



COUNTY OF ORANGEBURG

Manufactured Home Policy & Procedures

Policy name: Manufactured Homes

1) Purpose

To have a standardized process for the permitting, inspection, and enforcement of Manufactured Homes in Orangeburg County.

2) Objective - Manufactured Homes

- a) To properly document all Manufactured Homes within Orangeburg County
- b) To have a process in making undocumented Manufactured Homes compliant with registration within Orangeburg County.

3) Definitions

The following words, terms, and phrases, when used in this policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Manufactured home means a structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or when erected on site, is 320 or more square feet and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained in it. (Adopting S.C. Code 1976, § 40-29-20(9); adapted from S.C. Code Reg. 79-1(T))

Mobile home means a manufactured home that was manufactured in a factory prior to June 15, 1976 and, as a result, predates and does not comply with the National Manufactured Housing Construction and Safety Act of 1974, 42 USC 5401 et seq.

Modular building unit means any building of closed construction, regardless of type of construction or occupancy classification, other than a mobile or manufactured home, constructed off-site in accordance with applicable residential building codes, and transported to the point of use for installation or erection. (Adapted from S.C. Code 1976, § 23-43-20(2))

4) Construction and Safety

Subject to compliance with all other applicable laws, the following manufactured homes may be moved into or within the unincorporated boundaries of Orangeburg County:

- a) Those built after June 15, 1976, in accordance with the National Manufactured Housing Construction and Safety Act of 1974, 42 USC 5401 et seq., as amended; and
- b) If new, exhibit objective evidence of complying with subsection (1) of this section, such as having affixed to it a label from HUD; or



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- c) If used, is in compliance with the used manufactured home minimum habitability requirements promulgated by the South Carolina Manufactured Housing Board, South Carolina Code Regulation 79-43, as amended.

No other manufactured home may be moved into or within the unincorporated boundaries of Orangeburg County, including movement into or within the county of any mobile home constructed before June 15, 1976.

5) Licensing of business and service providers

Requirements. Prior to engaging in any business or service within the unincorporated boundaries of Orangeburg County required to be licensed under S.C. Code 1976, § 40-29-30, as amended, or under South Carolina Code Regulation 79-1, et seq., as amended ("Regulation 79-1"), a person must hold a current license issued by the South Carolina Manufactured Housing Board for the relevant business or service, including: manufacturers, retail dealers, retail sales persons and multi-lot sales persons, installers, repairers, and contractors.

6) Licensing of Manufactured Homes

Every manufactured home located within the unincorporated boundaries of Orangeburg County shall be licensed in accordance with S.C. Code 1976, § 31-17-320 et seq., as amended, except:

- a) *Retired title.* Manufactured homes that have met all the requirements of S.C. Code 1976, § 56-19-500 et seq., as amended, such that the title certificate to the manufactured home has been retired and the manufactured home is affixed to, classified as, and taxed as real property without severance.
- b) *Dealers.* Manufactured homes held by a dealer for resale.
- c) *DMV.* Manufactured homes licensed by the South Carolina Department of Motor Vehicles.
- d) Permitting Manufactured Home Requirements

7) Permits:

a) Setup Permit

In order for a setup permit to be issued to install a Manufactured Home within the unincorporated boundaries of Orangeburg County, all applicants shall submit the following:

- i) A completed Manufactured Home Permit application.
- ii) Site plan or survey with setbacks marked.
- iii) Zoning Compliance letter if located within a town or city limits.
- iv) DEHEC Septic Tank Authorization Letter, Wastewater Verification Form, or Letter from Local Utility stating wastewater service is available.
- v) Bill of Sale or Title
- vi) Title must be in the name of the current owner and be on file at SCDMV.



