



## **Building Codes & Inspections Department**

2020 Hampton Street, 1<sup>st</sup> Floor • Columbia, South Carolina 29204-1002  
Post Office Box 192 • Columbia, South Carolina 29202-0192

### **SETTING UP A MANUFACTURED HOME IN RICHLAND COUNTY**

1. Check with the Richland County Zoning Division for zoning classification of your property. The zoning classification will determine whether or not a manufactured home can be placed on the property. The Zoning Division is located at 2020 Hampton Street, 1<sup>st</sup> Floor. You may contact the Zoning Division at 803-576-2180.
2. For property not served by a local sewer district, you must apply for a perk test to be performed at the Department of Health and Environmental Control (DHEC) Office, 8500 Farrow Road, 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 Richland County Utilities 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.
3. You must have an assigned street address before a manufactured home permit can be issued. You may contact the Richland County E-9-1-1 Addressing Coordinator at 803-576-2147 for more information regarding address assignment.
4. If the proposed set-up site lies within the 100 year flood plain, wetlands, or flow accumulation, you will need to contact the Richland County Flood Coordinator's office at 803-576-2150. The Flood Coordinator will need to approve the flood plain data portion of the permit application form.
5. You must have a decal issued by the Richland County Treasurer's office **BEFORE** any type of permit (e.g. repairs, replacements, electrical, plumbing or HVAC) can be issued by the Permits Division.

**Bring the following documents to the Building Codes and Inspections Department, Permits Division, 2020 Hampton Street, 1<sup>st</sup> Floor, when applying for your permit:**

#### **DOCUMENTS REQUIRED FOR SET-UP ON PRIVATE PROPERTY**

1. Ownership (title with new owners name from DMV) and/or sales paperwork for the manufactured home and a registered plat of the property showing ownership.
2. The final approval letter from DHEC or sewer taps fee receipt.
3. A moving permit to move the manufactured home within Richland County. If moving from another county, a moving permit is needed from the previous county.
4. Address Issuance Form (*if applicable*).

## **DOCUMENTS REQUIRED FOR SET-UP IN A MOBILE HOME PARK**

1. Ownership or sales paperwork for the manufactured home.
2. Moving permit is required even if the manufactured home is being moved within the mobile home park where it is presently located.

At the Permits Division you will fill out a Manufactured Home Permit application and follow the instructions on the reverse side of the application (see attached). All approvals on this checklist must be obtained before a permit will be issued. The permit fee is \$142.18.

### **AFTER THE SET-UP PERMIT IS ISSUED**

1. Once the permit is issued, it shall be posted in a conspicuous location on the set-up site.
2. The tax decal shall be posted so that it is clearly and readily visible from the front side of the manufactured home.
3. Measure for locating the manufactured home to insure its' location does not violate zoning setback requirements.
4. Follow instructions below for posting house numbers:
  - a. Numbers must be posted prior to final inspection.
  - b. Residential numbers shall be at least 4 inches in height.
  - c. All numbers should be constructed of durable, clearly visible material and shall contrast with the color of your mobile home.
  - d. The numbers shall be placed immediately above or beside the entrance.
  - e. Buildings situated more than 50 feet from the street require address numbers placed near the driveway, walkway, common entrance, mailbox, gatepost, fence, or other appropriate site clearly visible from the road.
  - f. Keep posted numbers conspicuous and free from obstruction.
  - g. Every dwelling shall have its own address. There shall be no address sharing unless approved by the E911 addressing coordinator.
  - h. You must notify the post office and utility companies of your new address.

Any person who violates any of the above provisions is guilty of a misdemeanor and shall be subject to a fine and/or imprisonment for each day of violation.

**THE FOLLOWING ITEMS WILL BE CHECKED BY THE BUILDING INSPECTOR**  
Please call Building Inspections at 576-2140 to schedule a Final Inspection when all items have been completed. You must pass your final inspection before power is released.

### **STAIRS AND LANDINGS**

Stairs with landing shall be required at all exits, from the manufactured home as follows:

- Minimum landing size – 3 feet in width and 3 feet depth
- Maximum riser height – 7 3/4 inches Masonry 8 inches
- The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch.
- Minimum tread depth – 10 inches for open risers and 10 inches + nosing for solid risers
- Minimum stair width – 36 inches

## **HANDRAILS AND GUARDRAILS**

- Handrails shall be required on all stairs with continuous run of treads or flight with four or more risers.
- Handrail height shall be 34 inches minimum and 38 inches maximum.
- Spacing between guards or pickets shall be such that will not allow the passage of a 4-inch sphere between the guards or pickets.
- Open sides of stairs or walking surfaces 30 inches or greater above the finished grade shall have guardrails not less than 36 inches in height.
- Measured vertically to the floor or grade below at any point within 36 inches horizontally to the edge of the open side.
- Side entry – Handrails are required on at least one side of the stairway and 3' by 3' landing with guardrails is required.
- Insect screening shall not be considered as a guard.

## **WATER**

A potable water supply is required either by a local water service provider or a DHEC approved well.

## **SEWER OR SEPTIC SYSTEM**

A 4" schedule 40 or ASTM 3033/3034 white PVC sewer line shall be installed to a proper depth and a 4" cleanout shall be located within 3 feet of the manufactured home/mobile home.

## **ANCHORS AND TIE DOWNS**

Cast in place concrete "dead men", eyelets imbedded in concrete, screw anchors or arrow anchors shall be placed in each corner and at intervals no more than 20' apart along the perimeter of the manufactured/mobile home.

