

**RICHLAND COUNTY
COMMUNITY PLANNING & DEVELOPMENT
ASSESSOR DIVISION**

2020 Hampton Street, P.O. Box 192, Columbia, SC 29202
T 803-576-2640 | F 803-576-2681 | TDD 803-576-2045
assessoroffice@richlandcountysc.gov | richlandcountysc.gov/assessor



Mobile Home Process during Covid-19 Pandemic

Demolition Permit

1. Fill out Demolition Permit Application [Demolition Permit Application](#)
2. You will need to provide the title and picture ID. You must have ownership of the mobile home to get the Demolition permit
3. If the mobile home has been Abandoned or Derelict and you don't have ownership you will need to take steps through the DMV to obtain ownership of the mobile home. [Customer Information sheet](#) [Report Abandoned & Derelict DMV Form](#)
4. Email application (email all documents MCGILL.CATRICE@richlandcountysc.gov or Shabazz.Delores@richlandcountysc.gov)
5. Check/money order made payable to Richland County Treasurer. Check for \$63.19 for demolition permit (The check can be mailed or dropped off) Our mailing address is PO Box 192 Columbia SC 29202 Attn: Permits Division
6. All taxes must be current before permit will be issued.
7. Richland County will then issue you a Pre-Tax Bill. The pretax bill will be email to you. You can pay this bill online, drop off or mail. Make checks payable to Richland County Treasurer
Mailing address
Richland County Treasurer
PO Box 11947
Columbia, SC 29211

To make the payment online follow these instructions:

A copy of your tax bill can be retrieved at the link below. **Tax Map #**

Once you are there, click on the house - **Real Estate**. Go to the **“bottom section”** & enter the tax year (20xx) and your tax map # (no dashes). Click “submit request”.

Then scroll down and click “select” (next to your name). **(NEW owners, see highlights below.)**

****if you are a NEW owner, then it will show the previous owner's name**

****see visual instructions below****

Demolition (continued)-

[CLICK HERE](#)

The image shows a screenshot of a web form titled "Real Estate Taxes". At the top, there are four navigation buttons: "Vehicle" (with a car icon), "Real Estate" (with a house icon), "Business" (with a building icon), and "Personal Property" (with a boat icon). A blue callout bubble labeled "Step 1 - Click here" points to the "Real Estate" button. Below the navigation bar, the form has a header "Real Estate Taxes" and a "Notice Number" field with an example "ex 2011-123456" and a "Year" field. Below this is a field for the first three characters of the name. A green callout bubble labeled "Step 2- Once you click on Real Estate, enter this information." points to the "Owner Last Name" and "Property Address" fields. Below these are two "OR" options. The first "OR" option has an "Enter the year" field and a "Submit Request" button. The second "OR" option has an "Enter the year" field and a "Tax Map #" field with a note "Omit spaces and dashes." and a "Submit Request" button. A red box highlights the "Tax Map #" field. A purple callout bubble labeled "Step 3- Submit request" points to the "Submit Request" button.

Drop off: There is a drop box at the rear entrance of 2020 Hampton Street. You may drop documents off here by leaving them with the Richland County deputy on duty. The deputy will ensure that your documents are brought directly to our office. You will have to get out of your car for the drop-off. There are some parking spaces close to Voter's Registration. The deputy is located at the door underneath the first crosswalk.

8. Email a copy of the paid tax receipt to tison.lauren@richlandcountysc.gov After the pretax bill has been paid then the demolition permit will be approved.
9. The permit will be emailed or mailed to you once it is issued