



MANUFACTURED HOME SETUP GUIDELINES

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aikencountysc.gov

STEPS FOR OBTAINING A MOVING PERMIT & REGISTERING A MOBILE HOME

Manufactured housing built prior to June 15, 1976 shall not be permitted to be placed or relocated for any use within Aiken County, for reasons of safety, except for relocation to a manufactured-home dealer's lot, owner occupied or to an authorized recycling, salvage, or landfill facility. See South Carolina Codes of Law 31-17-320.

IF MOVING A MOBILE HOME

Within Aiken County – Bring the title OR completed DMV Form 400 & receipt from the DMV, along with a tax receipt showing taxes are paid current and the name of the moving company or individual to the address listed above. The fee for a moving permit is \$30.00. Once the mobile home is moved, you have 15 days to follow the steps below and register the mobile home.

To Aiken County From Another County – The moving permit is obtained from the county the mobile home is coming from. Bring a copy of this moving permit along with you to register the mobile home (see steps below) within 15 days of the mobile home being placed in Aiken County.

From Aiken County to Another County – Bring the title OR completed DMV Form 400 & receipt from the DMV, along with a tax receipt showing taxes are paid (including the current year), name of moving company or individual, and the address where the mobile home is to be moved to. Current year tax bills may be obtained from the Office of the Assessor at the address above in suite 2400.

A mobile home must be registered in the county to which it is moved within 15 days of the move. Please check with the registering agent in the receiving county before the move to inquire about zoning and other regulations.

REGISTERING A MOBILE HOME FROM DEALER OR INDIVIDUAL

- 1. Obtain a Mobile Home Development Permit** from the Planning & Development 1930 University Parkway Suite 2800. Please provide a plat, if available. The permit fee is \$15.00. (If septic tank is already installed, proceed to next step)
- 2. Obtain a Septic Tank Permit** from DHEC ENVIRONMENTAL HEALTH (206 Beaufort Street NE Aiken, SC 29801). Bring a plat or deed to the property to construct a new septic tank for a home not in an approved subdivision. If septic tank is existing, request a septic tank approval letter verifying that there is a septic tank on the property.
- 3. Register the Mobile Home** - Bring a title in your name OR purchase agreement and a completed DMV Form 400, and all other paperwork received from Planning & Development (parcel number, address verification, moving permit, mobile home development permit and FINAL septic tank approval (from DHEC)) to 1930 University Parkway Suite 2800. The cost for mobile home registration is \$200.00. If septic tank is existing and a development permit was not issued within the last year, an additional charge of \$15.00 will apply.

All Mobile Home Permits are subject to review

I. INTRODUCTION

In order to obtain permanent electric power and a Certificate of Occupancy for a manufactured home, the manufactured home must be inspected by Aiken County. All inspections must be scheduled a minimum of one working day in advance. Inspection requests must be called in before 5:00 pm to be scheduled for the next business day. Please have the license number and address of the manufactured home available when calling to schedule an inspection. To schedule an inspection, contact the Aiken County Planning & Development Department located at 1930 University Parkway Ste 2800 Aiken, SC Phone number (803)642-1518.

This brochure contains information regarding the requirements for preparing the manufactured home for inspection. The manufactured home must comply with the provisions of this brochure. It is suggested that you read this brochure carefully and completely and make certain that the manufactured home complies with all of the applicable provisions before a manufactured home inspection is requested. If you have any questions regarding any of the provisions, contact the Aiken County Planning & Development Department prior to requesting a manufactured home inspection.

The inspector must have access to the interior of the manufactured home at the time of inspection. Therefore, when you schedule the inspection make arrangements to meet the inspector by leaving a telephone number where you may be reached, or to leave a key or provide a lock code.

II. COUNTY REGISTRATION STICKER

The Aiken County registration sticker that contains the manufactured home registration number must be permanently affixed to the outside of the front window of the manufactured home nearest to the front door. The registration sticker must be readily visible from the outside of the manufactured home.

III. ADDRESS NUMBERS

The address numbers for the manufactured home must be permanently affixed to the manufactured home. The address numbers must be located so that they are clearly and readily visible from the road or driveway. The numbers must be a minimum of 4 inches high and must contrast with the color of the manufactured home.

In addition to the address numbers on the manufactured home, if the manufactured home is located more than 50 feet from the road on which it is addressed, the address numbers must also be permanently affixed to a mail box, sign, post, or fence near the road or driveway. Reflective numbers are highly recommended.

IV. PIERS-AREA UNDER MANUFACTURED HOME-VAPOR BARRIERS

There must be a pier installed within 3 feet of each corner of the manufactured home. Intermediate piers (piers between the corner piers) must be installed along the front and the back of the manufactured home at equally spaced intervals not exceeding 10 feet on center.

Refer to two attached drawings of pier construction.

The area under the manufactured home must be cleared of all vegetation, garbage and debris and graded level to allow for drainage.

