

Town of Hilton Head Island, South Carolina  
**Application for Manufactured Housing Permit**  
 Community Development Department 843-341-4757

<b>Owner information</b>	Name		
	Address		
	Phone	--	--
<b>Approved location</b>	Parcel R - - -	Lot	Flood Zone
	Street Address		
<b>MH unit information</b>	Serial No.	Year Build	Size
<b>Licensed installer:</b>	Name:		Lic.#:
<b>Note: The following documentation is required</b>			
<input type="checkbox"/> <b>Wind Zone certification</b>	Manufactured homes located on Hilton Head Island must meet Wind Zone 2 specifications. Please present proof that the home is labeled Wind Zone 2 in order to bring a home onto the island or to move a home from one location to another on the island.		
<input type="checkbox"/> <b>Septic</b>	If the home is serviced by a septic system, a copy of the septic tank approval is needed & signed at the bottom as completed.		
<input type="checkbox"/> <b>Sewer</b>	If the home is serviced by sewer, a Letter of Service from the PSD is required.		
<input type="checkbox"/> <b>Water</b>	Letter of service from PSD is required.		
<input type="checkbox"/> <b>HVAC Certificate</b>	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.		
<input type="checkbox"/> <b>Electrical Certificate</b>	A licensed electrician is required to install the electrical service. A Mechanical Certificate is required from the electrical contractor		
<input type="checkbox"/> <b>Flood Elevation Certificate</b>	If the home is located in a flood hazard zone, please provide a flood elevation certificate.		
<input type="checkbox"/> <b>Town of Hilton Head Placement Approval</b>	This approval should be taken to Beaufort County for registration prior to completion of this application.		
<input type="checkbox"/> <b>County License for Manufactured Home</b>	The Beaufort County License is issued when a home is registered with the county.		
<input type="checkbox"/> <b>Drawings</b>	Additional plans are required for permanent foundations and site-built items such as stairs and landings, and must comply with the International Residential Code.		
<input type="checkbox"/> <b>Manufacturer Instructions</b>	A copy of 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: \_\_\_\_\_