

**Ordinance Establishing Requirements for
Permits for Factory-Built Homes
Located in the Unincorporated Areas of Scott County, MS**

WHEREAS, the Board of Supervisors of Scott County, Mississippi, ("Board"), desires to promote the public health, safety, and welfare of the citizens of Scott County, Mississippi, through the adoption of building permit requirements for factory-built homes located in the unincorporated area of Scott County, Mississippi.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF SCOTT COUNTY, MISSISSIPPI, as follows:

SECTION I. Definitions. As used in this Ordinance the following words will mean:

- a. **Factory-built Homes:** The term factory-built home(s) shall include:
 - i. **Manufactured Home** means a structure defined by and constructed in accordance with, the National Manufactured Housing Construction and Safety Standards Act of 1974, as amended (42 USCS 5401 et seq.), and manufactured after June 14, 1976.
 - ii. **Mobile Home** means a structure manufactured before June 15, 1976, that is not constructed in accordance with the National Manufactured Housing Construction and Safety Standards Act of 1974, as amended (42 USCS 5401 et seq.). Is a structure that is transportable in one or more sections, that, in the traveling mode is eight (8) body feet or more in width and thirty-two (32) body feet or more in length, or, when erected on site is two hundred fifty six (256) or more square feet in area, and that is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes plumbing, heating, air conditioning and electrical systems contained therein.

b. **Person:** Person shall mean any natural person, partnership, corporation, or association.

SECTION II. Permit Required.

It shall be unlawful for any person to locate or cause to be located a factory-built home within any unincorporated area of Scott County, Mississippi, for the purpose of occupancy, either temporary or permanent, without having first obtained a permit from the Scott County Department of Community Development.

SECTION III. Wheel Removal and Skirting Requirements.

All factory-built homes shall have the wheels removed and have skirting affixed around the base of the factory-built home thereby completely covering all sides of the factory-built home from the concrete pad or foundation to the bottom of the factory-built home. The skirting shall be installed on or within sixty (60) days from the date that a factory-built home is located in any unincorporated area of Scott County, Mississippi. Skirting shall be T-LOC vinyl skirting or an equivalent product which is designed specifically for the purpose of skirting factory-built homes, and which is installed in accordance with the manufacturer's recommendations. Alternatively, the factory-built home may be skirted using metal, masonry, or vinyl materials of uniform color and construction upon approval by the County Building Inspector. All skirting shall provide for access and shall have adequate ventilation.

SECTION IV. Registration Required.

No factory-built home shall be located in any unincorporated area of Scott County or occupied therein until the factory-built home is registered with the Scott County Community Development Department and with the Scott County Tax Assessor. The owner shall complete an application for a factory Built Home Registration Permit which shall contain the following: (1)

date of the application; (2) county registration number; (3) name, address and telephone number of the owner; (4) description of factory-built home; (5) legal description of the lot or parcel where the factory-built home is to be located; (6) certification that the factory-built home has the Data Plate, Serial Number and Certification Label required by the National Manufactured Housing and Construction Safety Standards Act and Regulations and that the factory-built home has been maintained in accordance with those standards; and (7) such other information as may be reasonably required by the County.

The applicant shall pay a registration/permit fee of \$250.00 at the time of the filing of the application, which will be non-refundable. The applicant shall, at the time of the filing of the application, obtain any building permits associated with the location and occupancy thereof, including but not limited to, mechanical, plumbing, electrical or other permits required by applicable ordinance governing the same and shall pay the required permit fees.

A factory-built home shall be re-registered at any time the ownership of the same is transferred for any reason. The transferee shall complete an application for a Factory Built Home Registration Permit as set forth above. The applicant shall pay a re-registration fee of \$50.00 at the time of the filing of the application. The applicant shall, at the time of the filing of the application, obtain any plumbing; electrical or other permits required by applicable ordinance and pay the required permit fees. The factory-built home shall be inspected as provided for in Section V of this Ordinance at the time that it is registered/re-registered.

The cost of an initial inspection is included in the permit fee. In the event the factory-built home does not pass the initial inspection, a re-inspection fee of \$50.00 shall be charged for each additional inspection.

