

**CITY OF UNION
PLANNING DEPARTMENT
101 Sharp Avenue
Union, S.C. 29379
Phone: (864) 429-1720 Fax: (864) 429-1686**

**MOBILE HOME PERMITTING & INSTALLATION GUIDE
ATTENTION**

**PLEASE DO NOT CALL FOR POWER INSPECTION UNTIL
ALL THE FOLLOWING ITEMS ARE COMPLETED:**

- Landing at each entrance and every door where the door swings out over the top step.
- Steps at every entranceway.
- Handrails and pickets (if landing is 30" above ground).
- Tiedowns completed.
- Street numbers are on dwelling and at street (if required).
- If gas appliances, gas test must be completed (10 PSI)
- All electrical wiring must be correctly installed.
- All plumbing is connected to sewer system or tank

GENERAL INFORMATION

After the permit has been issued, these steps should be followed to insure the fastest possible service from the Planning Department and for electrical service to be connected by the Power Company:

- 1. Call or visit the Power Company serving your area and make an application for power.**
- 2. After the mobile home is completely setup (as stated on the previous page) call the Planning Department to request your inspection at (864) 429-1720.**
- 3. Have the Inspection Card posted on or near the mobile home so the inspector can see it from the road, and so they can sign the card when approved.**
- 4. Make sure the county decal sticker with the large #44 in the center is placed in the window so it can be viewed as you approach the mobile home.**
- 5. State law requires that the method of sewage disposal be approved by the Health Department before a permit can be issued.**
- 6. If septic system is existing, you must uncover the inlet side of the septic tank (where the pipe goes into the tank.)**

Mobile Home Electrical Supply

The mobile home service equipment shall be located adjacent to the mobile home and not more than 30 feet from the home. The equipment shall not be mounted on the mobile home. (Unless it comes from the factory allowing mounting on home.)

(A PERMANENTLY INSTALLED FEEDER CIRCUIT SHALL BE INSTALLED IN ACCORDANCE WITH THE INSTRUCTIONS USING THE DIAGRAMS ATTACHED.)

The meter box and service equipment shall be mounted on a treated pole or other permanent type frame near the home. The service equipment is provided for safety so that the electricity can be turned off from outside the mobile home.

A rain tight connector is used to connect the cable to the meter box. The main service equipment closure shall be bonded to the neutral busbar. Grounding of the main service equipment shall be made by means of a #6 copper wire to an approved ground rod of 8 feet in length driven in the ground near the service pole.

The power feeder from the main service equipment to the inside panel shall consist of four insulated, color coded conductors. The black and red conductors shall be connected to the hot terminals on the load side of the main service equipment breaker and to the line side of the main breaker in the panel box inside the mobile home.

Both the white and the green wires are connected to the grounded neutral busbar in the main service equipment located in the outside panel.

In the panel box inside the mobile home, the white wire is connected to the insulated neutral busbar and the green wire is connected to the separate equipment grounding busbar that is bonded to the panel box enclosure.

FOUR WIRE SYSTEM

USE 4 SEPARATE INSULATED CONDUCTORS APPROVED FOR AMPACITY OF DISCONNECT.

Overhead Service

Underground Service

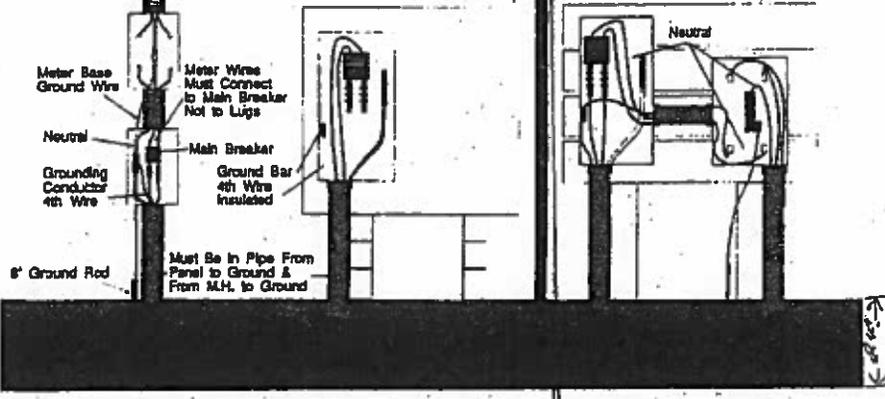
Minimum Pole Height 12'

