



## **City of Myrtle Beach Manufactured Home Set Up Procedures and Application**

The following steps must be followed in order to place a manufactured home inside the City limits of Myrtle Beach:

### 1. Permit submittal requirements:

- A mobile home permit application and tree statement.
- A copy of the sticker number and documentation issued by the Horry County Tax Assessor's Office.
- Verification of Wind Zone II construction; i.e., photo of manufactured home specifications label or similar documentation.
- Sales contract of mobile home purchase.
- A letter of authorization or email is required from the land owner.
- A letter of authorization or email from the mobile home mover for the applicant to pay for the permit on their behalf.
- Site plan to scale showing the distance between neighboring mobile homes; 10 feet of separation between homes is required.

### 2. Permit requirements:

- A City of Myrtle Beach permit must be purchased before the home is moved onto a lot located within the City limits. The person or company setting up the mobile home is responsible for purchasing the permit. The person who sets up the mobile home must have a state and city business license.
- All plumbing, electrical and HVAC work must be done by licensed contractors. The contractor performing the work must purchase these permits and can only be issued once the mobile home permit is issued.

### 3. Inspections

When all the work is finished, call Construction Services at 918-1111 for final inspection. When you call, be ready to provide all permit numbers, park name and lot number. An exact physical address is required if it is not located in a mobile home park and you do not know the permit number.

### 4. Utilities

- Water may be turned on at any time during the process. Set up your account and pay the deposit at Utility Billing, located in the City Services Building.
- Power and Gas – After a final inspection has been completed and has passed, call the utility companies who service your area and they will connect your power. They will not turn on any power or gas until they see that a final inspection has passed. The inspector will leave a sticker on the meter box to show that the home is ready for final power.



## CITY OF MYRTLE BEACH CONSTRUCTION SERVICES MANUFACTURED HOME PERMIT APPLICATION

Job Site/Physical Address			Zoning District	Flood Zone
Lot No.	Block	Mobile Home Park:	TMS#	
Owner of Property		Mailing Address		Phone
Contractor		Mailing Address		City License#
				St License#

**Manufactured Home Information:**

Total Value of Home		Cost to Move/Setup Home		
Year	Make	Size	Wind Zone Area	
Previously Located	Date to be Moved		Tax Sticker No.	
Owner of Home				
Contact Name			Phone	

### Tax Certification

I hereby certify that all County and Municipal property taxes legally due by me have been paid as provided in the 1963 SC Code of Laws, Act No. 881, Section 2.

Signature of Owner or Authorized Agent	Printed Name	Phone
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**Project Coordination:**

Department	Permit Approval Signature	Permit Approval Date
Zoning		
Building		
Engineering		

Date Received	Date Issued	Permit Fee	Permit #
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- *This permit does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Zoning Ordinance of the City of Myrtle Beach.*
- *If placing in a mobile home park, 10 ft separation between homes is required.*



# Tree Statement

Construction Services  
City of Myrtle Beach

843-918-1111

[www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com)

921 N Oak St, Myrtle Beach, SC 29577

Project Address \_\_\_\_\_

Horry County PIN or TMS # \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Type of Construction:     Commercial     Multi-family     Residential

**New Construction, Additions, Pools, Fences or Accessory Structures**  
*(Check all that apply and sign below)*

\_\_\_\_\_ Tree survey combined with the proposed site plan, drawn and sealed by a registered surveyor, showing the location, type and diameter of the tree in accordance with City of Myrtle Beach Zoning Code Section 903.H. Trees to be removed due to proposed construction should be clearly labeled on site plan.

\_\_\_\_\_ There are no trees on the property.

\_\_\_\_\_ Proposed construction will not affect any trees on the property; tree protection must be in place for all remaining trees.

