

**RICHLAND COUNTY
COMMUNITY PLANNING & DEVELOPMENT
ASSESSOR DIVISION**

2020 Hampton Street, P.O. Box 192, Columbia, SC 29202
T 803-576-2640 | F 803-576-2681 | TDD 803-576-2045
assessoroffice@richlandcountysc.gov | richlandcountysc.gov/assessor



Mobile Home Setup Process

Set-up process (New Mobile Home & Moving Mobile Home from another county)

1. Mobile Home Application [Set-up Application](#) (Application if applying for setup at 2020 Hampton St)
<https://etrakit.rcgov.us/etrakit/login.aspx?lt=either&rd=%7E/PermitApplication/confirmation.aspx> (Application if applying online for setup)
2. (Building Inspections Homepage
<http://www.richlandcountysc.gov/DevServ/Home/News/ArtMID/1726/ArticleID/2197/MANUFACTURE-HOME-MOVING-PERMITS>)
3. You will need to provide the bill of sale or title along with a picture ID and plat with Mobile Home location. You must have ownership in the mobile home to get the decal. A decal will not be issued if you are not listed on the bill of sale or title. If you are moving the home into Richland County from another county you need to provide a copy of the moving permit and paid tax receipt.
4. 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.
5. 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.
6. Check/money order made payable to Richland County Treasurer for \$147.18 (pay at office or online)
7. Information will be sent to Zoning & Addressing for approval
8. Permits Division will then issue the permit. The decal will be mailed to address that is provided.