

## MANUFACTURED/MOBILE HOME REQUIREMENTS

No mobile home may be placed on any property or lot without first obtaining a permit. To obtain a MBH permit you must:

1. Meet with Zoning Administrator for zoning verification.
2. Provide certification of soil percolation test and provide site area as required by SC DHEC for septic installation, if not utilizing Town sewer.
3. Provide Recordable Plat of proposed site (2 copies) to include landscaping, illustration of any right-of-ways, easements, streets, buildings and drainage areas.
4. Submit a notarized "Letter of Intent."
5. Notarized letter from property owner (if required) *if heir's property, ALL heirs should know about the mobile home request and signature(s) must be notarized.*
6. Submit copies of Bill of Sale & Title Registration forms.
7. Submit evidence of mobile home being Windzone-2 compliant.

### ONCE THE TOWN HAS APPROVED YOUR REQUEST YOU MUST:

1. Obtain a Charleston County MBH Movers Decal
2. *The Licensed MBH mover must have a State License and have a Business License from the Town of Hollywood.*

### ADDITIONAL INFORMATION:

- Mobile home dealer can only move Mobile Home before 4:00 pm
- Provide electrical service pole at rear of unit, in accordance with SCE&G regulations, service wiring underground when feasible.
- Provide masonry wall foundation, or at a minimum be underpinned with wood lattice, vinyl sheet, metal panels or similarly aesthetically pleasing material.
- Steps and/or porches shall be integrally designed to add to the appearance of the unit as a permanent residential structure.
- All towing apparatus (wheels, axle, tongue) must be removed before C.O. is issued. May be stored [hidden] under home and screened.

### Storage of Mobile Homes Not Permitted:

Mobile Homes may not be stored or otherwise placed on lots without meeting these requirements.

# MOBILE HOME PERMIT FEES

MOBILE HOME CAN NOT BE OLDER THAN 1976

## MOBILE HOME PERMIT FEES:

MBH Registration/Inspections	\$130.00
Electrical Permit (Additional amperage over 200= per x.10)	\$70.00
Certificate of Occupancy	\$50.00
<u>TOTAL FEE</u>	<u>\$250.00</u>

**TOWN OF HOLLYWOOD, SC  
Mobile Home Registration Form**

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Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Current Address: \_\_\_\_\_

Telephone#: \_\_\_\_\_

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New Address: \_\_\_\_\_

TMS#: \_\_\_\_\_ Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

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Owner/ Dealer: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Year & Model: \_\_\_\_\_ Purchase Price: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Wind Zone: \_\_\_\_\_

Mover: \_\_\_\_\_ Phone: \_\_\_\_\_

Planning & Zoning Administrator: \_\_\_\_\_

Status: \_\_\_\_\_ Date: \_\_\_\_\_

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**THIS COMPLETED FORM MUST BE TAKEN/FAXED TO CHARLESTON COUNTY MOBILE  
HOME DIVISION AT 4045 BRIDGE VIEW DRIVE, N. CHARLESTON, SC 29420  
PH 843-202-7231/ FAX 843-202-7237**

**TOWN OF HOLLYWOOD, SC**  
**LETTER OF INTENT**

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To Whom It May Concern:

I, \_\_\_\_\_, wish to move a mobile home into the Town of Hollywood for residential purposes. I understand that I must abide by all regulations of the Town of Hollywood.

\_\_\_\_\_  
APPLICANT NAME (PLEASE PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE (PLEASE SIGN)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

\_\_\_\_\_  
DATE

MY COMMISSION EXPIRES: \_\_\_\_\_