

# WELCOME TO DARLINGTON COUNTY!

**A Booklet of Important Information You'll Need to  
Know!**

## **REQUIREMENTS FOR MOBILE HOMES**

### **ANSWERS TO QUESTIONS ABOUT:**

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**IMPORTANT ADDRESSES, TELEPHONE NUMBERS AND OFFICE HOURS**

**DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL (DHEC)**

**Darlington/Society Hill (843) 398-4401**

**Office Hours: 8:30 AM - 5:00 PM**

**Hartsville/Lamar (843) 332-7303**

**Office Hours: 8:30 AM - 5:00 PM**

**TAX ASSESSOR'S OFFICE**

**1 Public Square**

**Courthouse, Room 309**

**Darlington, SC 29532**

**(843) 398-4180**

**Office Hours: 8:30 AM - 5:00 PM**

**PLANNING COMMISSION**

**1 Public Square**

**Courthouse, Room 405**

**Darlington, SC 29532**

**(843) 398-4610**

**Office Hours: 8:30 AM - 5:00 PM**

**E911 ADDRESSING**

**1 Public Square**

**Courthouse, Room 405**

**Darlington, SC 29532**

**(843) 398-4604**

**Office Hours: 8:30 AM - 4:30 PM**

**BUILDING CODES ENFORCEMENT**

**102 Exchange Street (alley entrance)**

**Darlington, SC 29532**

**(843) 398-4011**

**Office Hours: 8:30 AM - 5:00 PM**

**PEE DEE ELECTRIC COOPERATIVE**

**Darlington District (843) 665-4070**

**Office Hours: 8:00 AM - 5:00 PM**

**CAROLINA POWER & LIGHT (CP&L)**

**Florence 1-800-452-2777**

**Office Hours: 9:00 AM - 5:00 PM**

**BELLSOUTH**

**Florence/Darlington/Hartsville/Society Hill (803) 780-2355**

**GTE**

**Lamar (803) 326-5243**

**SCDOT Maintenance**

**111 Lamar Hwy**

**Darlington, SC 29532**

**(843) 393-6171**

Office Hours: 8:30 AM - 5:00 PM

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**STEP 1: DEED AND PLAT APPROVAL**

1. Deed and/or Plat must be brought to the Darlington County Planning Commission Office before a permit can be released from DHEC.
2. If the approval is for an existing parcel, a copy of the original recorded deed and/or plat must be brought into the Planning Office.
3. If the approval for a new division of property, the new plat must be brought into the Planning Office to be stamped approved.

**STEP 1A: SCDOT DRIVEWAY APPROVAL (On a State Highway or Road)**

If you need a new driveway or have an existing which may need widening because you are adding a new residence to your lot, you will need approval and possibly an encroachment permit from SCDOT. Bring SCDOT approval back to Planning Office.

**STEP 2: APPLY FOR A NEW SEPTIC TANK PERMIT**

1. Obtain an "Application for Permit to Construct an Individual Sewage Treatment Disposal System" from your local DHEC.
2. The application should be filled out, including precise directions to the lot and a sketch of the proposed lot layout.
3. A copy of the Planning Commission approved deed and/or plat for the property must be attached to the application (Dimensions must be shown).
4. The tax map identification number must be included on the form. This number is very important. If the number is not known, it can be obtained from the Tax Assessor's Office.
5. Stake the lot corners and mobile home corners, as well as the proposed septic tank stubout and proposed well location. Post the yellow "Site Sign" (received with the application) at the front of the lot. (All lots must be staked prior to the Environmental Health Manager's visit)

**THE LOT MUST BE EASILY ACCESSIBLE TO THE ENVIRONMENTAL HEALTH MANAGER**

6. When all of the above steps have been completed, return the application with attachments to the local DHEC office.
7. Fee of \$100.00 with receipt of the application.

