

This checklist has been developed in accordance with Anderson County Code of Ordinances and South Carolina Code of Laws, Title 31, and Chapter 17.

PURCHASING A NEW MOBILE HOME FROM A DEALER

- Purchase agreement (Form 500) and a copy of the title application (Form 400). Purchase agreements and title applications must be complete. **NOTE: The mobile home dealer must provide a copy of the purchase agreement (Form 500) and a copy of the title application (Form 400).**

Note: A tax clearance letter from the Anderson County Treasurer is required if the mobile home is not a current year model.

- Tax map number where the home will be located or the exact name of the property owner.
- Approved septic tank permit from DHEC or other approved method of sewage disposal for the intended home site. Applications for septic tank are made with the Development Standards office. Location: 401 East River Street, Phone: (864) 260-4719. Application fee is \$150.00.
- E-911 address for the location and lot number if located in a mobile home park. To obtain an E-911 address, contact the E-911 addressing office. Location: 401 East River Street, Phone: (864) 260-4392
- Land Use compliance letter from the Development Standards Department. Location: 401 East River Street, Phone (864) 260-4719.
- Complete name and address of the lien holder, if applicable.
- Name and license number of Mobile Home Installer/Contractor.

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| License Fee | \$ 5.00 |
| Inspection Fee | \$50.00 up to \$50,000 |
| | \$50.00 + \$1.30 per \$1,000 over \$50,000 |

IF TRADING A MOBILE HOME TO A DEALER

- Copies of the title front and back. If the title is held by a finance company the owner or dealer must contact them for a copy of the title. Copies may be faxed to the Building and Codes office at (864) 260-4795.
- Tax clearance letter from the Anderson County Treasurer's office. Clearance letters must reflect the payment of current taxes and prepaid taxes for those leaving the county. Location: 401 East River Street, Phone: (864) 260-4033.
- Name of the mover.
- Address where the home is moving. **Moving Permit Fee \$15.00**

Revised: 5/29/09