



# Manufactured Home Building Permit Checklist

Job Address \_\_\_\_\_

- Manufactured Home Permit Application & Permit Checklist** – completed and signed
- Copy of recorded plat** – Clerk of Courts
  - \* Minimum 1 acre lot unless in Mobile Home Park
  - \* Land zoned A-1 or MH
- Proof of paid taxes** – Tax Commissioner (<https://oconeecountytax.com>)
- Registration (decals) of Manufactured Home** – Tax Commissioner
- Address Permit** (if applicable)
- Driveway Permit** (if applicable) required on ALL new construction homes
- Zoning Compliance Application** – Planning
- Site Plan** (see **Zoning Compliance Application** and **Site Plan Exhibit**)
  - 11" x 17"
  - drawn to scale with dimensions in feet
  - must bear the seal* of a licensed architect, landscape architect, engineer, or surveyor
- Flood Elevation Certificate** (if applicable) – plat/letter with engineer/surveyors seal required
- Environmental Health **Septic Tank** Permit
  - or
  - Water Resources Department Receipt for **Sewer**
- Water Resources Department receipt for water **if not on well**
- Construction Plans** (see **Construction Plan details**)
  - 11" x 17" and electronic
  - drawn to scale with dimensions in feet
  - include foundation plan & floor plan
- Copy of Mover's** business license and driver's license
- Homeowner / Builder Affidavit** (if owner acts as contractor)

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_



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- Authorized Agent Form** (if applicable)
- Subcontractor permits** required to be pulled before work is started - \$50 each
  - o electric, HVAC, gas
    - copy of business license, state license, and driver's license
    - \* Homeowners performing work need to obtain sub permits also
- HUD certification** on Manufactured Home older than 5 years
- If bought pre-owned** from individual or dealer lot must provide **pictures of exterior**

## Construction Plan details :

- 11" x 17" and electronic file
- drawn to scale with dimensions in feet
- foundation plan – include overall foundation layout and type of foundation  
Provide all pier location, sizes, & dimensions.  
Note type of skirting used
- floor plan – dimensions & rooms labeled for each floor (including basement)

**PLANS MUST BE ORIENTED AS SHOWN ON THE SITE PLAN AND AS INTENDED TO BE BUILT ON THE LOT.**

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Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_