Sizing 2 Hot Wires

Wire Size Copper	Wire Size Aluminum	Size of Main Breaker Outside & Inside (A)
4AWG	2AWG	100 AMP
3AWG	1AWG	110 AMP
2AWG	1/0	125 AMP
1AWG	2/0	150 AMP
1/0	3/0	175 AMP
2/0	4/0	200 AMP

**Sizing 4th Wire
Ground Conductor**

Main Size - Copper	Aluminum
40 AMP	#10
60 AMP	#8
100 AMP	#6
200 AMP	#4



Meter Base Ground Wire
Neutral
Grounding Conductor 4th Wire

Meter Wires Must Connect to Main Breaker Not to Lugs
Main Breaker
Ground Bar 4th Wire Insulated

Must Be in Pipe From Panel to Ground & From M.B. to Ground

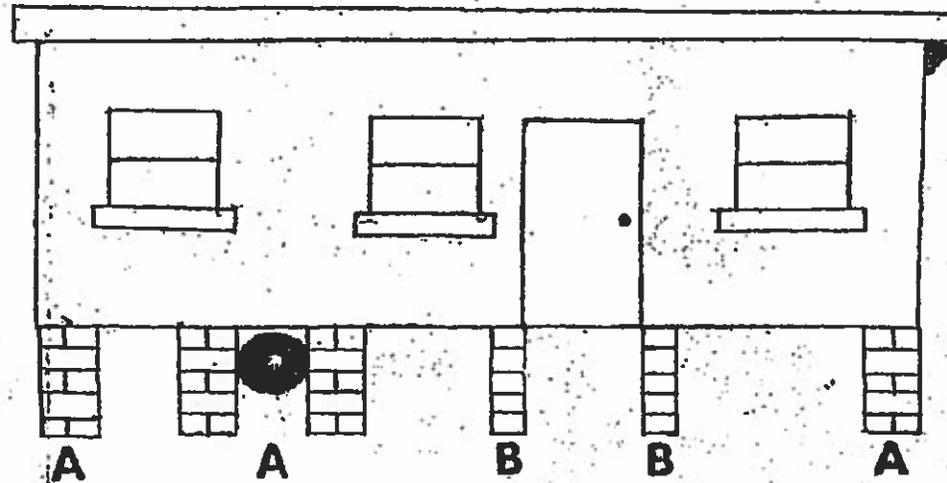
Panel Meter

Neutral

6

Handwritten mark

**Pier Construction (for used Mobile Homes)
New Mobile Homes use Manufacturer's
Instructions (leave book on site)**



Type "A" Piers

1. All "A" piers shall be 16" x 16" blocks or two (2) 8" x 16" blocks with cells placed in a vertical position.
2. All "A" piers shall be placed no greater than ten (10) feet apart.
3. All piers shall have solid caps, use treated or hardwood 2" x 8" or 2" x 10" boards or solid cement blocks.
4. Shims or wedges shall be of treated or hardwood and no greater than two (2) inches in height.

- A. 16" x 16: blocks or two (2) 8" x 16" blocks.
- B. 8" x 16" blocks.
- C. No greater than ten (10) feet between blocks.

