



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. Reference the 2021 IRC Code Section R311 as it relates to egress, landings and stairs installation codes.

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.	Mobile Home Park:		PIN#
Owner of Property	Mailing Address		Phone
Contractor	Mailing Address		City License # State License #
			Email Address

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	
Contact Email:			

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.

<i>Signature of Owner or Authorized Agent</i>	<i>Printed Name</i>	<i>Phone</i>
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Project Approvals

Department	Permit Approval	Permit Approval Date
Zoning/Landscaping		
Building		
Engineering		
Business License		

Date Received	Date Issued	\$150.00 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

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) or

Matt Brooks at 843-918-1166/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.

Article 15. CONDITIONAL/ACCESSORY USES AND SPECIAL EXCEPTIONS

City of Myrtle Beach, SC
ORDINANCE

ZONING

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 square feet.
 - 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.