

**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



## **Email Mobile Home Process Set-up & Moving**

### **Set-up process and Moving Permit (Moving within Richland County)**

1. Taxes need to be paid before permit will be issued
2. Set-up Process (New Location of Mobile Home)
  1. Fill out Mobile Home Set-up Application (Location of where mobile home is being moved to) [Set-up Application](https://etrakit.rcgov.us/etrakit/login.aspx?It=either&rd=%7E/PermitApplication/confirmation.aspx) (Application if applying for setup at 2020 Hampton St) <https://etrakit.rcgov.us/etrakit/login.aspx?It=either&rd=%7E/PermitApplication/confirmation.aspx> (Application if applying online for setup)
  2. Building Inspections Homepage <http://www.richlandcountysc.gov/DevServ/Home/News/ArtMID/1726/ArticleID/2197/MANUFACTURE-HOME-MOVING-PERMITS>
    - a. You will need to provide the bill of sale or title along with a picture ID and plat of Mobile Home location. 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 have a lien on the mobile home you will need to get something in writing from the lien holder stating they are aware that you are moving the home) If you aren't a new owner of the mobile home you will not need to get a new decal. The only time you get a new decal is if there is a new owner. If you don't have the decal in the window and need a replacement decal let us know and we will issue one. If you are the new owner then you will need to provide the \$5 for a decal.
    - b. 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.
    - c. Bill of sale or title, Picture ID, plat & septic tank inspection letter (bring the documents to 2020 Hampton St or attach documents to online application) 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.

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- d. Check/money order made payable to Richland County Treasurer for \$147.18.  
(pay in person at 2020 Hampton St or online application.)
  - e. Information will be sent to Zoning & Addressing for approval
  - f. Permits Division will then issue the permit. The decal will be mailed to address that is provided.
3. Information needed for the Moving Permit:
- a. What Mobile Home you are moving (Tax Map #)
  - b. Owner's Name
  - c. Current Location
  - d. Decal Number

Where is the Mobile Home being moved?

- a. New Address (Address where you are moving Mobile home)
- b. Company moving home