



## Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

Memo To: Ohio Manufactured Home Park Owners/Operators

From: Janet M. Williams, Interim Executive Director

Subject: Enforcement for Installation of Manufactured Homes in Parks

Date: August 24, 2010

We recently forwarded an email to all park owners/operators indicating that the Ohio Manufactured Homes Commission (OMHC) has the jurisdiction to enforce installation of manufactured homes in parks. In an effort to continue those enforcement efforts, please provide us with copies of your move in and out reports in your park from October 6, 2009 to present. You may mail to the address indicated above or fax to 614-734-6012. Please forward these reports no later than September 15, 2010.

As a reminder, any new or used home being set in your park (including any home being moved from one lot to another) must be installed only by a licensed OMHC installer AND a permit must be issued PRIOR TO any work being started. You may verify that an installer is certified and currently active via our website at [www.omhc.ohio.gov](http://www.omhc.ohio.gov) by choosing "Verification of License" and input their last name and click "search". Should you have any questions on verifying whether an individual is an active licensed installer, you may also contact our office for further assistance.

In addition, the required inspections are a footing/foundation, electrical service and final. Once the home has been final approved, the inspection agency will place an OMHC seal on the inside of the electric panel which means the homeowner may now occupy the home. Homeowners may NOT occupy a home until the final inspection has been completed and approved. A complete copy of our Rules can be found on our website by selecting "Laws and Rules" on the left-hand side of the home page (New OMHC Rules effective 1/1/10). An inspection authority for your area will issue the permit and complete the inspection process. Please be aware that there have been recent changes on who has authority to inspect in many counties throughout Ohio. In order to find who inspects in your area, please refer to our website and select "Call for Inspection" and click the county in which the home is located.

Please forward your move in and out reports no later than September 15, 2010. Should you have any questions on the above, please feel free to contact our office.