Email Mobile Home Process Moving Within

MOVING PERMIT/NO DECAL

Setup Permit & Moving Permit (Moving within Richland County)

1. Taxes need to be paid before permit will be issued
   Set-up Process (New Location of Mobile Home) Set-up Application
   https://etrakit.rcgov.us/etrakit/login.aspx?lt=either&rd=%7E/PermitApplication/confirma
tion.aspx (Application if applying online for setup)

2. Building Inspections Homepage
   http://www.richlandcountysc.gov/DevServ/Home/News/ArtMID/1726/ArticleID/2197/M ANUFACTURE-HOME-MOVING-PERMITS)

   a. Fill out Mobile Home Set-up Application (Location of where mobile home is
      being moved to)

   b. You will need to provide the bill of sale or title along with a picture ID and plat
      with Mobile Home location. 
      (If you have a lien on the mobile home you will need to get something in writing
      from the lien holder stating they are aware that you are moving the home) If you
      don’t have the decal in the window and need a replacement decal let us know and
      we will issue one.

   c. For property not served by a local sewer district, you must apply for a septic tank
      permit at the D.H.E.C. Office, 8500 Farrow Rd, 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 a sewer district 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.

   d. Bill of sale or title, Picture ID, plat & septic tank inspection letter (bring the
      documents to 2020 Hampton St or attach documents to online application) If the
      title or the bill of sale is in an LLC or Business name you need to provide
      Business Operating Agreement or documentation how you are affiliated with the
      business.
e. Check/money order made payable to Richland County Treasurer for $142.18. Payment can be paid at 2020 Hampton St or online application
f. Information will be sent to Zoning & Addressing for approval
g. Permits Division will then issue the permit. The permit, decal and moving permit will be mailed to address that is provided.

3. Information needed for the Moving Permit:
   a. What Mobile Home you are moving:
   b. Owner’s Name
   c. Current Location
   d. Decal Number

Where is the Mobile Home being moved?
   a. New Address
   b. Company moving home