



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

Bulletin

Date: March 25, 2011

To: Building Departments
Third Party Agencies
Local Health Departments

From: Dave Long, Investigator/Inspector

Re: Permit Expirations

In a recent review of the seal report, I have found that many of the inspection agencies are showing open permits exceeding 180 days since its issuance. Please review your records and note that as of March 25, 2011, an open permit with an issuance date prior to September 25, 2010 is in violation of 4781-7-09(G) which states:

Expiration – Every written permit issued shall become invalid one hundred days from the date of issuance.

From the date the permit was issued until the final approved date must not exceed 180 days (six months) unless the installer submits a letter justifying the reason why they need additional time.

The inspector may grant one extension of time not to exceed 180 days.

Recently, we have had licensed installers maintain that the owner has requested to do portions of the installation and thus the licensed installer would not be responsible for that portion of the work. We have now created a "Homeowner/Licensed Installer Agreement" form (see attachment) to provide the homeowner or licensed installer the ability to identify responsibilities.

However, in a manufactured home park, the licensed installer MUST do all of the work. Many inspection agencies have open permits in parks and the licensed installer is in violation of the 180 day rule.

Please review your files and notify the installer(s) in writing of this violation, no later than April 01, 2011. Require the licensed installer to complete the installation within 30 days of your notification date. Failure on the licensed installer's part to comply may result in fines and penalties. Provide this office with a copy of the notification.

For future permits, please notify all licensed installers or homeowners, 30 days prior to the expiration date.

For question regarding this bulletin, please contact me by e-mail only at: dave.long@omhc.state.oh.us



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

Homeowner / Installer Agreement

The homeowner may obtain their own permit to install a manufactured home only if they meet all of the following conditions:

- Home is located on the property that the person owns and, Home is for their own occupancy and,
- Home is not located in a manufactured home park and, Understand that they will not be eligible for dispute resolution (see below)

The homeowner, who obtains a permit to install a manufactured home, must be responsible for all the work themselves, however they may contract out portions of the work to an OMHC licensed installer who is currently active and all contracted work must be identified and agreed upon in writing (see below). The installer will be responsible for their portion of the installation that is identified by checking the list below and signed by the owner and the installer(s):

Permit application #: _____ Seal #: _____

Site address: (where the home is being installed) _____

Homeowner name: _____

Licensed Installer's name: _____ Lic. #: _____

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:

- | | |
|---|---|
| <input type="checkbox"/> Application for permit _____ | <input type="checkbox"/> Exterior close up _____ |
| <input type="checkbox"/> Submittal of plans for review _____ | <input type="checkbox"/> Anchors _____ |
| <input type="checkbox"/> Call for inspections _____ | <input type="checkbox"/> Electrical service _____ |
| <input type="checkbox"/> Excavation _____ | <input type="checkbox"/> Other electrical connections _____ |
| <input type="checkbox"/> Footings / foundation work _____
<small>(concrete work, crawlspace or basement)</small> | <input type="checkbox"/> Plumbing connections _____ |
| <input type="checkbox"/> Piers _____ | <input type="checkbox"/> Mechanical _____ |
| <input type="checkbox"/> Vapor barrier _____ | <input type="checkbox"/> Perimeter wall construction / skirting _____ |
| <input type="checkbox"/> Set & level _____ | <input type="checkbox"/> Steps / porches / landings _____ |
| <input type="checkbox"/> Interior close up _____ | <input type="checkbox"/> Other (see below) _____ |

Identify other scopes of work

Homeowner: I hereby certify that I am the owner of the named property and the information provided is true and correct, I fully understand that I am taking responsibility for the scope of work that I have identified above and I will not be eligible for OMHC dispute resolution related to the portions of work that I have identified. 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 occupy the home until the final inspection is approved and an OMHC seal has been placed on my home.

Homeowner

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 identified above.

Licensed Installer

Date

Licensed Installer

Date