



Pickens County Building Codes Administration  
222 McDaniel Ave., Pickens, SC 29671  
Telephone: 864.898.5950 FAX 864.898.5795

### MOBILE HOME REGISTRATION PROCEDURES

**Q. I'm buying a new or used mobile home from a dealer. What do I need to register the home?**

- Form 500 (dealers contract for sale)
- Form 400(application for title)
- Name and map number of the land owner where the mobile home is going
- Proof of existing septic tank or letter from appropriate public sewer agency
- Verification of your address by the E911 office

**If the home is used, you will also need:**

- Paid tax receipt from previous location
- Moving permit from previous location
- Land ownership same as Tax Assessor's file or notarized statement from the landowner or copy of recent recorded instrument.

**Q. I'm buying a home from an individual in Pickens County. What do I need to register the home?**

- Bill of sale
- Form 400(application for title)
- Clear title to the home
- Paid tax receipt
- Name and map number of the land owner where the mobile home is going
- Proof of existing septic tank or letter from appropriate public sewer agency
- Verification of your address by the E911 office
- Land ownership same as Tax Assessor's file or notarized statement from the landowner or copy of recent recorded instrument.

**Q. I'm moving a manufactured home out of the county. What do I need to obtain a moving permit.**

- Tax clearance (all taxes including current year must be paid).
- Proof of ownership of the manufactured home.
- Moving permit issued by Building Codes Administration.

**Q. What year manufactured home can I move into Pickens County.**

- County regulations prohibit manufacture homes manufactured prior to 1976 to be moved into the county.

**Q. What is needed to move a manufactured home to another location within Pickens County?**

- Proof of ownership (title, mortgage paper)
- Name and map number
- Proof of sewer or septic tank.

**Q. I'm moving a manufactured home into Pickens County from another county. What do I need to do to register the home?**

- Bill of sale or title.
- Paid tax receipt from previous county
- Moving permit from previous county
- Name and map number of the land owner where the home is going.
- Proof of existing septic tank or DHEC permit.
- Verification of address.

**Q. How do I qualify for legal residence?**

- You must **own and occupy** the residence and have lived thereat that address any time during the year. You must provide proof of occupancy, such as SC individual income tax return, SC motor vehicle registration, utility bill, and any other proof required by the county assessor's office.

**Q. What are the fees to register a mobile home?**

- Sample Fee Schedule (Purchase Price – Permit Fee) \$5,000–\$50.00; \$15,000 –\$85.00; \$30,000—\$160.00; \$60,000—\$300.00 - \$5.00 Decal Fee - \$5.00 Moving Permit

**Q. How do I get a mobile home inspection?** Call Building Codes Office at: 864.898.5950 (Reference the assigned Permit Number).