

4781-7-09

Permits and plans review for manufactured homes.

- (A) The authority having jurisdiction shall issue written permits, perform plans reviews and conduct inspections for manufactured homes. A permit shall not be valid unless the permit is in writing and the non-refundable ~~inspection fees and final commission inspection seal~~ permit fee as prescribed in paragraph (Q) of this rule has been paid ~~at the time of the application for a permit. The cost of the permit is equal to the cost of inspections and the OMHC seal. When you pay for inspections, you are paying for the permit and vice versa. Payment of the inspections and permit are non-refundable. Once an OMHC final seal is paid for and not used or placed on a home for any reason, it must be returned to the commission, with the word "abandoned" on the face of the seal in permanent ink.~~
- (B) Any owner or installer or authorized agent of the owner or installer, who intends to install a manufactured home or cause any work to be done on a manufactured home which is regulated by Chapter 4781. of the Revised Code or the rules promulgated thereunder, shall first make application for a permit and submit plans for approval to the authority having jurisdiction and obtain the required permit. Beginning the installation of a manufactured home prior to the installation permit being issued is a violation of Chapter 4781 of the Revised Code and the rules promulgated thereunder and is subject to fines and penalties pursuant to section 4781.121 of the Revised Code.
- (C) To obtain a permit, the applicant shall file an application in writing on a form provided by the authority having jurisdiction for that purpose. The application shall:
- (1) Identify and describe the work to be covered by the permit for which application is made;
 - (2) Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed home site;
 - (3) Be accompanied by a foundation design, the plans to be approved, if any, and any other information as required by the authority having jurisdiction;
 - (4) Be signed by the applicant or the applicant's agent;
 - (5) Identify the installer or installers by name and license number;
 - (6) Any other information required by the authority having jurisdiction.

- (D) Plans review. The authority having jurisdiction shall examine or cause to be examined applications for permits and amendments to permits within a reasonable time after filing. If the application or other documents do not conform to the requirements of the pertinent laws, the authority having jurisdiction shall reject the application in writing and state the reasons for the rejection. If the authority having jurisdiction is satisfied that the work conforms to the requirements of Chapter 4781. of the Revised Code and the rules promulgated thereunder and laws and ordinances applicable, the authority having jurisdiction shall issue a permit as soon as practicable.

- (E) Time limitations. An application for a permit for any proposed work shall be deemed to have been abandoned after sixty days from the date of filing, unless the application has been pursued in good faith or a written permit has been issued; except the authority having jurisdiction may grant one extension of time in writing not to exceed sixty days. The extension shall be requested in writing and good cause demonstrated. The authority having jurisdiction shall not grant more than one extension.

- (F) Validity. The issuance or granting of a written permit shall not be construed as an approval of any violation of any of the provisions of these rules or of any other ordinance of the jurisdiction having authority. Permits presuming to give authority to violate Chapter 4781. of the Revised Code, the rules promulgated thereunder, or any other ordinances of the authority having jurisdiction shall not be valid. The issuance of a written permit based on approved plans, alternative design, or the manufacturer's installation manual and/or any other documents approved by the authority having jurisdiction shall not prevent the certified manufactured homes inspector and/or plans reviewer from requiring the correction of errors in the approved plans, alternative design, or the manufacturer's installation manual and/or any other documents approved by the authority having jurisdiction. The inspector may prohibit occupancy of a manufactured home that is in violation of Chapter 4781. of the Revised Code, the rules promulgated thereunder, or any other ordinances of the authority having jurisdiction.

- (G) Expiration. Every permit shall become invalid after one hundred eighty days from the date of issuance, or if the work authorized by a permit is suspended or abandoned for a period of more than sixty days after the date the work is commenced. The certified manufactured home inspector may grant an extension of time to commence or finish the work authorized by the permit. Any extension of time is at the sole discretion of the authority having jurisdiction and the request for the extension shall be made in accordance with the authority having jurisdiction for ordinances, laws, rules, policies, or procedures and shall not exceed one hundred eighty days.