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- vii) Bill of Sale / Form 400 must have owner's name and signature, and must have a description of the manufactured home, to include the serial number/vin. Bill of sale /Form 400 must be on file at SCDMV.
- viii) Moving Permit (If previously setup)
- ix) Copy of Installers License

b) Processing and Verification:

All applications accepted by permitting staff conduct following review process:

- i) Permitting staff will verify all submitted information accuracy upon submittal and date stamp the application.
- ii) Permitting staff will verify through DMV records that the manufactured home is on file listed in the current owner's name. Documentation of this verification will be attached to the application.
- iii) All applications will be forwarded to Planning/Zoning office for zoning approval and addressing if required. Planning and Zoning will upon approval return the application with a documented letter stating approval.
- iv) Upon return of the approved application permitting staff will verify the Installer currently is licensed through SCLLR.
- v) Permitting staff will contact the applicant that there permit is approved.
- vi) All manufactured home permits must be issued at the Permitting and Inspections Office. The Permitting and Inspections Office will not mail any Manufacture Home Decals. It is the responsibility of the applicant to receive and appropriately display County issued decals.
- vii) Upon issuance of a permit, permitting staff will scan and attach all application information to the appropriate permitting file.

c) Issuance of a New or Replacement Decal.

If a county issued decal becomes lost, damaged, illegible, or there has been a change of ownership, and the Manufactured Home has not changed its recorded location the owner must provide a title registered in their name and be on file at SCDMV. Permitting staff will verify through DMV records that the manufactured home is on file listed in the current owner's name. Documentation of this verification will be attached to the application, and a new Manufactured Home Decal will be issued.

d) Moving Permits

Out of County

In order to obtain a Moving Permit for a Manufactured Home all applicants must present a title registered in their name and be on file at SCDMV. Permitting staff will verify through DMV records that the manufactured home is on file listed in the current owner's name. Permitting staff will generate a prepay tax bill for the applicant, which the applicant will have to get signed off by the Tax Assessors office prior to issuance of a Moving Permit.

In County

In order to obtain a Moving Permit for a Manufactured Home all applicants must present a title registered in their name and be on file at SCDMV. Permitting staff will verify through DMV records



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that the manufactured home is on file listed in the current owner's name. Permitting staff will generate a prepay tax bill for the applicant, which the applicant will have to get signed off by the Tax Assessors office prior to issuance of a Moving Permit.

Any applicant wishing to relocate any Manufactured Home within Orangeburg County must also at the time complete **Section 7 -1 Application for Setup Permit** prior to moving said Manufactured Home within Orangeburg County. No moving permits will be issued within Orangeburg County unless the applicant can meet these requirements.

e) Manufacture Home De-Titlement

In order to obtain a De-Titlement Permit for a Manufactured Home all applicants must present a title registered in their name and be on file at SCDMV. Permitting staff will verify through DMV records that the manufactured home is on file listed in the current owner's name.

8) **Manufactured Home Installation**

- i) All new manufactured homes in the Orangeburg County must be installed per the Manufacturers Installation Instructions or in the event the Manufacturers installation instructions are not available for a new home, the home must be installed per the requirements of 24 CFR Part 3285. All used manufactured homes, without manufacturers installation instructions, shall be installed per the requirements of this Section.

9) **Requesting an Inspection**

- i) All installation requirements shall be met prior to scheduling an inspection.
- ii) All Inspection Request shall be called in to the main office phone line at (803) 533-6173 Monday through Friday during business hours.
- iii) Owner or Installer must provide access to the interior for inspection.
- iv) Permitting Staff will schedule inspections as soon as scheduling permits.
- v) Permitting Staff will not provide a specific time for inspections. Inspections will be indicated as either **AM inspections** 9:00am till 12:00pm or **PM inspections** 1:00PM until 4:00PM.
- vi) Owners can request that an inspector call 20 minutes prior to the inspector's arrival. Permitting staff will note on inspection request.
- vii) Owners must supply permitting staff with any special instructions i.e., lock box code information, or key location when scheduling an inspection. Permitting staff will note on inspection request.

10) **Inspection Procedures**

- a) 911 Addressing must be in the form of 4" high numbers that are visible from the street.
- b) Permit must be posted in a visible location from the street named on permit.
- c) Decal must be posted on the manufactured home in a visible location from the street.
- d) All exterior doors must have a minimum of 3'x3' landing prior to stairs. Landing must be anchored to prevent becoming wind borne debris. All landings that are higher than 30" above grade requires guards installed with a spacing no greater than 4" of clearance between guards. All guards must be a min. of 36" in height and will withstand a minimum of 200 lbs. of pressure exerted against them. When in



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installing a handrail, the 36" can be measured from this rail. All landings require handrails on both sides unless stairs are parallel with the exterior of home (only requires handrail on open side).

