



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

August 30, 2011

To: OMHC Certified Building Departments
OMHC Certified Health Departments
OMHC Certified Third Party Agencies

From: Janet M. Williams, Executive Director *JMW*

Re: Installation Permit/Inspection Card

Attached is the installation permit/inspection card which all inspection agencies must provide installers or homeowners once a permit has been issued and prior to the commencement of installation of a manufactured home. Please copy the installation permit/inspection card onto a "lime" green card stock for durability and visibility. Building & Health Departments issuing permits may have their own form which is similar to this one.

As noted on the form, **this permit must be placed on the front window of the home PRIOR TO installation commencement.** Installers may be subject to penalties if this permit is not in the window prior to the installation of a home. We will be notifying them under separate cover.

The Commission has been working with the Ohio Department of Transportation, local Auditor's Offices, Ohio Titling Department, and local Health Departments sharing records and data to assist us in our enforcement efforts. If you are aware of homes that may have been set without a permit, we strongly recommend you work with the homeowner or park owner to ensure compliancy.

Should you have any questions on this requirement, please feel free to contact our office.