

MOBILE HOME SET UP PERMIT – ONLINE PROCESS FOR PUBLIC ACCOUNTS

MOBILE HOME SETUP permits online public agency portal link:

<https://etrakit.rcgov.us/etrakit/login.aspx?lt=either&rd=~ /PermitApplication/confirmation.aspx>

MAKE SURE YOU SELECT **PUBLIC LOGIN**

YOU WILL CREATE AN ACCOUNT AND ENTER YOUR CREDENTIALS BY SELECTING * **NEW USERS CLICK HERE TO REGISTER**

WHEN ALL REQUIRED FIELDS ARE COMPLETE- CLICK **CREATE ACCOUNT**

Home | Setup an Account | Log In | Public | Username | Password | LOGIN | REMEMBER ME | Forgot Password

Permits
Apply / New Permit
Search Permit
Pay Fees

Projects
Apply for New Project
Search Projects
Pay Fees

Contractor
Apply AEC

Properties
Search Property

Inspections
Schedule

Public Login

Use of this website constitutes acceptance of Richland County's Terms & Conditions.

User Name:

Password:

LOGIN

* New users Click here to Register.

Forgot your password?

Create New Public User Account

Profile

First Name:

Last Name:

Address:

City:

State:

Zip:

Email:

Phone:

Ext:

License #:

Username and Password

Log-In Name:

Password Rules: Password Must be contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

Password:

Confirm Password:

Security Question

Security Question: What was your childhood nickname?

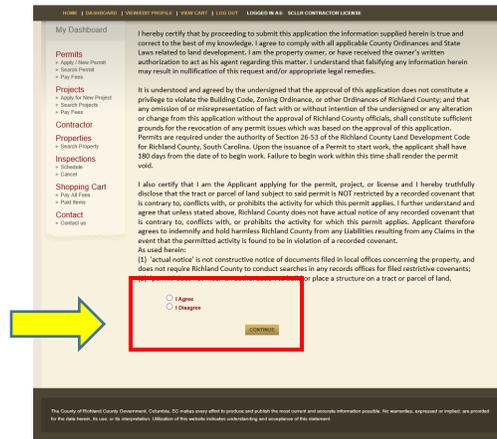
Secret Answer:

Re-enter Secret Answer:

CREATE ACCOUNT

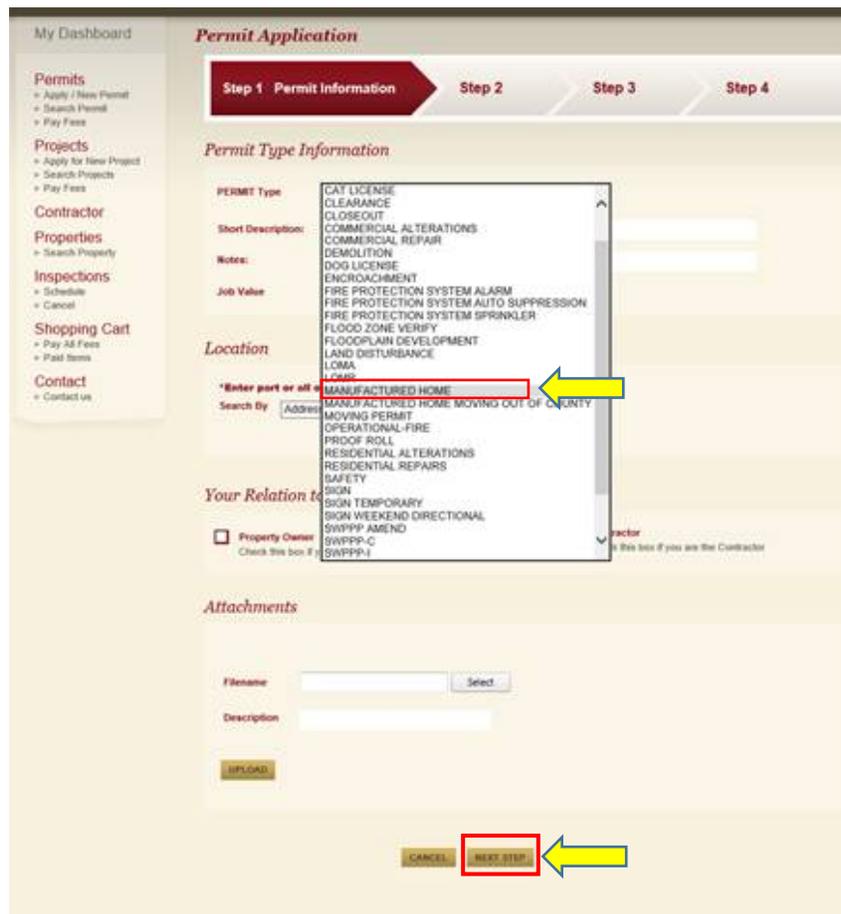
ALL FIELDS WITH AN **ASTERISKS (*)** MUST BE FILLED IN TO MOVE TO THE NEXT STEP.

