposes only and are not intended to be instructional for those persons with limited electrical or construction experience. Although the use of a licensed electrician or contractor is not mandatory for the issuance of a permit, it is strongly recommended.

- A. **20' pole at least 6" in diameter buried 5' in the ground. Contact your power company for their requirements.**
- B. **Minimum 18" service conductors with the neutral identified.**
- C. **Conduit strapped within 3' of each termination.**
- D. **Meter can mounted between 4'-0" and 5'-6" above grade to center.**
- E. **Weatherproof panel box and covers with all unused openings sealed. Main breaker and conductors sized according to main breaker in home.**
- F. **Pole braced if unstable soil conditions exist.**
- G. **Copper grounding electrode conductor run directly from the ground rod to the neutral bar in the meter can. Minimum sizes: #8 copper for 100 amp service and #6 copper for 200 amp service.**
- H. **8' ground rod. Sizes: 3/4" galvanized pipe, 1/2" copper, 5/8" iron or steel.**
- J. **Mobile home decal displayed in prominent place.**
- K. **Address posted on home.**
- L. **Home located in accordance with all applicable setbacks. No closer than 3' to the pole and no more than 30' from the service pole.**
- M. **Conductors buried a minimum of 18" in conduit or 24" for direct burial. For new installations, trench to be left open till inspected. Minimum wire sizes based off of a 200 amp service; #6 copper ground, 2/0 copper or 4/0 aluminum service conductors.**
- N. **Sewer line tied into approved source of sewage disposal.**
- O. **Underpinning.**
- P. **Landing and steps with guardrails and handrails.**
- Q. **Access door.**

## MOBILE HOME REGISTRATION AND MOVING PERMIT

Before you can relocate your mobile home or reside in it, you must register the mobile home and receive a mobile home moving permit from the Mobile Home Division of the Tax Assessor's Office during Checklist Item #5. **Mobile homes constructed prior to 1976 cannot be relocated from their current legal location.**

### Mobile Home Registration/Moving Permit

Please bring the following items with you when applying for mobile home registration:

- If the **mobile home is new and purchased from a dealer**, then you must bring the bill of sale, septic tank permit (if applicable), and \$30 for registration and decal fee.
- If the **mobile home is used and purchased from a dealer**, then you must bring the bill of sale, septic tank permit (if applicable), a copy of the moving permit (provided by dealer), and \$30 for registration and decal fee.
- If the **mobile home is used and purchased from an individual and will use an existing septic system or public sewer utility**, then you must bring the title or copy of the title of the mobile home in the new owner's name (from your finance company or the Department of Motor Vehicles), a copy of the previous owner's current tax receipt (if possible), and \$5 for the transfer fee from the Tax Assessor's Office, Mobile Home Division. (This includes both existing homes not being moved after purchase and existing homes being moved after purchase.)
- If the **mobile home is moved to Lexington County from another county**, then you must bring a copy of the moving permit from that county, copy of title in the new owner's name, septic tank permit (if applicable), and \$30 fee for registration and decal fee from the Tax Assessor's Office, Mobile Home Division.

Please bring these additional items with you when applying for a mobile home moving permit:

- Mobile Home Checklist showing item numbers 1 through 4 completed
- Mover's name
- Septic tank permit (if applicable)
- Certification that all taxes have been paid in full (if applicable, bring tax receipt)

## MANUFACTURED HOME PERMIT (BUILDING PERMIT)

**Step 1:** Apply for your manufactured home permit (building permit) with the Building Inspections and Safety Division of the Community Development Department during Checklist Item #6. The manufactured home permit fee varies depending on size of home (single-wide verses multi-sectional homes). Please bring the original Mobile Home Approval Checklist with item numbers 1 through 5 completed, forms given to you by the Mobile Home Division, and your DHEC septic tank construction permit (if applicable). If you have the correctly completed forms and paperwork, you will be issued your manufactured home permit (building permit) and the mobile home can then be assembled and connected to utilities. Before the home can be inhabited, it must meet all requirements of the building code and pass inspection.