

**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

Set-up process (New Mobile Home & Moving Mobile Home from another county)

1. Fill out Mobile Home Set-up Application [Set-up Application](#)
2. You will need to provide the bill of sale or title along with a picture ID. You must have ownership in the mobile home to get the decal. A decal will not be issued if you are not listed on the bill of sale or title. If you are moving the home into Richland County from another county you need to provide a copy of the moving permit and paid tax receipt.
3. For property not served by a local sewer district, you must apply for a septic tank permit at the D.H.E.C. Office, 8500 Farrow Rd, Columbia, SC 29203, Building 12. The D.H.E.C. telephone number is 803-896-0620. Your final approval letter from DHEC must be obtained before the Manufactured Home permit is issued. Property served by a sewer district requires payment of a sewer tap fee before a permit to set up your manufactured/mobile home can be issued. You may contact them at 803-401-0057. If you are on city sewer, information may be obtained from the City of Columbia Sewer Department, located at 1136 Washington Street. You may contact their office at 803-545-3400.
4. Email Set-up application, bill of sale or title, Picture ID, and septic tank inspection letter or drop off (email all documents MCGILL.CATRICE@richlandcountysc.gov or Shabazz.Delores@richlandcountysc.gov) If the title or the bill of sale is in an LLC or Business name you need to provide Business Operating Agreement or documentation how you are affiliated with the business.
5. 2 checks/money orders made payable to Richland County Treasurer. 1 check for \$142.18 setup permit & 2nd check \$5 decal (The check can be mailed or dropped off) Our mailing address is PO Box 192 Columbia SC 29202 Attn: Permits Division
6. Information will be sent to Zoning & Addressing for approval
7. Permits Division will then issue the permit. The permit and decal will be mailed to address that is provided.

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.