***Tree protection inspection must be performed prior to plan approval on certain projects.***

Contact Ryan Boyd at 843-918-1182/[rboyd@cityofmyrtlebeach.com](mailto:rboyd@cityofmyrtlebeach.com)) or

Matt Brooks at 843-918-1166/[mbrooks@cityofmyrtlebeach.com](mailto:mbrooks@cityofmyrtlebeach.com).

\_\_\_\_\_  
Signature of Applicant (Owner or Authorized Agent)

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

## **Article 15. CONDITIONAL/ACCESSORY USES AND SPECIAL EXCEPTIONS**

City of Myrtle Beach, SC

**ZONING ORDINANCE**

### 1501.N. Manufactured Homes.

1. The home shall:
  - a. be built after June 15, 1976;
  - b. meet Department of Housing and Urban Development standards pursuant to the National Manufactured Housing Construction and Safety Standards Act of 1974 (commonly referred to as "HUD Code") for single family manufactured homes; and
  - c. be inspected and "sealed" in accordance with HUD regulations.
2. All homes relocated within the City shall meet the minimum standards of S.C.Reg. 79-43 Used Manufactured Home Minimum Habitability Requirements.
3. All homes brought into the City or relocated within the City shall meet the minimum specifications for South Carolina Wind Zone 2 (model year starting July 1, 1995) and be labeled as such.
4. The home shall be designed for long-term occupancy, containing sleeping accommodations, a flush toilet, a tub or shower bath, and kitchen facilities, with plumbing and electrical connections provided for attachment to outside systems.
5. The home shall be designed to be transported in one or more sections after fabrication on its own wheels, or on a flatbed or other trailers or detachable wheels.
6. The home shall arrive at the site where it is to be occupied as a dwelling complete, often including major appliances and furniture, and ready for occupancy except for minor incidental unpacking and assembly operation, location on foundation supports, connections to utilities and the like.
7. The home shall be placed by an installer licensed to do so by SCLLR according to manufacturer instructions on a site-built concrete or masonry foundation capable of transferring design dead loads and live loads and other design loads unique to the site due to wind, seismic and water conditions that are imposed by or upon the structure into the underlying soil or bedrock without failure.
8. All tie-down devices shall be in accordance with the manufacturer's recommendations or an engineered design approved by the City Construction Services Department.
9. The home must be approved for and permanently connected to all required utilities.
10. Parking standards shall be determined by the zoning district in which the manufactured home is placed.
11. In addition to the regulations listed in 1-10 above, single-family manufactured homes on individual lots shall adhere to the following:
  - a. The home shall have a minimum floor area on the main floor (exclusive of garage) of 1,000 sq ft.
  - b. The home shall be placed so that the main entrance or front of the home faces or parallels the principle street frontage.
  - c. All axle and hitch assemblies shall be removed at the time of placement on the foundation.
  - d. The space beneath the home shall be enclosed at the perimeter of the home in accordance with the manufacturer's recommendations, shall have ventilation as required by the City, and shall be constructed of materials consisting of wood, brick, concrete, stucco stone, vinyl, or fiber cement siding, and shall be pest and weather resistant.
  - e. The roof shall have a surface of asphalt or composition shingles, or fiberglass, clay or slate tiles, or standing-seam metal roofing.

- f. Homes shall have exterior siding materials consisting of wood, hardy board, brick, concrete, stucco, glass, vinyl, tile or stone.
- g. Additions and modifications to the home shall be manufacturer produced specifically for the manufactured home model and shall be attached or modified by an installer licensed to do so by SCLLR.

12. In addition to the regulations listed in 1-11 above, manufactured homes in the R5 and R8 districts shall adhere to the following:
- a. The roof shall have a pitch of not less than five (5) feet of rise for each 12 feet of horizontal run, with interior attic access.
  - b. There shall be a roof overhang at the eaves and gable ends of not less than twelve (12) inches, excluding rain gutters, measured from the vertical side of the dwelling. The roof overhang requirement shall not apply to areas above porches, alcoves, and other appendages that together do not exceed 25% of the length of the dwelling.
  - c. Homes shall have a covered porch extending from the main entrance. The porch shall be a minimum of 8' deep and 8' long.
  - d. In order to add architectural interest and variety, and to relieve the visual affect of a plain long wall, front facades shall include wall offsets, including projections and recesses, a minimum of six inches in depth. These may include the porch required in section 1501.N.12.c. - *Homes Shall Have A Covered Porch*. No uninterrupted length of the face shall exceed 30 horizontal feet.