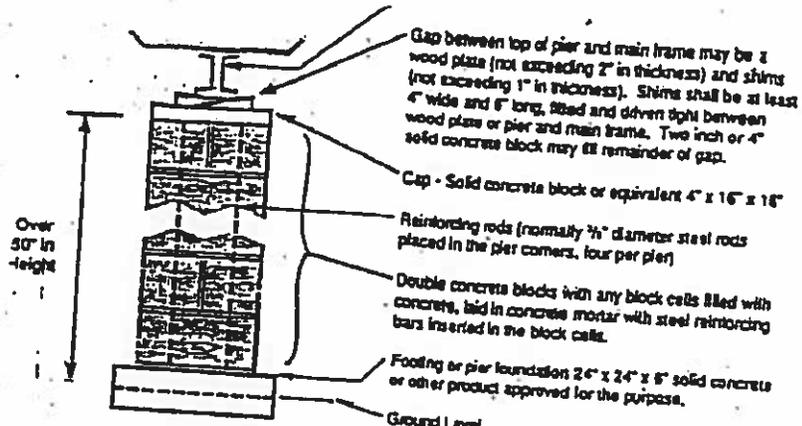


Figure 83(a)

Footings placed on firm undisturbed soil or on compacted fill free of grass and organic materials constructed to a minimum load-bearing capacity of 2000 psf.

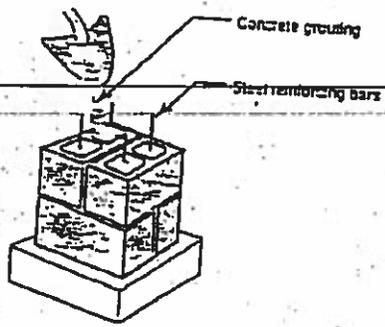


Figure 83(b) For piers exceeding 80 inch in height the concrete blocks should be filled with concrete grouting and steel reinforcing rods utilized.

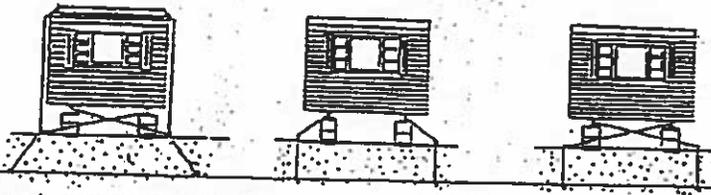
(83)

**TIE DOWNS AND ANCHORS
(SPECIFICATIONS TABLE)**

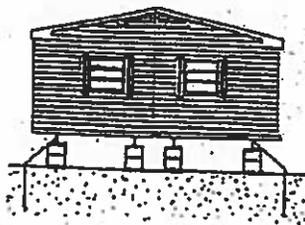
(A) LENGTH OF HOME (FT.)	(B) NO. OF VERTICAL TIES	(C) NO. OF DIAGONAL TIES/PER SIDE	MIN. NUMBER OF ANCHORS
Up to 40	2	4	8
40 to 46	2	4	8
46 to 49	2	5	10
49 to 54	3	5	10
54 to 58	3	5	10
58 to 64	3	6	12
64 to 70	3	6	12
70 to 73	3	7	14
73 to 84	4	7	14

2. Double-section manufactured homes require only the diagonal ties specified in Column C.
3. Length of manufactured home (as used in the above table) means length excluding draw bar.
3. Double sections will be bolted together by manufacturer requirements.