WHEN YOU LOGIN AND SELECT APPLY FOR PERMIT, BEFORE YOU CAN CONTINUE READ AND AGREE TO THE TERMS OF THE DISCLOSURE PAGE:



STEP 1: PERMIT INFORMATION

ONCE YOUR ACCOUNT IS SET UP, YOU WILL APPLY FOR THE **MANUFACTURE HOME** PERMIT



FOLLOW THE PROMPTS AND FILL IN ALL REQUESTED INFORMATION, AND YOU WILL BE ABLE TO UPLOAD YOUR ATTACHMENTS. THEN PROCEED TO **NEXT STEP**

SEE STEPS BELOW



Permit Application

Step 1 Permit Information Step 2 Step 3 Step 4

Permit Type Information

PERMIT Type: MANUFACTURED HOME

Short Description: TEST

Notes: TEST

Job Value: \$40,000.00

Application information

UTILITIES

ELECTRIC PROVIDER: MCEC

GA S PROVIDER: N/A

SOURCE OF WATER: PRIVATE

SEWER PROVIDER: SEPTIC

SEPTIC LETTER UPLOADED: YES

RICH COUNTY TAP#:

MANUFACTURE HOME

MAKE: MOBILE HOME

MODEL/SERIAL NUMBER: RICHLAND COUNTY

VIN #: MHRC123456

COLOR: TAN

YEAR: 2,020

COUNTY MOVED FROM: Richland

SIZE: LENGTH X WIDTH: 68X95

OCCUPIED BY OWNER?: YES

DATE MOVED: 1/1/2021

MANUFACTURE INFO

OF BEDROOMS: 4

OF BATHROOMS: 2

MOBILE HOME PARK NAME: MOBILE HOME PARK

MOBILE HOME PARK LOT #: 52

TRANSPORTER COMPANY NAME: MOVING COMPANY

UPLOAD DOCUMENTS BELOW:

COPY OF ID/DRIVER'S LIC:

COPY OF TITLE/SALE'S DOC:

PROOF OF AUTHORIZATION:

Location

*Enter part or all of your address and press search

Search By: Address 2020 HAMPTON SEARCH

Select address below

2020 HAMPTON ST - ADDRESS

2020 HAMPTON ST A - ADDRESS

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename: Select

Description:

UPLOAD

WHEN REQUIRED DOCUMENTS ARE ATTACHED YOU WILL UPLOAD REQUIRED DOCUMENTS LISTED UNDER MANUFACTURE INFO

CANCEL PREVIOUS STEP NEXT STEP



STEP 2 : CONTACT INFORMATION

COMPLETE THE CONTACT INFORMATION: THE OWNER AND APPLICANT INFO WILL BE AUTO POPULATED. ENTER **MH OWNER INFORMATION**. THEN PROCEED TO **NEXT STEP**

Permit Application

Step 1 **Step 2 Contact Information** Step 3 Step 4

Application for a MANUFACTURED HOME Permit

Applicant Information

*Name	Test Contractor	*Phone	(803) 576-2231
*Address	2020 Hampton St	*Email Address	nielsen.tim@richlandcountysc.gov
*City	Columbia	*Zip	-
*State			

