



Building and Codes Department

401 E. River Street, Anderson, SC 29624 • (864) 260-4158 • Fax (864) 260-4795

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 MOBILE HOME FROM AN INDIVIDUAL AND THE HOME IS NOT MOVING YOU NEED THE FOLLOWING

- Title properly assigned and reflecting proof of ownership or the title and bill of sale from the previous owner. (If a copy of the title is provided it must be the front and the back).
- Tax clearance letter from the Anderson County Treasurer's office. This clearance letter may be issued in the previous owner's name. Location: 401 East River Street, Phone: (864) 260-4033.
- Complete name and address of the lien holder, if applicable.

THE FOLLOWING IS REQUIRED IN ADDITION TO ITEMS ABOVE ONLY IF THE HOME IS BEING MOVED FROM ITS CURRENT LOCATION

- Name of the mover.
- Name of Licensed Mobile Home Contractor/Installer.
- 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.
- 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.

Reference our Permit Fee Schedule for Applicable Fees

