



129 Rowes Pump Dr.  
PO Box 95  
Rowesville, SC 29133  
803-534-2745

# 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 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:	PARCEL ID #:		
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***