



# Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

## Installer / Community Operator Agreement

All home installations in a community must be performed by an OMHC licensed installer who is currently in active status. All permits are issued through the OMHC and permits must be issued *prior to* the home arriving on the site where the home is to be installed. Regardless of home ownership, the Community Owner is responsible for ensuring the OMHC is aware of the home's arrival within the community and that the proper permits have been obtained and final seal has been issued.

Permit application #: \_\_\_\_\_ Date: \_\_\_\_\_

Site address: (where the home is being installed) \_\_\_\_\_

Community Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Licensed Installer's name: \_\_\_\_\_ Lic. #: \_\_\_\_\_

Listed below is the basic scope of work involved in the installation of a manufactured home. The person performing the portion of work identified must initial that portion:

- Application for permit \_\_\_\_\_
- Submittal of plans for review \_\_\_\_\_
- Call for inspections \_\_\_\_\_
- Excavation \_\_\_\_\_
- Footings / foundation work \_\_\_\_\_  
(runners, piers or pads)
- Tie Down / Straps \_\_\_\_\_
- Vapor barrier \_\_\_\_\_
- Underbelly Repair \_\_\_\_\_
- Interior close up \_\_\_\_\_
- Send Placement Form to OMHC within 48 hours
- Exterior close up \_\_\_\_\_
- Anchors \_\_\_\_\_
- Electrical service \_\_\_\_\_
- Other electrical connections \_\_\_\_\_
- Plumbing connections \_\_\_\_\_
- Mechanical \_\_\_\_\_
- Perimeter wall construction / skirting \_\_\_\_\_
- Steps / porches / landings \_\_\_\_\_
- Other (see below) \_\_\_\_\_
- Send in 14 day "Notice of Home Installation" to County Auditor

Identify other scopes of work \_\_\_\_\_

*Community Owner: I hereby certify that I am the owner/management of the named community and the information provided is true and correct. I fully understand that I am taking responsibility for the scope of work that I have initialed above. I also understand that failure to obtain an approved final inspection would result in a home being occupied illegally and may void manufacturer warranties and/or homeowner's insurance. I hereby attest that I will not allow the home to be occupied until the final inspection is approved and an OMHC seal has been placed on the home.*

\_\_\_\_\_  
Community owner / management \_\_\_\_\_ Date

*Installer: I hereby certify that I am a licensed installer on the named property and the information provided above is true and correct. I fully understand that I take responsibility and liability for the scope of work that I have initialed above.*

\_\_\_\_\_  
Licensed Installer \_\_\_\_\_ Date

\_\_\_\_\_  
Licensed Installer \_\_\_\_\_ Date