VARIOUS METHODS OF TIE DOWNS



* DOUBLE WIDERS DO NOT REQUIRE OVER THE TOP TIE DOWNS



LANDING AND STAIRS

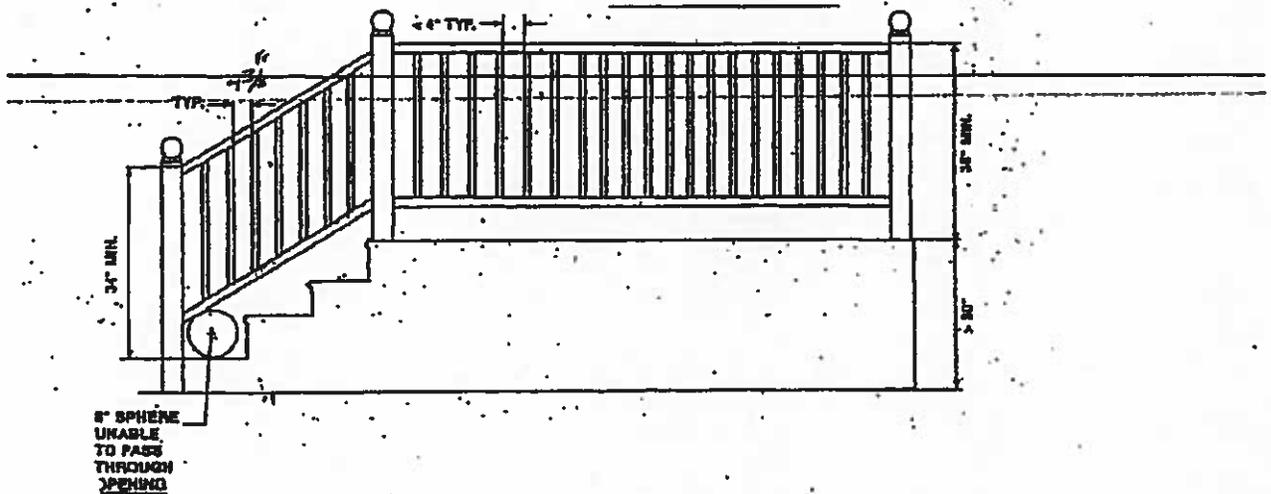
All mobile homes shall provide a stair and ledge or landing at each exterior door to the mobile home. Stairs shall be at least 36 inches wide. If more than 30 inches high, then a handrail with pickets must be installed.

Landings shall be a minimum of 4 feet by 4 feet and the landing shall not be more than 1½ inches lower than the threshold.

Exception:

1. The landing at the exterior door shall not be more than 7¾ inches below the top of the threshold, provided the door does not swing out over the landing.
2. Exterior storm and screen doors do not count as the door swinging over the landing (only the actual entrance-door itself).

Construction of stairs and landings shall conform to standards as found in the most recent edition of the International Residential Code.





To: Mobile Home Dealers & Moving Contractors

The procedures and requirements for bringing a mobile home into the city limits of Union, South Carolina and for removing a mobile home from the city limits of Union, South Carolina are as follows:

1. The property owner must obtain Assessor's Property Sheet from the Tax Assessor's Office to assure proper location of the mobile home on the property;
2. The property is to be staked and inspected before placement of the mobile home on the property, (to meet setback requirements);
3. **The mobile home must be set up per S.C. Manufacturing Housing Board and International Code Regulations:**
4. The mobile home dealer must obtain the permit for set-up and sewer tap, (if new tap is to be made), before the mobile home can be placed on a lot inside the city;
5. The person moving the mobile home must obtain a city business license and be licensed with the State of South Carolina and (if moving a mobile home out of the city), they must obtain a moving permit from the city;
6. **Under no circumstances can home owners purchase the mobile home permit or moving permit for the mobile home dealer or the moving contractor:**
7. Mobile homes must meet zoning regulations for setbacks & age. (Mobile home cannot be over 10 years old.);
8. **No utility releases will be issued until all skirting and porches are installed. (It is the owner's responsibility to call for an inspection when this has been done at 429-1720.);**
9. No power will be turned on for the mobile home until the sewer & water connections are made and inspected, (except for temporary power in the contractor's name.);
10. The electrical hook-up must be done by a licensed electrician, sewer & water hook ups by a licensed plumber and heat & air conditioning work must be done by a licensed HVAC contractor.

Any person who fails to comply with or violates any of the provisions of the City Code of the City of Union shall be guilty of a misdemeanor.

If we can be of any assistance, please contact our office at (864) 429-1720.

City of Union
Planning Department