



MOBILE/MANUFACTURED HOME INSTALLATION PERMIT FACT SHEET

Manufactured Homes and Mobile Homes, are transportable structures of 1 or more sections built on a permanent metal chassis and designed to be towed. The term “Mobile Home” applies to units constructed *prior to* June 15, 1976. The term “Manufactured Home” applies to units constructed *after* June 15, 1976 in accordance with HUD Manufactured Home Construction and Safety Standards.



Manufactured Homes built within the last 20 years can be placed in allowed zoning districts in both the City of Sumter and unincorporated Sumter County. Manufactured homes and/or mobile homes built more than 20 years ago may only be placed in allowed zoning districts in unincorporated Sumter County.

A **Placement Certification** issued by the Sumter City-County Planning Department, an **Installation Permit** issued by the Sumter City-County Building Department, and a **Tax Assessor’s Moving Permit** issued by the Sumter County Assessor’s Office are all required prior to a unit being moved and installed at a new location in either Sumter County or the City of Sumter.

LOCATIONS ALLOWED:

- Private property located in the General Residential (GR), Agricultural Conservation (AC), or Conservation Preservation (CP) zoning districts of the City of Sumter or unincorporated Sumter County.
- Property cannot contain any other existing dwellings. A maximum of 1 principal dwelling is permitted per parcel of land.
- The lot on which the unit is to be placed must be an established lot of record appearing on the Sumter County Assessor’s Office Map:
(https://www.sumtercountysc.org/online_services/mapping/index.php).

DOCUMENTS REQUIRED FOR PERMIT APPROVALS

NEW UNIT	USED (PREOWNED) UNIT
1. Bill of Sale or Sales Contract from Dealership	1. Title to Unit, with Applicant listed as Owner
2. Completed SCDMV Form 400	2. Written permission from property owner (<i>if property owner is not also the permit applicant</i>).
3. SC DHEC-issued Septic Tank Installation Permit (<i>for sites with no existing wastewater service or septic tank</i>)	3. SC DHEC-issued Septic Tank Installation Permit (<i>for sites with no existing wastewater service or septic tank</i>)
4. Written permission from property owner (<i>if property owner is not also the permit applicant</i>).	



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PERMIT FEES & VALIDITY

- \$10 for Placement Certification Fee, issued by Sumter City-County Planning Department.
- \$72 for Building Installation Permit Fee, issued by Sumter City-County Building Department.
 - This permit is valid for 6 months from date of issuance and may be extended if requested.
- \$25 for Tax Moving Permit, issued by Sumter County Assessor's Office
- \$30 Tax Assessor Registration Fee, issued by the Sumter County Assessor's Office

SUPPLEMENTARY DEVELOPMENT STANDARDS FOR MANUFACTURED HOMES (CITY OF SUMTER ONLY)

All manufactured homes placed in the City of Sumter must meet the following requirements:

- a. No new manufactured homes older than 20 years at the date of an executed manufactured home certification for new placement is permitted. Manufactured homes being moved from one location within the jurisdiction limits of the City of Sumter to another location within the jurisdiction of the City of Sumter are exempt from the requirements - provided they meet all other standards in this section;
- a. All manufactured homes shall be attached to a foundation and securely underpinned and/or anchored in accordance with manufacturer's specification. The securing of a unit to a foundation must be inspected and approved by the Sumter City-County Building Department;
- b. All manufactured homes shall have an unpierced solid curtain wall consisting of brick, stone, stucco, vinyl, wood. The curtain wall must match or be compatible with the color of the exterior siding of the manufactured home. Unfinished wood exterior material, such as plywood or similar materials, are not permitted for use to meet this requirement;
- c. All manufactured homes shall have at least a 6-inch eave projection on all sides of the structure;
- d. All manufactured homes shall have a minimum roof pitch of 3:12 or three (3) feet of vertical rise for every twelve (12) feet of horizontal run;
- e. All manufactured home lots shall be capable of meeting the minimum off-street parking requirements outlined in *Article 8.i.3.n. Off Street Residential Parking*;
- f. All manufactured homes in Agricultural Conservation (AC) district shall be placed with the longest dimension parallel to the lot frontage.

Questions? Please contact the Sumter City-County Planning Department at PlanningDepartment@sumtersc.gov or 803-774-1660.