## IRC 2018 Section R311

### Means of Egress:

R311.1 Means of egress. Dwellings shall be provided with a means of egress as provided in this section. The means of egress shall provide a continuous and unobstructed path of vertical and horizontal egress travel from all portions of the dwelling to the exterior of the dwelling to the required egress door without requiring travel through a garage. The required egress door shall open directly into a public way or to a yard or court that opens to a public way.

R311.2 Egress door. At least one egress door shall be provided for each dwelling unit. The egress door shall be side-hinged, and shall provide a minimum clear width of 32 inches (813 mm) when measured between the face of the door and the stop, with the door open 90 degrees (1.57 rad). The minimum clear height of the door opening shall not be less than 78 inches (1981 mm) in height measured from the top of the threshold to the bottom of the stop. Other doors shall not be required to comply with these minimum dimensions. Egress doors shall be readily openable from inside the dwelling without the use of a key or special knowledge or effort.

R311.3 Floors and landings at exterior doors. There shall be a landing or floor on each side of each exterior door. The width of each landing shall not be less than the door served. Every landing shall have a minimum dimension of 36 inches (914 mm) measured in the direction of travel. The slope at exterior landings shall not exceed ¼ unit vertical in 12 units horizontal (2 percent).

### Stairways and Handrails:

**R311.7.5 Stair treads and risers.** Stair treads and risers shall meet the requirements of this section. For the purposes of this section all dimensions and dimensioned surfaces shall be exclusive of carpets, rugs or runners.

**R311.7.5.1 Risers.** The riser height shall be not more than 7 ¾ inches (196 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). Risers shall be vertical or sloped from the underside of the nosing of the tread above at an angle not more than 30 degrees (0.51 rad) from the vertical. Open risers are permitted provided that the openings located more than 30 inches (762 mm), as measured vertically, to the floor or grade below do not permit the passage of a 4-inch diameter (102 mm) sphere.

**R311.7.5.2 Treads.** The tread depth shall be not less than 10 inches (254 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm).

**R311.7.5.2.1 Winder treads.** Winder treads shall have a tread depth of not less than 10 inches (254 mm) measured between the vertical planes of the foremost projection of adjacent treads at the intersections with the walkline. Winder treads shall have a minimum tread depth of 6 inches (152 mm) at any point within the clear width of the stair. Within any flight of stairs, the largest winder tread depth at the walkline shall not exceed the smallest winder tread by more than 3/8 inch (9.5 mm). Consistently shaped winders at the walkline shall be allowed within the same flight of stairs as rectangular treads and do not have to be within 3/8 inch (9.5 mm) of the rectangular tread depth.

**R311.7.5.3 Nosings.** The radius of curvature at the nosing shall be no greater than 9/16 inch (14 mm). A nosing not less than 3/4 inch (19 mm) but not more than 1 1/4 inches (32 mm) shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch (9.5 mm) between two stories, including the nosing at the level of floors and landings. Beveling of nosings shall not exceed 1/2 inch (12.7 mm).

**Exception:** A nosing projection is not required where the tread depth is a minimum of 11 inches (279 mm).

**R311.7.5.4 Exterior wood/plastic composite stair treads.** Wood/plastic composite stair treads shall comply with the provisions of Section R507.3.

