

**FAIRFIELD COUNTY  
PLANNING, BUILDING AND ZONING OFFICE  
Post Office Drawer 60  
Winnsboro, SC 29180  
(803)712-6596 Fax(803)635-0114**

**MEMO**

To: ALL APPLICANTS

From: Ronald Stowers, Director of Planning, Building and Zoning

Date: May 18, 2005

Re: APPLICATION FOR MANUFACTURED HOME LICENSE

**No manufactured home is to be moved onto any property prior to obtaining a CERTIFICATE OF ZONING COMPLIANCE. You have fifteen (15) days from the date a manufactured home has been brought into the County to apply for and obtain a Manufactured Home License.**

**No application for a building permit will be accepted and processed until all information has been submitted. A minimum of one (1) business day is required for reviewing an application.**

In order to apply for a Manufactured Home License you **must** have the following information:

1. Name, address, and telephone # of the property owner(s). If the applicant for the Manufactured Home License is other than the property owner, written authorization from the property owner must be submitted.
2. Legal description of the property, Tax Map Number of the property, property area, # and type of buildings on the property. **This is to be provided by submitting a copy of property appraisal card of the property from the Tax Assessor=s Office.** The Tax Assessor=s Office is located at:

Fairfield County Courthouse  
Winnsboro, SC 29180  
(803)712-6520 Fax: (803)635-2767
3. Copy of Certificate of Zoning Compliance. You may obtain this from our office:

Planning, Building and Zoning Department  
Fairfield County Courthouse  
Winnsboro, SC 29180  
(803)712-6596 Fax: (803)635-0114
4. If new construction, a copy of the septic tank permit from SC DHEC or letter from utility supplying sewer service that you have applied and **been accepted** as a customer. You may contact Heyward Mattox at the County Health Department at

- (803)635-6481 concerning septic tank permits.
5. If the water is to be supplied by a water utility company instead of by well, a copy of a letter from utility supplying water service that you have applied and **been accepted** as a customer.
  6. Copy of 911 address. You may obtain your 911 address from the following office:  
Fairfield County E-911 Department  
Fairfield County Administration Complex  
350 Columbia Rd.  
Winnsboro, SC 29180  
(803) 635-5505      Fax: (803)635-4299

**You are Required by County Ordinance to post this address within 15 days of issuance of the address by the 911 Addressing Office. The property must also be properly posted before you call for first inspection. If not properly posted, inspection may not be done until it is posted.**

7. Either a copy of the certificate of title to the manufactured home or a copy of the completed Application for Certificate of Title as submitted to the SC Department of Public Safety must be submitted. **The name on the certificate of title or the completed application for a certificate of title must be the name of the person applying for the Manufactured Home License or have written authorization from the manufactured home owner.**
8. Copy of the Moving Permit for the manufactured home if manufactured home is used. The moving permit is issued by the County it is being moved from.
9. If the manufactured home is to be skirted with masonry, i.e. brick, a separate building permit is required for the masonry and brick work. This is required for the extra footer inspection that is required for masonry and brick underpinning.

### **GENERAL INFORMATION FOR ALL PERMITS**

No application for a building permit will be accepted and processed until all information has been submitted.

The Minimum Building Codes for Fairfield County are the International Building Code, International Plumbing Code, International Mechanical Code, International Fire Code, International Fuel Gas Code and the International Residential Code For One and Two Family Dwellings.

### **IMPORTANT**

Section 9-4. of the Fairfield County Zoning Ordinance (ordinance No. 365) makes it unlawful to use or occupy or permit the use or occupancy of any building (including manufactured homes) or premises, or both, or parts thereof created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a CERTIFICATE OF ZONING COMPLIANCE has been issued by the Fairfield County Planning, Building and Zoning Department. No permit for erection, alteration, moving or repair of any building nor any manufactured home license shall be issued until an application has been made for a CERTIFICATE OF ZONING COMPLIANCE, and the

CERTIFICATE OF ZONING COMPLIANCE has been issued by the Fairfield County Planning, Building and Zoning Department.

**Before any building permits or manufactured home licenses can be issued for any property in the 100 year flood area, a FEMA Flood Elevation Certificate with all parts correctly completed with surveyors original seal and signature must be presented. In general, if your property is on Lake Wateree, part of your property is in the 100 year flood area and a FEMA Flood Elevation Certificate is required. Contact our office at (803)712-6596 for specific information.**

\*The South Carolina Contractor=s Licensing Act allows you, as the property owner, to act as your own contractor and pull any or all required building permits for any of the following:

1. The total cost of construction is less than \$5000.00;
2. The property will be used solely by the owner and his immediate family as a residence for a period of at least two years;
3. For nonresidential projects, work performed by the owner is limited to nonstructural and nonmechanical portions of the project, or;
4. The project is a wood-framed farm building less than five thousand square feet used solely for livestock or storage.

**However, the South Carolina Contractor=s Licensing Act and the Residential Home Builders Act requires that anyone you hire or contract to do any or all portion of the work must be registered by the State of South Carolina in the appropriate category. Violation of these provisions is a misdemeanor and punishable by fine and/or imprisonment.**