Each device shall be rated to sustain a minimum load of 4,800 pounds.

## **SKIRTING**

Manufactured home skirting or a continuous, permanent masonry foundation, unpierced except for openings required by the building code for ventilation, utilities and access, shall be installed under the manufactured home.

## **ELECTRICAL**

### ***Location of the Service Pole:***

Manufactured home service equipment shall be located adjacent to the manufactured home and shall be mounted on a pole.

Service equipment shall be located in sight of and not more than 30 feet from the exterior wall of the manufactured home.

***Exception: service equipment shall be permitted to be located elsewhere on the premises, provided that a service disconnect means suitable for the service equipment is located in sight of and not more than 30 feet from the exterior wall of the manufactured home.***

***Exception: Some manufactured homes are designed to have service equipment attached directly to the exterior wall. This installation is allowed only if all of the following requirements are met:***

- Manufacturer's documentation is provided to the permitting department at the time of the permit application.
- The manufactured home is secured to a permanent foundation.
- Service equipment is installed in accordance with the 2011 National Electrical Codes.
- Means are provided for grounding of service equipment outside of the structure.

**Service Pole:**

Manufactured home service poles are not provided by the County or electrical service provider and must be purchased by the homeowner.

Service poles shall be pressure treated and poles shall be set at least 4 feet in the ground below grade.

**Service Wire Support:**

A service wire support attachment bolt may be installed by our electrical service provider. Contact your utility for their specific requirements and placement.

**Service Wires:**

Service wire height shall be a minimum of 12 feet above finished grade over driveways, 18 feet above finished grade over public streets, alleys, roads or parking areas subject to truck traffic and a minimum of 10 feet above finished grade to the bottom of the drip loop.

**Masthead or Weatherhead:**

Masthead/Weatherhead shall be rain tight and can be purchased at most hardware stores.

**Conduit:**

Conduit diameter and type shall be determined by calculations from the 2011 National Electrical Code for allowable conduit fill, based on size, type number of conductors and service amps.

**Minimum Allowable Conduit Size:**

100 AMP service – 1 ¼ inch

200 AMP service – 2 inches

Conduit shall be adequately secured to the service pole and shall not rely on attachment of service equipment for support.

**Allowable Service Entrance Conduit Types:**

EMT – Electrical Metallic Tubing

FMC – Flexible Metal Conduit

IMC – Intermediate Metal Conduit

RMC – Rigid Metal Conduit

RNC – Rigid Non-Metal Conduit

**Conductors:**

Allowable service conductor types: RH, RHW, RHW-2, THHN, THHW, THW, THW-2, THWN, THWN-2, UF, XHW, XHHW-2, USE-2 AND USE.

Conductors shall be sized in accordance with the 2011 National Electrical Code.

***Minimum allowable service conductors:***

100 AMP Service - #4 Copper, #2 Aluminum

200 AMP Service - 2/0 Copper, 4/0 Aluminum

***Minimum allowable grounding conductors:***

100 AMP Service - #8 Copper

200 AMP Service - #6 Copper

#8 and larger shall be stranded wire.

#8 wire shall be protected with metal conduit.

Grounding electrodes are allowed to be bare or green insulated wire.

**Burial Depth Requirements:**

Direct burial cables or conductor - 24 inches

Rigid metal conduit or intermediate metal conduit - 6 inches

Non-metal conduit listed for direct burial - 18 inches.

**Meter Base and Service Disconnect:**

Contact your electrical service provider for specific requirements and meter mounting height. Some electrical service providers require that you use meter bases that they provide. Tri-County Electrical Cooperative is one that requires that you pick up a meter base from them at one of their cooperative office locations. Before purchasing a meter base, contact your electrical service provider.

The metal cabinet of the meter base shall be bonded through the neutral bar attachment to the metal cabinet of the electrical service panel or by means of a grounding bond screw which for identification is green in color.

Conduit attachment shall be through means of approved threaded adapters secured with lock rings and fitted with bushings to protect wire from damage. Other means of attachment shall be in accordance with the 2011 National Electrical Code.

Service disconnects shall have a rating of not less than the load to be carried, determined with article 230 of the 2011 National Electrical Code.

Service disconnects may vary by type and manufacturer, but shall contain no more than 6 breakers.

Grounding at the service disconnect is required.

Grounding of the service disconnects' metal cabinet is required.

The service disconnect means shall be mounted so that the bottom of the service disconnect cabinet is a minimum of 2 feet above the finished grade level.

**Ground Rod and Ground Clamp:**

Rod and pole electrodes shall not be less than 8 feet in length and shall consist of the following materials:

- Two ground rods are required.
- Electrodes of pipe shall not be smaller than  $\frac{3}{4}$  inch trade size and, where of iron or steel, shall have an outer surface that is galvanized or otherwise metal coated for corrosion protection.
- Electrodes of iron or steel rods shall be at least  $\frac{5}{8}$  inch in diameter. Nonferrous rods or their equivalent shall be listed and shall not be less than  $\frac{1}{2}$  inch in diameter.
- Minimum resistance must be 25 ohms or less. May require a second ground rod per code.

Grounding clamps shall only be those listed for direct burial.

The upper end of the grounding rod shall be flush with or below ground level unless protected from physical damage by enclosure in wood or equivalent protective covering.

Grounding rods shall be installed in one of the three following manners:

- Driven to a depth of not less than 8 feet.
- Where rock is encountered, the rod may be driven at an angle not to exceed 45 degrees from vertical.
- Buried in a trench that is at least 30 inches deep.