Owner Information

Name	Test Contractor	Phone	(803) 576-2231
Address	2020 Hampton St	Email Address	nielsen.tim@richlandcountysc.gov
City	Columbia	Zip	-
State			

CLEAR

Contractor Information

Name	N/A	Phone	() - -
Address		Email Address	
City		License#	
State		Zip	-

CLEAR

Contractor Rep Information

Name	N/A	Phone	() - -
Address		Email Address	
City		Zip	-
State			

CLEAR COPY CONTRACTOR INFORMATION

Mh Owner Information

Name	MH OWNER	Phone	() - -
Address	2020 HAMPTON ST	Email Address	CE@RICHLANDCOUNTYSC.GOV
City	COLUMBIA	Zip	9204 -
State	SC		

CLEAR

CANCEL PREVIOUS STEP **NEXT STEP** ←

STEP 3: REVIEW AND SUBMIT

REVIEW THE INFORMATION FOR CORRECTNESS. YOU CHANGES ARE NECESSARY YOU CAN SELECT **PREVIOUS STEP** TO GO BACK OR CONTINUE **TO NEXT STEP**

Permit Application

Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a MANUFACTURED HOME Permit

Permit Information EDIT	Location EDIT
Type: MANUFACTURED HOME	400 POWELL RD
Subtype:	COLUMBIA, SC 29203 RICHLAND COUNTY
Description: TEST	
Job Value: \$40,000.00	

Contacts EDIT	Fee Information
Applicant Information Test Contractor (803) 576-2231 2020 Hampton St nielsen.tim@richlandcountysc.gov Columbia, SC 29204	Total Fees \$0.00
Owner Information Test Contractor (803) 576-2231 2020 Hampton St nielsen.tim@richlandcountysc.gov Columbia, SC 29204	Attachments To upload additional attachments click Here
Contractor Information N/A	
Contractor Rep Information N/A	
Mh Owner Information MH OWNER 2020 HAMPTON DEVSERVICE@RICHLANDCOUNTYSC.GOV ST COLUMBIA, SC 29204	

Review the information prior to submitting

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#) ←

STEP 4: COMPLETE

YOU WILL BE REDIRECTED TO **MY DASHBOARD** HOME PAGE. THE PERMIT APPLICATION INFORMATION CAN BE VIEWED BY SELECTING THE TAB.

My Dashboard

Permit Search

Search By: SITE_ADDR Contains SEARCH

Permit #MH21-00012

Attachment Permit Inspections

Permit Info Site Info Contacts (3) Fees \$0.00 Inspections(1) Conditions (0) Reviews (3)

Type: MANUFACTURED HOME

Subtype: TEST

Short Description: TEST

Status: Received By Web

Applied Date: 1/28/2021

Approved Date:

Issued Date:

Finalized Date:

Expiration Date:

Notes: 1/28/2021 12:14:23 PM TEST

PERMIT INFORMATION

YOU CAN GET TO THIS INFORMATION FROM YOUR DASHBOARD AND CLICK ON THE PERMIT NUMBER **(MH21-00012)** WHICH IS A HYPERLINK

My Dashboard

My Active Permits

2 total record(s)

PERMIT NO	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	Actions
MH21-00012	400 POWELL...	MANUFACTURED HOME	UNDER REVIEW	0	\$147.18	

TO VIEW YOUR PERMIT APPLICATION STATUS, CORRESPONDENCE FROM RC STAFF OR PAY FEE, SELECT THE TAB

Permit #MH21-00012

Attachment Permit Inspections

Permit Info Site Info Contacts (5) Fees \$147.18 Inspections(1) Conditions (0) Reviews (4)

Type: MANUFACTURED HOME

Subtype: TEST

Short Description: TEST

Status: UNDER REVIEW

Applied Date: 1/28/2021

Approved Date:

Issued Date:

Finalized Date:

Expiration Date:

