

TRANSFERRING REGISTERED MOBILE HOME FROM ONE INDIVIDUAL TO ANOTHER WHICH IS BEING MOVED TO ANOTHER SITE WITHIN CHESTERFIELD COUNTY

1. Must purchase a moving permit from the Assessor's Office to move the mobile home to a new site. Must be prepared to pay any taxes due, including back taxes, before moving permit can be issued. ****Note: Moving permit will be issued and fee collected even if mobile home has already been moved to new location. Moving permits expire thirty-one days from date of issuance.**
2. New owner must be prepared to pay the current year taxes before the mobile home can be registered in their name until the following year.
3. Must provide the Assessor's Office with the Title or Bill of Sale, showing owner name, year, make, model, size and complete serial number of the mobile home. If you have the title signed you have the title signed over on the back or a Bill of Sale, you must also provide the Assessor's Office with a completed Form 400 (title application) from SCDOT.
4. Must provide the Assessor's Office with the yellow 911 address card from Codes Enforcement.
5. Must provide Codes Enforcement Office with the contractor's name and license number(s) that have the responsibility for the set-up, electrical, plumbing & heating
6. Must provide the Codes Enforcement Office with a septic tank approval letter from DHEC or a pre-existing septic tank letter from a licensed plumber or licensed septic tank installer.
7. Must be prepared to pay applicable fees at Assessor's office & Codes Enforcement office: Please contact the Assessor's office for information on moving & registration fees and the Codes Enforcement office for permit fee amount.

If this mobile home is turned down by Codes Enforcement upon initial inspection, the following re-inspection fees will apply:

1st re-inspection.....\$ 25.00 2nd re-inspection.....\$ 50.00 3rd re-inspection.....\$ 100.00

I have read the above and I understand these requirements.

Signature: _____ Date: _____

Set-up: Contractor _____ License # _____

Electrical: Contractor _____ License # _____

Electric Company: _____ **Premise #** _____

Plumbing: Contractor _____ License # _____

Heat/AC: Contractor _____ License # _____

All new construction, including mobile homes, shall be established in compliance with the setback requirements as stated in the Chesterfield County Zoning Ordinance a copy of which can be found at the Codes Enforcement Office.

The Codes Enforcement Office is located at:

178 MILL STREET
CHESTERFIELD, SC 29709

DIRECTIONS:

(843) 623-9615 PHONE (843) 623-9637 FAX