**R311.7.6 Landings for stairways.** There shall be a floor or landing at the top and bottom of each stairway. The minimum width perpendicular to the direction of travel shall be not less than the width of the flight served. Landings of shapes other than square or rectangular shall be permitted provided that the depth at the walk line and the total area is not less than that of a quarter circle with a radius equal to the required landing width. Where the stairway has a straight run, the minimum depth in the direction of travel shall be not less than 36 inches (914 mm).

**Exception:** A floor or landing is not required at the top of an interior flight of stairs, including stairs in an enclosed garage, provided a door does not swing over the stairs.

**R311.7.7 Stairway walking surface.** The walking surface of treads and landings of stairways shall be sloped not steeper than one unit vertical in 48 inches horizontal (2-percent slope).

**R311.7.8 Handrails.** Handrails shall be provided on not less than one side of each continuous run of treads or flight with four or more risers.

**R311.7.8.1 Height.** Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 3/4 inches (864 mm) and not more than 38 inches (965 mm).

**Exceptions:**

1. The use of a volute, turnout or starting easing shall be allowed over the lowest tread.
2. When handrail fittings or bendings are used to provide continuous transition between flights, transitions at winder treads, the transition from handrail to guard, or used at the start of a flight, the handrail height at the fittings or bendings shall be permitted to exceed the maximum height.

**R311.7.8.2 Continuity.** Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1 1/2 inch (38 mm) between the wall and the handrails.

**Exceptions:**

1. Handrails shall be permitted to be interrupted by a newel post at the turn.
2. The use of a volute, turnout, starting easing or starting newel shall be allowed over the lowest tread.

**R311.7.8.3 Grip-size.** All required handrails shall be of one of the following types or provide equivalent graspability.

1. Type I. Handrails with a circular cross section shall have an outside diameter of at least 1 1/4 inches (32 mm) and not greater than 2 inches (51 mm). If the handrail is not circular, it shall have a perimeter dimension of at least 4 inches (102mm) and not greater than 6 1/4 inches (160 mm) with a maximum cross section of dimension of 2 1/4 inches (57 mm). Edges shall have a minimum radius of 0.01 inch (0.25 mm).

2. Type II. Handrails with a perimeter greater than 6 1/4 inches (160 mm) shall have a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 3/4 inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch (8 mm) within 7/8 inch (22mm) below the widest portion of the profile. This required depth shall continue for at least 3/8 inch (10 mm) to a level that is not less than 1 3/4 inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1 1/4 inches (32 mm) to a maximum of 2 3/4 inches (70 mm). Edges shall have a minimum radius of 0.01 inch (0.25 mm).

**R311.7.8.4 Exterior plastic composite handrails.** Plastic composite handrails shall comply with the provisions of Section R507.3.

**R311.7.9 Illumination.** All stairs shall be provided with illumination in accordance with Section R303.7.

### **R311.8 Ramps.**

**R311.8.1 Maximum slope.** Ramps serving the egress door required by Section R311.2 shall have slope of not more than 1 unit vertical in 12 units horizontal (8.3-percent slope). All other ramps shall have a maximum slope of 1 unit vertical in 8 units horizontal (12.5 percent).

**Exception:** Where it is technically infeasible to comply because of site constraints, ramps may have a maximum slope of one unit vertical in eight horizontal (12.5-percent slope).

**R311.8.2 Landings required.** There shall be a floor or landing at the top and bottom of each ramp, where doors open onto ramps, and where ramps change directions. The width of the landing perpendicular to the ramp slope shall be not less than 36 inches (914mm).

**R311.8.3 Handrails required.** Handrails shall be provided on at least one side of all ramps exceeding a slope of one unit vertical in 12 units horizontal (8.33-percent slope).

**R311.8.3.1 Height.** Handrail height, measured above the finished surface of the ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm).

**R311.8.3.2 Grip size.** Handrails on ramps shall comply with Section R311.7.8.3.

**R311.8.3.3 Continuity.** Handrails where required on ramps shall be continuous for the full length of the ramp. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1 1/2 inches (38 mm) between the wall and the handrails.