Notes: 1/28/2021 12:09:56 PM TEST

Attachments: Re_FW_RE_Permits.pdf

REVIEW – SEE APPROVAL FROM RC STAFF OR IF ADDITIONAL INFORMATION IS REQUESTED (**SELECT MORE INFO**)

Permit #MH21-00012

Attachment Permit Inspections

Permit Info Site Info Contacts (5) Fees \$147.18 Inspections(1) Conditions (0) **Reviews (4)**

Type: MANUFACTURED HOME
 Subtype:
 Short Description: TEST
 Status: **UNDER REVIEW**
 Applied Date: 1/28/2021
 Approved Date:
 Issued Date:
 Finalized Date:
 Expiration Date:
 Notes: 1/28/2021 12:09:56 PM TEST

Type	Reviewer	Status	Submitted	Completed	Due Date	More Info
INITIAL PERMIT			1/28/2021		1/29/2021	More Info
INITIAL PERMIT		DISAPPR...	1/28/2021	1/28/2021	1/29/2021	More Info
MH DEPT			1/28/2021		1/30/2021	More Info
ZONING			1/28/2021		1/29/2021	More Info

Review - INITIAL PERMIT

Group: AUTO
 Type: INITIAL PERMIT
 Status: **DISAPPROVED**
 Date Submitted: 1/28/2021
 Date Due: 1/29/2021
 Date Completed: 1/28/2021
 Reviewer:
 Remarks:
 Notes: 1/28/2021 12:22:36 PM
 MISSING SEPTIC LETTER AND ID

CLOSE

Permit #MH21-00012

Attachment Permit Inspections

Permit Info Site Info Contacts (5) Fees \$147.18 Inspections(1) Conditions (0) Reviews (4)

Description	Amount	Paid Date
ASSESSOR MANUFACTURED HOME DECAL	\$5.00	
BUILDING ZONING FEES	\$10.53	
BUILDING FEES	\$131.65	

FEES CANNOT BE PAID UNTIL PERMIT IS APPROVE

ATTACHMENTS – YOU CAN SEE ALL ATTACHMENTS OR UPLOAD ADDITIONAL DOCUMENTS. YOU CAN ALSO VIEW ATTACHMENTS ON HOME PAGE UNDER PERMIT APPLICATION INFORMATION

Permit #MH21-00012

Attachment Permit Inspections

Permit Info Site Info Contacts (5) Fees \$147.18 Inspections(1) Conditions (0) Reviews (4)

YOU CAN ALSO VIEW ATTACHMENTS ON HOME PAGE UNDER PERMIT APPLICATION INFORMATION

Permit #MH21-00012

Attachment Permit Inspections

Permit Info Site Info Contacts (5) Fees \$147.18 Inspections(1) Conditions (0) Reviews (4)

Type: MANUFACTURED HOME
 Subtype:
 Short Description: TEST
 Status: UNDER REVIEW
 Applied Date: 1/28/2021
 Approved Date:
 Issued Date:
 Finalized Date:
 Expiration Date:
 Notes: 1/28/2021 12:09:56 PM TEST

Attachments: **Re_FW_RE_Permits.pdf**

WHEN PERMIT STATUS IS APPROVED – FEES CAN BE PAID. THE FEES CAN BE PAID FROM THE DASHBOARD HOME PAGE OR THE PERMIT APPLICATION PAGE

- TO PAY FEES FROM THE DASHBOARD HOME PAGE, SELECT THE FEE AMOUNT (THIS IS A HYPERLINK).
- YOU CAN ALSO CLICK ON **PAY FEES** ON THE RIGHT SIDE UNDER MY DASHBOARD.
- YOU WILL BE DIRECTED TO THE SHOPPING CART. PERMIT MUST BE SELECTED TO SHOW IN YOUR SHOPPING CART.



- YOU WILL BE DIRECTED TO CHECKOUT.
- YOU WILL SELECT PAYMENT TYPE. YOU WILL SELECT THE PAYMENT TYPE AND PAY FEES



- ENTER PAYMENT FORM INFORMATION. IN THE **DESCRIPTION** ADD YOUR ADDRESS OR PERMIT NUMBER.