In the event that a factory-built home which has been registered and inspected as provided for under the terms and provisions of this ordinance is damaged or destroyed by fire, windstorm

or other natural disaster, no registration or inspection fees shall be charged for the initial registration or inspection of any conforming factory-built home which replaces the damaged or destroyed factory-built home or for any repairs to the damaged or destroyed factory built home resulting from the natural disaster.

SECTION V. Inspection Required.

No factory-built home shall be occupied unless the same has been inspected and determined to be in compliance with all applicable county ordinances and state laws and regulations. The owner of the factory-built home or an authorized agent of the owner shall be present during the inspection. No additional inspection fee is required to be paid if the factory-built home is being occupied by the owner and is inspected at the time of registration.

The Community Development Department shall cause the factory-built home to be inspected to determine compliance with applicable ordinances, laws and regulations, including all building and construction codes and regulations adopted by the Board of Supervisors of Scott County, Mississippi. As a condition of any such approval, the applicant shall have the following,

- i. A printout from Scott County E-911 office assigning an address for the home;
- ii. A completed Form 335 Soil and Site Evaluation/System Recommendation from the Mississippi State Department of Health, unless sewer is serviced by a municipality or community approved system. (THE APPLICANT SHALL NOT BE GIVEN A CERTIFICATE OF OCCUPANCY OR OTHER APPROVAL TO OCCUPY THE HOME WITHOUT the submission to the Community Development Department of a Final 910 form completed by the Mississippi State Department of Health reflecting that the required sewer system has been properly installed and is operational in all respects which completed form will also be required in order for

the County to send a release request for permanent electric service to the home.

- iii. A Solid Waste Account Number assigned from Scott County Solid Waste Department for the home;
- iv. An inspection by the Mississippi State Fire Marshall of the factory-built home and appropriate decal attached to the home;
- v. A completed application for water service if service is provided by municipality or community water association and satisfactory evidence that all conditions of such service have been met by the applicant.

Compliance with all of the provisions of the "Scott County Manufactured Home Permit Requirements" attached hereto as Exhibit "A" and made a part hereof the same as if copied fully and completely herein.

The Community Development Department will not authorize permanent electrical power to be provided to the home until full compliance with and approval of inspection by Building Inspector.

In the event that Community Development Department finds that the factory-built home is not in compliance with all applicable ordinances, laws, rules and regulations, the same shall be brought into compliance within ten (10) days from the notice thereof. In the event the same is not brought into compliance as provided herein the same shall be removed from the subject property within thirty (30) days from the date of the original notice.

SECTION VI. Minimum Distance Required

No factory-built home shall be located nearer than 50 feet to another factory-built home and shall be a minimum of 40' off of the public road right-of-way. The minimum distance requirements between factory-built homes shall be measured as the shortest straight-line distance between the

nearest exterior corners of the respective structures, and not along streets, driveways, or other access routes.

SECTION VII. Penalties.

Any person who violates any provision of this Ordinance shall be fined not less than \$250.00 and not more than \$1,000.00 or imprisoned in jail for not more than ninety (90) days or be punished by both such fine and imprisonment, and each and every day that a violation continues shall constitute a new and separate offense and may be prosecuted as such.

SECTION VIII. Uniform Treatment of Factory-Built Homes.

For purposes of application and enforcement of the terms and provisions of this Ordinance, there shall be no distinction between factory-built homes that are classified as real property and factory-built homes that are classified as personal property pursuant to Mississippi Code Annotated §27-53-15.

SECTION IX. Continuance of Use/Non-Conforming.

Notwithstanding any other provisions herein, a factory built home located on property which legally existed on or before the effective date of this Ordinance may continue in that location and not be subject to the requirements of this Ordinance as long as said non- conforming use is not expanded or damaged to a point that said non-conforming use is devalued by 50% or more. Any replacement of such factory-built home shall thereafter be subject to the provisions of this Ordinance.

SECTION X: Repeal of Conflicting Ordinances.

In the event that this Ordinance conflicts with provisions of other Ordinances of Scott County, the most restrictive shall apply.

SECTION XI. Effective Date.

