



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

Bulletin

Date: May 4, 2011
To: Manufactured Home Park Owners/Operators
From: Janet M. Williams, Executive Director *JMWS*
Re: Manufactured Home Sales and Installation Requirements

The Ohio Manufactured Homes Commission (OMHC) took over the licensing of manufactured dealers, brokers, and salespeople from the Bureau of Motor Vehicle (BMV) on July 1, 2010. **We want to make sure all park owners and operators understand that if you are selling or brokering more than five (5) new or used homes in a 12 month period, you are required by law (O.R.C. 4781-16) to maintain a manufactured home dealer or broker license. In addition, staff members who are selling homes on your behalf must also be licensed as a manufactured homes salesperson under your Dealer or Broker's license. If you are a multiple park owner and each park is selling five or more homes in a 12 month period out of each park location, a separate license is required for each park. If you have parks within the same county, please contact our office regarding multiple locations within a county. You may visit our website at www.omhc.ohio.gov to obtain further information or call our licensing department at 614-734-6010. Instructions on the application process and the application forms are available on our website by choose "Forms" on the left-hand side of our home page and scroll down to the section entitled "Dealers, Brokers & Salespeople". Dealers who are located in manufactured home parks are exempt from some of the "place of business" criteria. All Rules pertaining to dealers, brokers and salespeople can be found in O.A.C. 4781-11-01 through 4781-11-18 on our website under "Laws and Rules".**

In addition, all homes being installed in your park must be installed by an OMHC licensed installer and have an installation permit on site prior to work commencement. Homeowners are not allowed to install their homes in a manufactured home park. This would include any portions of the installation process. Homes must not be occupied until a final inspection is approved and an OMHC seal is placed on the inside of the electrical panel. Enclosed is a flyer which outlines the step-by-step procedure for the installation of a manufactured home. As a park owner/operator, it is your responsibility to ensure all of the installation requirements are adhered to within your park.

Should you have any questions on the above, please contact our office.

Attachment



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Phone: 614-734-6010 Fax: 614-734-6012

www.omhc.ohio.gov

STEP-BY-STEP

INSTALLATION PROCESS

Step 1: Obtaining a Permit

Ohio law requires that all HUD manufactured homes installed since July 01, 2007 have been permitted, inspected and approved prior to occupancy in accordance to OMHC 4781 Rules.

For manufactured home parks: The park owner, operator, or retailer should assist the homeowner with obtaining permits and inspections by an approved agency and allowing only a licensed installer to perform work in a park.

For private property: The licensed installer or homeowner must obtain the permit from an inspection agency having jurisdiction.

A complete list of those agencies can be found on our web site or by calling our office for assistance.

Cost of permit and inspection: OMHC does not regulate the fees charged by the inspection agencies; however, all inspection fees must be paid prior to the set of the home. The application must include the licensed installer's name and license number and names of all contractors involved in the set of the home.

Step 2: Hiring a Licensed Installer

Licensed installer means any individual licensed by the Commission to create footings, install, set up, hook-up, block, tie-down, secure, level, support, install steps, install skirting, or makes electrical, plumbing, or mechanical connections to manufactured homes or who provides consultation or supervision for any of these activities.

In **manufactured home parks** only licensed installers are permitted to perform the manufactured home installation.

Finding an installer a complete listing of approved licensed installers can be found on our website. The licensed installer's name & license number must be provided and verified prior to issuance of a permit to install a home. The licensed installer is responsible for the complete set of the home.

A **homeowner** may install **their own home** for their own occupancy. Home owners who do this lose many of the protections offered by the Commission. Permits/inspections are required and agencies are listed on our web site, or you can call OMHC for more information.

Step 3: Moving the home

Transporters are not licensed by the OMHC. However, they may have requirements under other laws such as obtaining a permit from the County Auditor or State Highway Department.

The location of where the home is being installed is necessary before a permit can be issued. The installer/owner is advised to make certain that the lot is adequate for the home. A professional licensed installer may notice unforeseen conditions that may cause additional expenses if gone un-noticed.

Step 4: Inspection Agency:

All HUD manufactured homes in Ohio must be inspected; all inspection agencies provide trained and state certified inspectors for each inspection, assuring the homeowner that the installation is completed consistent with the manufacturers design.

Installers/homeowners must obtain permits from an inspection agency and call for inspections. Prior to moving the home, contact the appropriate inspection agency and obtain the cost of the permit and inspections. In some counties, there may be more than one option, contact each agency to get the best one for you.

Other local authorities: The installer/owner must contact the local government to know of any requirements for that location. There may be zoning, flood hazard, or other requirements. It is the licensed installer's responsibility to ensure that the home is placed in the correct location, at the correct elevation, on the correct lot with setbacks, etc.

Step 5: Begin to Install the Home

After obtaining permits, the installation can begin. All installers, including home owners, must install according to the Ohio Manufactured Home Installation Standard which provides for several methods of installation including installing in accordance with the manufacturer's installation manual which comes with the home, if obtainable, or designs prepared by an Ohio registered engineer or architect. Additional items which may not be included in the manufacturer's installation manual may be required by the Ohio Manufactured Home Installation guidelines and shall be part of the home installation.

Step 6: Call for Inspections

Home owners, acting as their own installer, must call for all inspections. No one shall apply utilities such as power, water, or gas to a home prior to approval from the inspection agency.

When the work is ready for an inspection, the licensed installer or the homeowner must call for inspections from the inspection agency. The minimum inspections are as follows:

Inspection for the footing and reinforcement is required before placement of concrete or pads. In a manufactured home park or an existing site on private property, this inspection is necessary to ensure it is in good condition and adequate for the home.

Inspection for the electrical service: The licensed installer calls for the electrical service inspection when the electrical work is ready. The inspection agency must provide a state licensed electrical safety inspector (ESI). The electrical inspector places an approval tag near the service to let the local electric company know the home has passed electrical service inspection. At that time, electric power may be connected; however, it is unsafe and illegal to occupy the home until all three inspections are accomplished

Final inspection is called for by the installer or homeowner when **all** the work is correct and complete. Failure to be ready for the inspection may result in additional re-inspection fees. The inspector may co-ordinate with other agencies such as the local health department to ensure that septic or other inspections have been completed. When the home has been properly installed, the inspector places the **OMHC inspection seal** inside the home in the proximity of the electrical panel box cover.

ONLY THEN CAN THE HOME BE LEGALLY OCCUPIED!

Step 7: Notice to County Auditors and Treasurers

Within 14 days of the installation of a manufactured home, the County Auditor and Treasurer must be notified. It is the installer's/homeowner's responsibility to provide this notice. Often the retailer provides this notice. The set-crew installer carries the majority of the burden for this notice as they have set the home on the site. Part of the contract with the retailer should include clarification as to which installer makes this notice of installation.