Richland County Building & Inspections

Secure Payment Form

Billing Information

Bill Name: _____

Bill Street*: 2020 Hampton St

City: Columbia State: SC Zip*: 29202

Bill Phone: 8035762231

Bill Email: nielsen.tim@richlandcountysc.gov

Payment Information

Card Number*:

Expiration*: 01/21 CVV:

Subtotal: \$147.18
Service Fee: \$2.94 (2.00%)
Total: \$150.12

Transaction Details

Description: PERMIT MH21-00012

Amount*: 147.18

I'm not a robot

Required Field Meter™ 75%

WHEN PERMIT FEES ARE PAID, THE PERMIT STATUS WILL CHANGE TO ISSUED. THE PERMIT CARD WILL BE IN THE ATTACHMENTS.

My Dashboard

Hello Test Contractor.
Below is a Dashboard of your current activities.

Permits
 > Apply / New Permit
 > Search Permit
 > Pay Fees

Projects
 > Apply for New Project
 > Search Projects

My Active Permits 2 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
MH21-00012	400 POWELL...	MANUFACTURED HOME	ISSUED		\$0.00

Permit #MH21-00012

Attachment Permit Inspections

Permit info Site info Contacts (5) Fees \$0.00 Inspections(1) Conditions (0) Reviews (4)

Type: MANUFACTURED HOME
 Subtype:
 Short Description: TEST
 Status: ISSUED
 Applied Date: 1/28/2021
 Approved Date: 1/28/2021
 Issued Date: 1/28/2021
 Finaled Date:
 Expiration Date: 7/27/2021
 Notes: 1/28/2021 12:09:56 PM TEST

Attachments:
 Permit Form Permit Form.pdf
 Permit Card Permit Card.pdf
 Re FW RE Permits.pdf

- THE PERMIT CARD MUST BE POSTED UNTIL THE FINAL INSPECTION AND PASSES
- THE PERMIT FORM WILL LIST THE PERMIT APPLICATION DETAILS.
- YOU WILL SEE THE INSPECTION LIST AND INSTRUCTION FOR SCHEDULING INSPECTION ((877)) 200-1489)

PERMIT NO: MH21-00012		PERMIT	
RICHLAND COUNTY GOVERNMENT 2020 Hampton St, Columbia, SC 29202 INSPECTION REQUEST LINE (877) 200-1489 OR SCHEDULE EXISTING INSPECTION ON-LINE http://etrakit.ecgov.us/etrakit	PERMIT TYPE MANUFACTURED HOME	APPLIED DATE 1/28/2021	
	PERMIT SUB-TYPE	APPROVED DATE 1/28/2021	
	JOB VALUE \$40,000.00	ISSUED DATE 1/28/2021	
	TMS R14500-03-03		
	DESCRIPTION TEST		
PERMIT INFORMATION		FEE SUMMARY	
SITE	400 POWELL RD COLUMBIA, SC 29203		
APPLICANT	Test Contractor 2020 Hampton St Columbia, SC 29204		
OWNER	RICHLAND COUNTY PO BOX 192 COLUMBIA, SC 29202		
CONTRACTOR	N/A		
<small>Conditions of issuance Sec. 6-46 (c) All building permits shall include a completion date in which construction shall be completed. Any permit issued shall become invalid unless the work authorized by it was commenced within six (6) months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of one (1) year after the time the work is commenced, provided that, for cause, one or more extensions of time for periods not exceeding ninety (90) days each, may be allowed in writing by the building official. Any structure that has not been completed and has no permitted/approved/inspected work for a period of one (1) year and has allowed the structure to get in a state of disrepair due to neglect and abandonment, shall be declared debris and abated by demolition. A lien shall be placed on the property and possible legal action taken against the owner for a violation of this article and for any costs incurred for abatement. Decisions of the building official may be appealed to the building codes board of appeals.</small>			
LICENSED CONTRACTOR/APPLICANT DECLARATION <small>I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</small>		INSPECTION SUMMARY MANUFACTURED FINAL**	