All manufactured homes that are being set up for the first time (that is, new manufactured homes that have not been previously occupied) must have installed on the ground under the manufactured home a 6 mil polyethylene vapor retarder which must completely cover the area under the manufactured home.

V. TIE DOWN STRAPS-ANCHORS-STABILIZER PLATES

There must be a tie down strap installed within 3 feet of each corner of the manufactured home. If the manufactured home is less than 50 feet long, one intermediate tie down strap must be installed in the middle of the front and back of the manufactured home. If the manufactured home is 50 feet or longer, two intermediate tie down straps must be installed at equal intervals on the front and back of the manufactured home. Refer to the attached diagrams for the proper installation procedure for the tie down straps being installed.

Anchors must be driven into the ground at a 45 degree angle from the ground level. (Driving the anchor straight into the ground would be a 90 degree angle). The anchor must be driven all the way into the ground so that only the top of the anchor to which the tie down strap is attached is above the ground.

A stabilizer plate must be installed in front of each anchor (the stabilizer plate is installed on the interior side of the anchor)

Refer to the attached diagrams for the proper installation procedures for the anchors and stabilizer plates.

VI. ELECTRICAL

Single Wide Homes: Electric services must be on a pole and disconnecting means rated the same as disconnect inside home unless approved thru the manufacture set up manual. Check with power provider for underground and above ground installation requirements. (See manufactured home handout for electrical set-up requirements and the current edition of the National Electrical Code). As always, use only State of South Carolina licensed electrical contractors.

Double Wide Homes: Electric services may be securely attached to the side of the home or on a pole. Check with electrical provider for underground and above ground installation requirements. Some electrical providers do not allow above ground attachments to manufactured home. For all manufactured homes a disconnecting means must be located outside with the meter. (See manufactured home handout for electrical set-up requirements and the current edition of the National Electrical Code). As always, use only State of South Carolina licensed electrical contractors.

The electrical service must have 2 ground rods (8 feet long minimum) placed a minimum of 6 feet apart, with a continuous grounding electrode conductor and auxiliary bus attached to the grounding/conductor and secured to the pole, electrical panel or manufactured home.

At the manufactured home, if a double wide, a #4 copper grounding conductor must be installed to the manufactured home frames at one end of the manufactured home.

MINIMUM WIRE SIZES (RESIDENTIAL ONLY)

	100 AMP SERVICE	150 AMP SERVICE	200 AMP SERVICE
SERVICE CONDUCTORS	#4 copper or #2 aluminum	#1 copper or 2/0 aluminum	2/0 copper or 4/0 aluminum
EQUIPMENT GROUNDING CONDUCTORS	#8 copper (green insulation)	#6 copper (green insulation)	#6 copper (green insulation)
GROUND CONDUCTORS (TO GROUND ROD)	#8 copper or #6 aluminum (bare)	#6 copper or #4 aluminum (bare)	#4 copper or #2 aluminum (bare)

Direct-burial conductors will have 30 inches of soil cover and protection by means of enclosures or raceways extending 18 inches below grade. Wire in conduit will have 30 inches of soil cover for PVC, and 18 inches for metallic conduit. Do not cover or backfill wiring trenches until approved by the Building Inspector.

VII. SEWER-WATER

The septic tank of sewer connection must be approved by Department of Health & Environmental Control (DHEC) prior to registering a manufactured home and obtaining an inspection. The DHEC letter of approval must be presented to the Aiken County Planning and Development office at the time of registration.

The septic tank or sewer connection must be installed and in working condition at the time of inspection. The drain line sections must be treated with purple primer at all connections and a clean out must be installed at the beginning of each 3" drain line and at each 90 degree turn in the drain line.

VIII. Skirting

The manufactured home must have skirting securely installed around the perimeter of the manufactured home. The skirting material may be vinyl, brick, or block. The skirting must have a permanent access panel of not less than 30 inches high and 22 inches wide.

If the skirting is vinyl, for purposes of inspection remove 4 equally spaced panels on the front and the back of the home. (8 panels total)

If skirting is block or brick, request a manufactured home inspection prior to installation of skirting then schedule a follow up inspection once the skirting is installed.

X. SEPARATION-SETBACKS

Manufactured homes shall not be placed closer than 1.) 30, 40, or 50 feet to any road right of way depending on road classification 2.) 20 feet to the rear property line 3.) 5 or 10 feet to the side property lines depending on zoning. It is the responsibility of the mobile home owner to clearly mark the property boundaries in order to allow the inspector to verify the setbacks.

Manufactured homes shall be placed a minimum of 20 feet from any permanent structure or other manufactured homes located on the same lot or an adjacent lot.

XI. LANDINGS AND STEPS

Note: All Decks and stairs are to be constructed to meet the minimum requirements as outlined in the current adopted edition of the International Residential Code (IRC).

1. All landings/decks and steps must be free standing.
2. A step & landing is required at the main entrance of mobile home. Landings must be a minimum of three (3) feet by three (3) feet and have guardrails, pickets and steps that comply with the International Residential Code. The top of the landing shall not be more than 1 ½ inches below the threshold of the door when the door swings over the landing. The top of the landing shall not be more than 7 ¾ inches below the threshold of the door when the door swings into the home.
3. Landings 30 inches or more above grade must have guardrails with pickets spaced less than 4 inches

apart.