- (H) Suspension or revocation of a permit. In accordance with these rules, the certified manufactured homes inspector may suspend or revoke a permit issued under Chapter 4781. of the Revised Code, or the rules promulgated thereunder wherever the permit was issued in error or on the basis of incorrect, inaccurate or incomplete information or in violation of any ordinance or regulation or any of the provisions of Chapter 4781. of the Revised Code or the rules promulgated thereunder. All fees for ~~inspections~~, permits and/or OMHC seals are non-refundable.

- (I) Placement of permit. The manufactured home installation permit shall be conspicuously displayed on the front window of the manufactured home and the installation permit can be seen from a distance of twenty-five feet facing the frontage roadway, drive or right of way. The installation permit shall be kept on the installation site until the inspector has issued and placed the final commission inspection seal. Any plans, specifications, manufacturer installation manuals, manufacturer equipment specification sheets, cut-sheets, or any other documents pertinent to the installation of the manufactured home shall be kept on site for the inspector's review and use in the inspections to insure that the manufactured home installation complies with the commission's rules. The installer and the inspector shall agree on the placement of these documents to be kept on site in a secured and safe location. It is the responsibility of the installer to communicate with the inspector on the placement of these documents.

- (J) Installation documents. The authority having jurisdiction may require the person applying for the permit to provide the original and a copy of the approved plans, approved alternative designs, or a copy of the manufacturer's installation manual or any other installation documents the authority having jurisdiction requests with each application for a permit. For the purpose of this rule, installation documents means, but is not limited to, floor plans and/or foundation design details. Designs contained in this standard, or prepared by the manufactured home manufacturer's DAPIA, or an Ohio registered engineer or architect shall be submitted where required. Where special conditions exist, the inspector may require additional documents to be prepared by an Ohio registered engineer or architect.

- (K) Manufacturer's installation instructions for the manufactured home, tie downs, anchors, plumbing, mechanical, gas, electrical system details, and for any devices or proprietary systems used during the installation or for other equipment or devices installed shall be kept on the site.

- (L) Areas prone to flooding. For manufactured home parks, the requirements under rule 4781-12-07.2 of the Administrative Code shall apply. For manufactured homes in flood hazard areas not located in manufactured home parks, the installer shall provide the following information:

- (1) Delineation of flood hazard areas, floodway boundaries, and flood zones, and the design flood elevations as appropriate;
 - (2) The elevation of the proposed lowest floor including basement; in areas of shallow flooding (AO zones) the height of the proposed lowest floor including basement above the highest adjacent grade; and grade;
 - (3) The elevation of the bottom of the lowest horizontal structural member in coastal high hazard areas (v zone);
 - (4) If design flood elevations are not included on the community's flood insurance rate map, the inspector and the applicant for the permit shall obtain design flood elevation and floodway data available from other sources; and
 - (5) Additional requirement of the local flood authority, if any or program manager of the Ohio flood plain management program; ODNR-division of water (614-265-6754): [for flood hazard areas not located in manufactured home parks.](#)
- (M) Site plan. The documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of the manufactured home and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.
- (N) The certified manufactured homes inspector and/or plans reviewer shall examine or cause to be examined documents for compliance with Chapter 4781. of the Revised Code and the rules promulgated thereunder, the applicable standards, local ordinances or building code. When the authority having jurisdiction issues a ~~witten~~ [written](#) permit, the documents shall be approved in writing or by stamp. One set of documents so reviewed shall be retained by the authority having jurisdiction. The other set shall be returned to the applicant, and shall be kept at the installation site and shall be open to inspection by the inspector or his or her authorized representative.
- (O) Amended construction documents. Amended construction documents must be approved prior to the work being completed. Any work performed prior to approval by the authority having jurisdiction is at the risk of the owner/installer and may not get an approval.
- (P) Retention of documents. One set of approved installation documents shall be retained by the authority having jurisdiction ~~for a period of not less than one hundred eighty~~

~~days from the date of completion of the permitted work or as required by state or local laws or as required by~~ in accordance with the commission's retention schedule ~~of the authority having jurisdiction.~~

(Q) Fees.