- e) A 6 Millimeter vapor barrier must be in place along with complete underpinning of home.
- f) Underpinning shall be with either permanent brick, block stucco, stone, vinyl, any material approved for exterior use, and installed per manufactures installation instructions.
- g) Underpinning must have access openings on both ends of home for inspection.
- h) Foundation Systems/Stabilizing Devices/Anchoring System
- i) All plumbing complete with proper supports in place along with shut-off valve installed within 1' of where the water service surfaces above ground (no connections prior to valve).
- j) Water Heater T&P relief valves, water heater drain pans, and air conditioner condensate drains must be piped to the outside with a 90-degree elbow turned down at underpinning penetrations.
- k) A Fixed/Permanent heat source must be installed prior to final inspection (window units and non-vented gas fired heaters are NOT considered fixed nor permanent).
- l) Home must be watertight with all emergency egress exits accessible.
- m) Smoke alarms and or carbon monoxide alarms shall be in place.
- n) Manufactured homes must have smoke alarms mounted where originally mounted at the factory.
- o) Electrical trench for underground feeders must remain open for inspection. Direct burial cables must be installed a min. of 24" deep. These cables must be protected where they penetrate the surface by 2" Sch. 40 electrical conduit (Gray in color). Conduit must extend into the ground a min. of 18" at both points of surfacing.
- p) All electrical services must be equipped with either a 100 or 200 amp disconnect at meter location.
- q) (2) 8' ground rod must be attached to this disconnect with a min. of #6 copper grounding wire. Attachment at ground rods must be done with a "ACORN CLAMPS".
- r) All openings in disconnect must be sealed with approved devices.
- s) Inside electrical panel must have panel cover removed and be connected with 4 conductors (2 hot, 1 Neutral (white), & 1 Ground (Green), these wires must be identifiable. Inside panel must have all grounds and neutrals separated with neutral bar isolated from panel box and grounding bar bonded to panel box.
- t) Any product installed as an alternate to any provision of South Carolina Manufactured Housing Laws and Regulations must be approved prior to installation, and documents provided at time of inspection.
- u) All used Manufactured Homes shall meet verbatim the Used Manufactured Home Minimum Habitability Requirements promulgated by the South Carolina Manufactured Housing Board, South Carolina Code Regulation 79-43, as amended (herein "Regulation 79-43").

11) Unregistered Manufactured Homes

When a manufactured home is located within the County which has been found to have not been registered pursuant to this policy the following will occur:

- a) The Tax Assessor or his or her designee will place a written notice on the manufactured home in question.
 - i) The Tax Assessor will photograph all four (4) side of the manufactured home and posted notice.
 - ii) A Manufactured Home Violation Tracking Form will be completed by the issuing Tax Assessor and forwarded to the Permitting and Inspections office with photographs for follow up.



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- b) Owner of the Manufactured Home will have 15 days to responded to posted notice and bring the Manufactured Home into compliance.
- c) If the owner fails to respond within 15 days the Permitting and Inspections Office will send via certified mail a first written notice to the owner and documented landowner which the manufactured home is placed. The owner will have 30 days from receipt to respond and bring the Manufactured Home into compliance.
- d) If the owner fails to respond to the first certified written notice within 30 days, the Permitting and Inspections Office will send via certified mail a second written notice to the owner and documented landowner which the manufactured home is placed. The owner will have 30 days from receipt to respond and bring the Manufactured Home into compliance.
- e) If the owner fails to respond to the second written notice within 30 days, the Permitting and Inspections Office pursuant to County Ordinance 9-26 Subsection A (d) The code official shall have the authority to authorize disconnection of utility service to the building when such utility connection has been made without approval. The code official shall notify the serving utility and, whenever possible, the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the owner or occupant of the building structure or service system shall be notified in writing as soon as practical thereafter.
- f) Pursuant Orangeburg County Ordinance Sec 6-18 Penalties. All violations for which a permit was required shall be doubled,

12) Violations of this policy

Any staff member in violation of this policy may face disciplinary action pursuant to the Orangeburg County Employee Handbook.