

SALUDA COUNTY BUILDING CODE OFFICE
400 West Highland Ave
SALUDA, S.C. 29138
TELEPHONE: 864-445-4500 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***
 - Completed copy of **BILL OF SALE**
 - Completed copy (front/back) of **FORM 400** (Application for certificate of title)
 - **SEPTIC TANK PERMIT & WELL LETTER** (Unless pre-existing)
 - 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.
 - **LICENSED INSTALLER'S INFORMATION**
 - Decal/Permit/Inspection fee \$225 TOTAL **(CASH/CHECK ONLY)**

- **ITEMS NECESSARY TO REGISTER A USED MOBILE HOME PURCHASED FROM AN INDIVIDUAL**
 - **COPY OF TITLE** (Showing new owner's name)
 - **COPY OF THE MOVING PERMIT** (If mobile home has been relocated)
 - **SEPTIC TANK PERMIT & WELL LETTER** (Unless pre-existing)
 - **LICENSED INSTALLER'S INFORMATION**
 - Decal/Permit/Inspection fee (new set up & same location/name change only)
 - **\$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**
 - **COPY OF TITLE**
 - **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.)
 - **COPY OF COMPLETED REPOSSESSION FORMS** (Repossessions only)
 - **TRANSPORTER NAME**
 - **NEW OWNER NAME**
 - **ADDRESS OF NEW LOCATION**
 - **\$150.00** for Permit **(CASH/CHECK ONLY)**