

4781-7-02

**Certified manufactured home inspectors and/or plans reviewers.**

(A) All manufactured home inspectors and/or plans reviewers shall be certified by the commission. Certification shall be valid for three years.

(B) An applicant for inspector and/or plans reviewer shall meet the following:

(1) Experience. The applicant shall meet at least one of the following:

- (a) Three years experience in a responsible, directly related construction position such as foreman, which required the ability to effectively read and interpret building plans and specifications; or
- (b) Three years experience in an architect or engineer office performing building design or drafting duties or construction supervision; or
- (c) An associate's degree (two years) from a college or university in architecture, engineering or building technology; or
- (d) Three years as a quality assurance inspector or field service technician in a manufactured homes manufacturing plant; or
- (e) Three years as an Ohio licensed manufactured home installer; or
- (f) State or national certification (international code council or board of building standards) as a building inspector, residential inspector, or plans reviewer; or
- (g) Any combination of experience and education in the manufactured homes construction industry or building construction industry totaling three years as approved by the commission; or
- (h) Other equivalent experience as approved by the commission.

(2) Submit a complete application on a form approved by the commission and a nonrefundable fee as set forth in paragraph (H) of this rule.

(3) Successfully complete an approved inspector training course for the certification of manufactured homes inspectors;

(4) Pass the written examination set forth in rule 4781-8-07 of the Administrative

Code.

- (C) Incomplete applications shall be held open for six months following notification of incomplete requirements by regular mail, facsimile or email. After five months a final notice of incomplete application shall be mailed by certified mail, return receipt requested. If at the end of the six month period the application remains incomplete, it shall be considered abandoned and the applicant shall be required to submit a new application, including any fees.
- (D) The commission may approve an installation training course as suitable for an inspection training course. In addition, the commission may establish and require such training programs in the concept, techniques and inspection of manufactured homes for the personnel of commission certified political subdivisions as the commission deems necessary.
- (E) Each certified inspector and/or plans reviewer shall apply for renewal and pay a nonrefundable renewal fee in an amount set forth in paragraph (H) of this rule prior to the expiration date of the certification. If a certified inspector and/or plan reviewer fails to renew his or her certification on or before his or her renewal date, he or she shall pay the renewal fee plus an additional late fee as set forth in paragraph (H) of this rule. The certification shall not be renewed until the certified inspector or plans reviewer has paid the renewal and late fee, if any. If an inspector and/or plans reviewer fails to renew his or her certification prior to the expiration of their certification, the certification shall be placed on lapsed status. An inspector and/or plans reviewer can activate their certification within the first three years of the lapsed status by paying the renewal fee, late fee, complying with the continuing education requirements and all other requirements as set forth in this chapter.
- (F) All certified inspectors and/or plans reviewers shall be required to complete a minimum of twelve hours of continuing education training for each certification period. The inspector and/or plans reviewer shall provide the commission with verification of completion of the required continuing education on the appropriate continuing education form.
- (G) Certified inspectors and/or plans reviewer.
  - (1) The commission may set qualifications and contract certified inspectors and/or plans reviewers as the commission deems necessary to carry out additional inspections in all areas of the state.
  - (2) A copy of all deficiency reports from a certified inspector and/or plans reviewer must be provided to the authority having jurisdiction and the commission.

The deficiency report shall include the name and license number of the installer, a list of the deficiency or non-compliant items and the list of corrections and the time period for the installer to correct the listed deficiencies or non-compliant items.

(H) Fees.

- (1) The non-refundable certification fee for inspectors and/or plans reviewers shall be fifty dollars for each three year certification period.
  - (2) The non-refundable certification renewal fee for inspectors and/or plans reviewers shall be fifty dollars.
  - (3) The non-refundable late fee for certification renewal shall be twenty-five dollars in addition to the renewal fee.
  - (4) Fees shall be made payable, by check or money order, to "Treasurer, State of Ohio," or by credit card. Any **online** payment of fees may be subject to a convenience fee as charged to the commission.
- (I) The commission may deny, suspend, decertify or refuse to renew the certification of any manufactured home inspector and/or plans reviewer or any inspection agency for any of the following reasons:
- (1) Failure to meet the requirements for a certification or renewal of a certification under Chapter 4781. of the Revised Code;
  - (2) Failure to meet the continuing education requirements for renewal for a certification under Chapter 4781. of the Revised Code;
  - (3) Violation of Chapter 4781. of the Revised Code;
  - (4) Making a false or material misstatement in an application for certification;
  - (5) Inspecting manufactured homes in Ohio without a certification or without being employed as an inspector by a certified building department, health department, or third party agency;
  - (6) The inspector's failure to appear for a hearing before the commission or failure to comply with any final adjudication order of the commission issued

pursuant to this chapter;

- (7) Conviction of a felony or a crime involving moral turpitude;
  - (8) Having had a certification decertified, suspended or denied by the commission during the preceding two years;
  - (9) Having a certification decertified, suspended or denied by another state or jurisdiction within the preceding two years;
  - (10) Engaging in conduct in another state or jurisdiction that would violate Chapter 4781. of the Revised Code if committed in this state;
  - (11) Failing to provide electronic permit/inspection updates on the commission website seal report in a timely manner to be determined by the commission;
  - (12) Acting in a manner that violates the code of ethics for manufactured home inspectors;
  - (13) Violations of OMHC rules and/or policies.
- (J) In addition to or in lieu of suspending, decertifying or refusing to renew a manufactured home inspector's certification for violation of Chapter 4781. of the Revised Code or any rule adopted pursuant thereto, the commission may impose a fine not exceeding one thousand dollars per violation per day.
- (K) Any person whose certification or certification application has been revoked, decertified, denied or not renewed, may request an adjudication hearing within thirty days after receipt of the notice of the action. The hearing shall be held in accordance with Chapter 119. of the Revised Code.
- (L) Reapplication after revocation, denial, or suspension.
- (1) Any person whose certification has been decertified or denied may apply for a new certification two years after the date on which the certification was decertified or denied.
  - (2) Any person whose certification has been suspended for a period determined by the commission may apply for renewal of the certification within thirty days of the end of the suspension period.

- (M) Upon suspension, revocation, or non-renewal, the person shall return the certification and identification card to the commission within three days after receipt of the notice of suspension, revocation or non-renewal.