4. Steps having four (4) or more risers must have handrails on each open side regardless of the height and must continue the full length of the stairs.
5. Steps shall be 7 ¾ inches maximum in height. Treads shall be a minimum of 10 inches deep.
6. Guardrail height shall be 36 inches minimum.
7. Handrail height shall be 34 inches minimum and 38 inches maximum measure from nosing of treads. Handrails must continue the full length of the stairs. Note: All handrails must meet the minimum graspability requirements (Type 1 or Type II).
8. All wood components in contact with the ground shall be treated and approved for ground contact.
9. Wood exposed to weather must be pressure treated for outdoor use.

XI. HABITABILITY STANDARDS

Section 13.5-9. Minimum Habitability Standards of the Code of Ordinances of Aiken County requires that all used mobile or manufactured homes moved to or within any unincorporated area of Aiken County and intended for use as dwellings must provide a safe and sanitary living environment. Therefore, such used mobile homes must comply with the following minimum habitability requirements of Section 19-425.43.B (1) through (14) of the Regulations of the South Carolina Manufactured Housing Board, as authorized by Section 40-29-50 of the Code of Laws of South Carolina 1976, as amended, before the required Aiken County Certificate of Occupancy can be issued and before electric power can be provided to the homes:

- (1) **Sanitary facilities.** Every manufactured home shall contain not less than a kitchen sink, lavatory, tub or shower, and a water closet all in good working condition and properly connected to an approved water and sewer system. Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good sanitary working condition free from defects, leaks, and obstructions.
- (2) **Hot and cold water supply.** Every manufactured home shall have connected to the kitchen sink, lavatory, and tub or shower an adequate supply of both cold water and hot water. All water shall be supplied through an approved distribution system connected to a potable water supply.
- (3) **Water heating facilities.** Every manufactured home shall have water heating facilities which are properly installed and maintained in a safe and good working condition and are capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory basin, bathtub or shower at a temperature of not less than 120 degrees F.
- (4) **Heating facilities.** Every manufactured home shall have heating facilities which are properly installed and maintained in safe and good working condition, and are capable of safely and adequately heating all habitable rooms and bathrooms. Where a central heating system is not provided, each manufactured home shall be provided with facilities whereby heating appliances may be connected. Unvented fuel-burning heaters shall be prohibited except for gas heaters listed for unvented use and the total input rating of the unvented heaters is less than 30 BTU per hour per cu. ft. of room content. Unvented fuel-burning heaters shall be prohibited in bedrooms.

- (5) **Cooking and heating equipment.** All cooking and heating equipment and facilities shall be installed in accordance with Federal Manufactured Home Construction and Safety Standards and shall be maintained in a safe and good working condition. Portable cooking equipment employing flame is prohibited.
- (6) **Smoke detector.** Every manufactured home shall be provided with an approved listed smoke detector, installed in accordance with the manufacturers' recommendations and listing. When activated, the detector shall provide an audible alarm.
- (7) **Windows.** Every habitable room excluding bathrooms, kitchens, and hallways shall have at least one window or skylight facing directly to the outdoors.
- (8) **Ventilation.** Every habitable room shall have at least one window or skylight which can be easily opened, or such other device as will adequately ventilate the room.
- (9) **Electric Service.** Where there is electric service available to the manufactured home, every habitable room or space shall contain at least two separate and remote convenience outlets, and bedrooms shall have, in addition, at least one wall-switch-controlled ceiling or wall-type light fixture. In kitchens, three separate and remote convenience outlets shall be provided, and a wall- or ceiling-type light fixture controlled by a wall switch shall be required. Every hall, water closet compartment, bathroom, laundry room or furnace room shall contain at least one electric light fixture. In bathrooms the electric light fixture shall be controlled by a wall switch. In addition to the electric light fixture in every bathroom and laundry room, there shall be provided at least one convenience outlet. Any new bathroom outlet shall be properly installed, shall be maintained in good and safe working condition, and shall be connected to the source of electric power in a safe manner.
- (10) **Exterior Walls.** Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers and any other conditions which might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the manufactured home.
- (11) **Roofs.** Roofs shall be structurally sound and maintained in a safe manner and have no defects which might admit rain or cause dampness in the walls or interior portion of the home.
- (12) **Window sash.** Window sash shall be properly fitted and weather tight within the window frames.
- (13) **Interior floors, walls and ceiling.** Every floor, interior wall and ceiling shall be substantially rodent-proof, shall be kept in sound condition and good repair and shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon. Every toilet, bathroom and kitchen floor surface shall be maintained so as to be substantially impervious to water.
- (14) **Structural supports.** Every structural element of the dwelling shall be maintained structurally sound and show no evidence of deterioration which would render it incapable of carrying normal loads.