

SALUDA COUNTY BUILDING CODE OFFICE
407 W BUTLER AVENUE
SALUDA, S.C. 29138
PHONE (864)-445-1849 EXT #2272 FAX (864)-445-9405

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)**