



231 E. Hayne Street
 PO Box 1389
 Woodruff, SC 29388
 864-476-8154

MANUFACTURED HOME DE-TITLE PERMIT APPLICATION



Department of Building Safety
 4795 South Church St. Ext. - Suite
 2 Roebuck, SC 29376
 864-586-6111

PLEASE DIRECT ANY QUESTIONS TO BEKKI PHILLIPS (RPHILLIPS@CITYOFWOODRUFF.COM) OR CALL 864-476-8154
A LETTER WILL BE SUBMITTED BY EMAIL WITHIN 3 BUSINESS DAYS OF PROPERTY INSPECTION

OFFICE USE ONLY:

APPLICATION SUBMITTAL DATE: _____	PERMIT FEE: \$ _____	FACILITATOR'S INITIALS
PERMIT NUMBER: _____	CONV. FEE: \$ _____	
	TOTAL: \$ _____	

MANUFACTURED HOME DE-TITLE PERMIT FEE \$105.00 **A 3% CONVENIENCE FEE WILL BE ADDED TO ALL CREDIT/DEBIT CARD PAYMENTS. THERE WILL BE A \$30.00 SERVICE FEE ON ALL RETURNED CHECKS.**

CHECKLIST:

Title in Name	Paid Tax Receipt	Land and Home in Same Name	Lien Affidavit (must match I.D.)
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LOCATION OF MANUFACTURED HOME:

PROPERTY OWNER'S NAME:			PROPERTY OWNER'S PHONE # WITH AREA CODE:	
STREET ADDRESS:	CITY:	STATE:	ZIP	
PROPERTY OWNER'S EMAIL ADDRESS:				

MANUFACTURED HOME OWNER'S INFORMATION:

HOME OWNER'S NAME:			HOME OWNER'S PHONE # WITH AREA CODE:	
HOME OWNER'S MAILING ADDRESS:	CITY:	STATE:	ZIP	
HOME OWNER'S STREET ADDRESS:	CITY:	STATE:	ZIP	
HOMEOWNER'S EMAIL:				

MANUFACTURED HOME DESCRIPTION:

YEAR:	MANUFACTURER:	MODEL:	
SIZE:	COLOR:	VIN NUMBER:	
# OF BEDROOMS:	# OF BATHROOMS:	# OF FIREPLACES:	CONDITION OF HOME: NEW USED
ROOFING MATERIAL:		FOUNDATION/UNDERPIN:	EXTERIOR FINISH:
HEAT SOURCE: ELECTRIC GAS OTHER		AIR CONDITIONING: YES NO	
PURCHASE DATE:		SALE AMOUNT:	

UTILITIES:

POWER COMPANY:

GAS COMPANY:

WATER:

WELL

PUBLIC

SEWER:

NEW

EXISTING

SEPTIC:

NEW

EXISTING

SIGNATURE:

APPLICANT'S NAME (printed):

COMPANY NAME:

TITLE:

APPLICANT'S EMAIL ADDRESS:

APPLICANT'S PHONE # WITH AREA
CODE:

APPLICANT'S SIGNATURE:

PERMIT REQUESTS RECEIVED AFTER 4:00pm WILL BE PROCESSED THE NEXT BUSINESS DAY.***PLEASE CLICK THE SUBMIT BUTTON TO SEND YOUR COMPLETED APPLICATION AND ATTACH ALL REQUESTED DOCUMENTS***