This Ordinance for the immediate and temporary preservation of the public peace, health, safety and welfare and for other good cause shown, upon unanimous vote of the members of the Board of Supervisors, shall go into effect immediately. If the vote of the members is less than unanimous, the Ordinance shall go into effect thirty (30) days after the adoption hereof.

The above and foregoing Ordinance was first reduced to writing, and offered by Supervisor Crotwell who moved its adoption, which motion was seconded by Supervisor Robinson and which Ordinance was duly considered and adopted with the vote on the final passage thereof as follows:

District 1 Supervisor, Michael Robinson voted:	<u>Yes</u>
District 2 Supervisor, Joe McGee voted:	<u>Yes</u>
District 3 Supervisor, Steven Crotwell voted:	<u>Yes</u>
District 4 Supervisor, Johnny P. Harrell voted:	<u>Yes</u>
District 5 Supervisor, Tommy Harrison voted:	<u>Yes</u>

WHEREUPON, the President declared the motion as having been passed and the Ordinance approved as adopted on this the 21 day of November, 2025.

BOARD OF SUPERVISORS OF
SCOTT COUNTY

By: [Signature]
Tommy Harrison, President

Attest:

[Signature]
TOM MILES, *Chancery Clerk*



EXHIBIT A:
SCOTT COUNTY MANUFACTURED HOME
PERMIT REQUIREMENTS

<i>Scott County Community Development Department</i> Email: cd@scottcountms.gov Phone: 601-742-1997
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The manufactured home permit is required BEFORE the home is moved on the property.

You must check the FEMA flood map to see if your property is located in a special flood hazard area. **If the property is in a flood hazard area additional paperwork may be required.**

The following items are required to obtain a manufactured home permit:

1. A printout of the address assigned by 911 Rural Addressing **601-469-4100**
2. A garbage account number assigned by Scott Co. Solid Waste **601-469-5181**
3. Form 335 Soil and Site Evaluation / System Recommendation from Mississippi State Department of Health, **1-855-220-0192**, www.HealthyMS.com/wwapply
 **335 is not required if sewer is serviced by a municipality or community approved system*
 The final 910 form is required before we can send the release for permanent power
4. If water is serviced by a municipality or community water system, please provide a copy of completed application for water service. Approval of said application must be provided prior to issuance of certificate of occupancy.
5. Register manufactured home with the Tax Assessor's office: **601-469-4051**
 \$1 registration fee
6. Site Plan on 8 ½ x 11 paper.
 (Site plan shows the location of the MH and any other structures on the property. List Setbacks –distance from manufactured home to all property lines and distance from manufactured home to any other structures – must be accurate, can be hand drawn)
7. If you hire an electrician to do the electrical work, they must be licensed and bonded with Scott County and provide proof of General Liability Insurance in an amount of not less than \$300,000 per occurrence. *They are required to come to our office and sign the permit application BEFORE the permit is issued.*
8. \$250 Permit Fee
9. Title or Bill of Sale

INSPECTION PROCESS

Power will NOT be released until the following items are completed and inspected by the Scott County Building Inspector:

1. **To Schedule an Inspection:** The fire Marshall inspection must be completed, and decal affixed to the home. (Do not skirt the home before decal has been placed on the home)
Fire Marshall: 601-359-1061
2. **Skirting:** 1 Section can be left open on back side for AC installation.
Skirting requirements: The owner of any manufactured home, modular home or any other dwelling with a crawl space located, re-located or constructed in Scott County shall be responsible for installing skirting around the base of the structure, completely covering all sides of the structure from the finished grade to the bottom of the structure. Skirting shall be brick, masonry material, lattice material, or a product approved by Scott County Community Development. A product which is specifically designed for the purpose of skirting manufactured homes may be used.
3. Doorsteps with handrails (Front & Back)
4. Electrical work from meter base to Home
5. House identification numbers or Mailbox w/ numbers
6. Driveway access to home: From main road to home, or garage, must be constructed with hard surface such as gravel or asphalt
7. If Septic: a 910 form is required from the Health Department

ALL CONSTRUCTION MUST COMPLY WITH COUNTY AND STATE LAWS, REGULATION CONSTRUCTION, AND 2021 INTERNATIONAL BUILDING CODES.