



**CITY OF UNION**  
**Building & Zoning Department**

## **Guidelines For Mobile Home Dealers & Moving Contractors**

### **PROCEDURES & REQUIREMENTS FOR BRINGING A MOBILE HOME INTO AND REMOVING ONE FROM THE CITY LIMITS OF UNION, SOUTH CAROLINA ARE AS FOLLOWS:**

- 1) The property owner must obtain Assessor's Property Sheet from the Tax Assessor's Office to assure proper location of the mobile home on the property;
- 2) The property is to be staked and inspected before placement of the mobile home on the property;
- 3) **The mobile home must be set up per SC Manufacturing Housing Board and International Code Regulations;**
- 4) The mobile home dealer must obtain the permit for set-up and sewer tap, (if new tap is to be made), before the mobile home can be placed on a lot inside the city;
- 5) The person moving the mobile home must obtain a city business license and be licensed with the State of South Carolina and (if moving a mobile home out of the city), they must obtain a moving permit from the city;
- 6) Under no circumstances can home owners purchase the mobile home permit or moving permit for the mobile home dealer or the moving contractor;
- 7) Mobile homes must meet zoning regulations for set-backs & age. (Mobile home can not be over 10 years old.);
- 8) **No utility releases will be issued until all skirting and porches are installed.** (It is the owner's responsibility to call for an inspection when this has been done at 429-1720.);
- 9) No power will be turned on for the mobile home until the sewer & water connections are made and inspected, (except for temporary power in the contractor's name);
- 10) The electrical hook-up must be done by a licensed plumber and the heat & air conditioning must be done by a licensed HVAC contractor.

Any person who fails to comply with or violated any of the provisions of the City Code of the City of Union shall be guilty of a misdemeanor.

If we can be of any assistance please contact our office at 419-1720.

Sincerely,  
Kenneth Bailey  
City of Union Building Official