# TOWN OF BLUFFTON
## BUILDING PERMIT APPLICATION
## APPLICATION FOR MANUFACTURED HOUSING PERMIT

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843) 706-4522
www.townofbluffton.sc.gov
growthmanagementcs@townofbluffton.com

| Manufactured Housing Permit Application | | |
|---|---|---|
| Owner Name: | | |
| Owner Address: | | |
| Owner Phone: | | |
| **Location** | | |
| Parcel ID: R _ _ _ - _ _ _ - _ _ _ _ - _ _ _ _ | Historic District: ☐ No ☐ Yes | |
| Street Address: | | |
| Lot: | Flood Zone: | |
| **Manufactured Unit Information** | | |
| Serial No. | Year Built | Size |
| **Licensed Installer** | | |
| Name: | State License: | Business License #: |

| The following Information is required: | |
|---|---|
| ☐ Wind Zone Certification | Manufactured homes located in the Town of Bluffton must meet Wind Zone 2 Specifications. You must present proof that the home is labeled Wind Zone 2 in order to bring a home onto the land or to move a home from one location to another in the Town of Bluffton. |
| ☐ Water/Sewer/Septic | Letter of service from Beaufort Jasper Water and Sewer or a copy of the septic tank approval signed at the bottom as completed. |
| ☐ HVAC Certificate | The HVAC unit must be installed by a licensed mechanical contractor and elevated to meet flood requirements. A Mechanical Certificate is required from the mechanical contractor. |
| ☐ Electrical Certificate | A licensed electrician is required to install the electrical service. A Mechanical Certificate is required from the Electrical Contractor. |
| ☐ Date of Manufactured Home | Manufactured date of the home. Homes dates prior to 1996 are not permitted. |
| ☐ Town of Bluffton Placement Approval | The placement approval is obtained from the Growth Management Department. |
| ☐ County License for Manufactured Home | The Beaufort County License is issued to you when you register your home with the County. |
| ☐ Drawings | Additional plans are required for permanent foundations and site built items such as stairs and landings, and must comply with the International Residential Code. |
| ☐ Historic District Requirements | Placement on property located in the Historic District must meet applicable design standards of Article 5 of the Unified Development Ordinance. |
| ☐ Manufacturer Instructions | The Manufacturer Instructions must be available in the unit upon inspection. If not available, the installation must comply with State of SC installation regulations. |
| Owner Signature | Date: |

**Note: A manufactured home cannot be placed in a flood zone.**