SALUDA COUNTY BUILDING CODE OFFICE
702 BATESBURG HWY.
SALUDA, S.C. 29138
PHONE (864)-445-1849 FAX (864)-445-4331

MOBILE HOME REGISTRATIONS AND MOVING PERMITS

ITEMS NECESSARY TO REGISTER A **NEW** OR **USED** MOBILE HOME PURCHASED FROM A **DEALER**

1) Completed copy of **BILL OF SALE**
2) Completed copy (front/back) of **FORM 400** (Application for certificate of title)
3) **SEPTIC TANK PERMIT & WELL LETTER** (Unless pre-existing)
4) If mobile home is a **USED**, a copy of the **MOVING PERMIT** from the dealer to show that no unpaid taxes were due in the County of origin.
5) **LICENSED INSTALLER'S INFORMATION**
6) Decal/Permit/Inspection fee **(CASH/CHECK ONLY)**

ITEMS NECESSARY TO REGISTER A **USED** MOBILE HOME PURCHASED FROM AN **INDIVIDUAL**

1) **COPY OF TITLE** (Showing new owner's name)
2) **COPY OF THE MOVING PERMIT** (If mobile home has been relocated)
3) **SEPTIC TANK PERMIT & WELL LETTER** (Unless pre-existing)
4) **LICENSED INSTALLER'S INFORMATION**
5) Decal/Permit/Inspection fee (new set up & same location/name change only)
6) **$25.00** for Decal only (If mobile has already been inspected & approved by Building Code Office at same location/name change only) **(CASH/CHECK ONLY)**

ITEMS NECESSARY TO ISSUE A **MOVING PERMIT**

1) **COPY OF TITLE**
2) **CERTIFICATE or COPY OF PAID TAX RECEIPT from County Treasurer** (As proof of tax payment on mobile home. If mobile home is moving out of the County, current year taxes must be paid in advance also.)
3) **COPY OF COMPLETED REPOSSESSION FORMS** (Repossessions only)
4) **TRANSPORTER NAME**
5) **NEW OWNER NAME**
6) **ADDRESS OF NEW LOCATION**
7) **$50.00** for Permit **(CASH/CHECK ONLY)**

REVISED 11/15