



7300 Woodrow Street
 P.O. Box 406
 Irmo, SC 29063
 803-781-7050

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 PERMITS@CCISERVICESLLC.COM OR 864-586-6111 EXT 2
 A LETTER WILL BE SUBMITTED BY EMAIL WITHIN 3 BUSINESS DAYS OF PROPERTY INSPECTION**

OFFICE USE ONLY:

APPLICATION SUBMITTAL DATE: _____ PERMIT NUMBER: _____	PERMIT FEE: \$ _____ CONV. FEE: \$ _____ TOTAL: \$ _____	FACILITATOR'S INITIALS _____
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MANUFACTURED HOME DE-TITLE PERMIT FEE \$165.00 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:

PARCEL ID #:

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***