**ALL INFORMATION MUST BE COMPLETED IN ORDER TO PREVENT DELAYS IN PROCESSING**

**STEP 3: APPLY FOR MOBILE HOME and/or MOVING PERMIT**

**These permits are obtained from the TAX ASSESSOR'S OFFICE**

Certain information is needed before these permits can be obtained. The requirements are listed below:

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**IF THE MOBILE HOME IS BOUGHT FROM A DEALER:**

1. Bill of Sale or Sales Contract
2. Updated Septic Tank Permit – Blue Copy (Installed and Approved)
3. Fee of \$5.00 for decal/sticker
4. Pay \$100.00 fee for inspection of mobile home

**IF THE MOBILE HOME BOUGHT FROM THE DEALER WITH TRADE IN:**

1. Bill of Sale or Sales Contract (BOTH should reference the trade in)
2. Updated Septic Tank Permit – Blue Copy (Installed and Approved)
3. If delinquent taxes are due, they must be paid. The current year's taxes must also be paid in advance for trade-in
4. Fee of \$10.00 for moving permit for trade-in, Inside or Outside the County, plus a Fee of \$5.00 for decal/sticker for new mobile home
5. Pay \$100.00 fee for inspection of new mobile home

\*A permission slip is needed if the person is not the owner. Must know the property owner's name that the property is listed on the Darlington County Tax Records.

**IF THE MOBILE HOME IS BOUGHT FROM AN INDIVIDUAL:**

1. Notarized Bill of Sale/Affidavit or Notarized Title with information completed on the back
2. Updated Septic Tank Permit – Blue Copy (Installed or Approved)
3. If delinquent taxes are due, they must be paid. The current year's taxes must also be paid in advance
4. If a change of location is taking place, Fee of \$10.00 for moving permit plus a Fee of \$5.00 for decal/sticker
5. Pay \$100.00 fee for inspection of mobile home (This is ONLY if the mobile home is moved)

**FOR MOBILE HOMES ALREADY LISTED ON COUNTY TAX ROLL AND CHANGING LOCATION BY THE OWNER:**

1. A copy of the Title (A new law requires the title to accompany all moving permits) or Proof of Ownership is required (if moving out of the County)
2. Updated Septic Tank Permit – Blue Copy (Installed and Approved if staying in the County)
3. If delinquent taxes are due, they must be paid. The current year's taxes must also be paid in advance
4. Fee of \$10.00 for moving permit plus a Fee of \$5.00 for decal/sticker

5. Pay \$100.00 fee for inspection of mobile home

**NOTE: If the owner does not come in, the owner must send a signed permission slip. This must include a description of the mobile home (Year, Make, Model, Size) signed by the owner and agent, and must be dated**

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**STEP 4: RECEIVING ADDRESS**

**\*\*THIS INFORMATION MUST BE BROUGHT IN - AN ADDRESS WILL NOT BE GIVEN OUT OVER THE TELEPHONE**

**YOU MUST HAVE:**

1. A copy of the Planning Commission approved deed and/or plat for the property. A Copy of current property owner's deed must accompany new (First time)E911 address request.
2. Blue copy of the installed and approved septic tank permit from DHEC.
3. The mobile home permit is needed for new registrations. This is received from the Tax Assessor's Office.
4. The tax map identification number of the location is needed. This is obtained from the Tax Assessor's Office. (The applicant should stop by the Tax Assessor's Office BEFORE coming to the E911 Addressing Office)
5. This information is brought in to the E911 Addressing Office, and an address is assigned.
6. Once the home has been setup on the lot, the occupant of the mobile home will need to contact the Building Codes Enforcement Office for an inspection time. There must be at least a 48 hour notice given to the Codes Office.

**STEP 5: GETTING A NEW HOOK UP FOR ELECTRICITY**

**YOU MUST HAVE:**

1. Septic Tank Permit Approval
2. Mobile Home Permit
3. E911 Address
4. Approved final inspection notice by the Building Codes Office

**If you do not have a current account with the power company with which you are applying, to avoid paying consumer deposit, provide them with a 2-year Letter of Credit**

**The customer is responsible for purchasing meter bases if needed**

## **STEP 6: GETTING TELEPHONE SERVICE**

The correct E911 address will be needed to obtain telephone services

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### **EXISTING SEPTIC SYSTEMS**

1. Go to DHEC to pickup application
2. Go to Planning Commission Rm 405 Courthouse to get paperwork checked for Flood Hazard Area
3. Go to DHEC to setup for inspection of septic system
4. Take blue copy from DHEC along with mobile home title or sales contract to Tax Assessor's Office Rm 309 Courthouse and register mobile home
5. Take blue copy from DHEC along with registration permit from Tax Assessor's Office to E911 Addressing Rm 405 Courthouse
6. Upon completion of mobile home setup, contact Building Codes (398-4011) for final inspection

**\*\* PLEASE MAKE SURE THAT ALL STEPS TO SETTING UP YOUR MOBILE HOME HAS BEEN TOTALLY COMPLETED TO AVOID PAYING EXTRA \$\$\$\$!**

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