



Jasper County Building Department

358 Third Avenue, Post Office Box 1659
 Ridgeland, South Carolina 29936
 Phone (843) 717-3650 Fax (843) 726-7707

Mobile Home Building Permit Checklist

South Carolina State law requires that all mobile homes are registered and licensed in the county of location **prior to** moving, occupancy, or connection of electrical services.

No mobile homes more than 30 years old can be moved into the County.

Zoning Permit: \$150 Apply Online (see back of page)	
911 Address Certification:	GIS@jaspercountysc.gov 843-717-2630
Encroachment Permit / Driveway Application:	(only needed if no existing driveway) <input type="checkbox"/> SCDOT- (843)726-3431 <input type="checkbox"/> Jasper County Public Works (843-726-7740)
Site Plan	showing placement of MBH on Parcel of land with distance from all property lines
Building Permit: \$200 Apply Online (see back of page)	
Info:	<input type="checkbox"/> Year <input type="checkbox"/> Make/Model <input type="checkbox"/> Serial # <input type="checkbox"/> size <input type="checkbox"/> square feet, color of <input type="checkbox"/> outside and <input type="checkbox"/> shutters
Mover/Setup Contractor Information:	<input type="checkbox"/> Name, <input type="checkbox"/> Address, <input type="checkbox"/> Phone, <input type="checkbox"/> License #
<input type="checkbox"/> DHEC Septic tank Permit to Construct	- 104 Parker Drive, Beaufort, SC (843) 846-1030
<input type="checkbox"/> If Existing: Approval from Licensed Septic Contractor	
<input type="checkbox"/> or BJWSA Intent to Serve	- 6 Snake Road, Okatie, SC 29909 (843) 987-9292
Title:	<input type="checkbox"/> Provide title in your name or <input type="checkbox"/> bill of sale and <input type="checkbox"/> Form 400 from the DMV
Document Proving Wind Zone II:	<input type="checkbox"/> New MBH - Spec sheet from dealership, <input type="checkbox"/> Used MBH - IBTS Certification www.ibts.org 866-482-8868
Copy of a State or Federal ID for Applicant	
Signed Statement of Permission (if placing manufactured home on someone else's property)	
Used Mobile Homes Only: <input type="checkbox"/> Habitability Standard Form must be signed. Pictures of Mobile Home to include: <input type="checkbox"/> front and <input type="checkbox"/> back of outside; <input type="checkbox"/> living room, <input type="checkbox"/> kitchen, and <input type="checkbox"/> each bathroom.	
Once all above documents have been approved you will need to bring in the following:	
Moving Permit from County the home is moving from (not required if purchased from a dealer)	
Decal from Assessors Office	
Documents Needed Prior to CO Inspection	
DHEC Final septic Tank approval if applicable (both bottom signature lines are required)	
Final Flood Elevation Certificate if Flood Zone A/AE	
Needed After CO	
Skirting must be installed within 60 days AFTER Final Inspection (do not install before)	

HOW TO APPLY ONLINE

Go To:

<https://www.jaspercountysc.gov/>

Services

Apply for Zoning **and** Building Permits

Step 1

Search for the parcel using **ONE** of the following:

Property Owner Name, Address, or Parcel Number

Step 2

Create a Free Account

[Start now >](#)

[Already have an account click here to login >](#)

Step 3

Select Permit Options

Choose “Manufactured Home” for your project

Step 4

Submit Permit for Approval

Enter **all** information requested for your permit application and upload **all** required documents before submitting. Then track the progress of your permit application from submission to approval.