(1) A permit shall not be valid until all fees have been paid. Nor shall an amendment to a permit be released until the additional fee, if any has been paid. ~~On manufactured homes, electrical, gas, mechanical and plumbing system installations a fee for each permit type shall be paid in accordance with the schedule of the commission and/or the authority having jurisdiction.~~

~~(2) If the installation of a manufactured home has commenced or been completed prior to the application of the permit or the issuance of a written permit by the authority having jurisdiction, the authority having jurisdiction may assess an additional fee not to exceed the actual cost to determine compliance and in no case shall exceed one and one-half times the permit fee and the inspection fees. A mandatory late permit charge of fifty dollars must be paid to the Ohio manufactured homes commission at the time of permit issuance. This shall be paid by a separate payment and the check must be made payable to "Treasurer—state of Ohio."~~

~~(3) The authority having jurisdiction may establish a refund policy.~~

(2) The total cost charged to the permit applicant for the issuance of an installation permit shall include the following services and shall not exceed the sum of the fees permitted for those services:

(a) Review of Installation Plans

(i) The fee for plans review shall be no more than thirty-five dollars.

(b) A Footing Inspection

(i) The fee for a footing inspection shall be no more than one hundred twenty dollars.

(ii) If existing footings are present and comply with rule 4781-7-03, a footing inspection is not required as part of the installation permit.

(iii) If a footing inspection will not be conducted pursuant to this section, the permit cost shall not include the fee for the footing inspection.

(c) An Electrical Safety Inspection

(i) The fee for an electrical safety inspection shall be no more than one hundred twenty dollars.

(d) A Final Inspection

(i) The fee for a final inspection shall be no more than one hundred twenty dollars.

(e) The Commission Issued Seal

(i) The fee for the commission issued seal shall be one hundred dollars.

(f) Travel

(i) A fee of up to \$25.00 may be charged if the installation location is located outside of the county where the inspection agency is located and at a distance greater than fifty miles from the stated address on file at the commission for the inspection agency.

(g) Processing and Administration of the Permit

(i) Duties included in the processing and administration of the permit shall include and are not limited to:

(a) Receiving and processing the permit application and fee

(b) Issuing the required paperwork to the applicant

(c) Issuing a receipt of payment to the applicant

(d) Changes made to the permit after issuance such as address or installer name and info

(e) Entering the required information on the seal report pursuant to the rules established by the commission

(h) Services listed below that may be required to ensure compliance with Chapter 4781 of the Revised Code or the rules adopted pursuant to it during the installation of a manufactured home shall not be included in the cost of the installation permit and shall be in accordance with Chapter 4781 of the Revised Code and the rules promulgated thereunder. Applicants may be charged the following fee as the services become required:

(i) The fee for an inspection required to issue a temporary occupancy permit shall be fifty-five dollars.

- (ii) The fee for the issuance of a temporary occupancy permit shall be twenty dollars.
 - (iii) If additional inspections are required to ensure violations of the installation standards set forth in rules established by the commission that were discovered have been corrected, the fee for those additional inspections shall be no more than one hundred dollars.
 - (iv) The fee for a replacement seal due to an expired permit shall be one hundred dollars.
 - (v) The fee to issue a replacement permit for an installation not completed before the original permit expired shall only include the fees permitted to be charged for the actual services that will be performed under the new permit in addition to the cost of the replacement seal.
 - (vi) There shall be no fee charged for an extension of the expiration date of a permit requested by the applicant. Extensions shall be granted pursuant to the rules established by the commission.
 - (vii) The commission certified building or health departments and commission certified third party inspection agencies shall not charge any fees for services required for the inspection of the installation of a manufactured home that is not listed in this section of 4781-7-09 unless prior written approval by the commission is obtained. A request for approval shall be submitted in writing to the commission.
- (3) The authority having jurisdiction may establish a refund policy along with a return check policy.
- (R) Once an OMHC final seal is paid for and not used or placed on a home for any reason, it must be returned to the commission, with the word "abandoned" on the face of the seal in permanent ink. On the back of the seal, the reason for the abandonment of the seal must be stated.