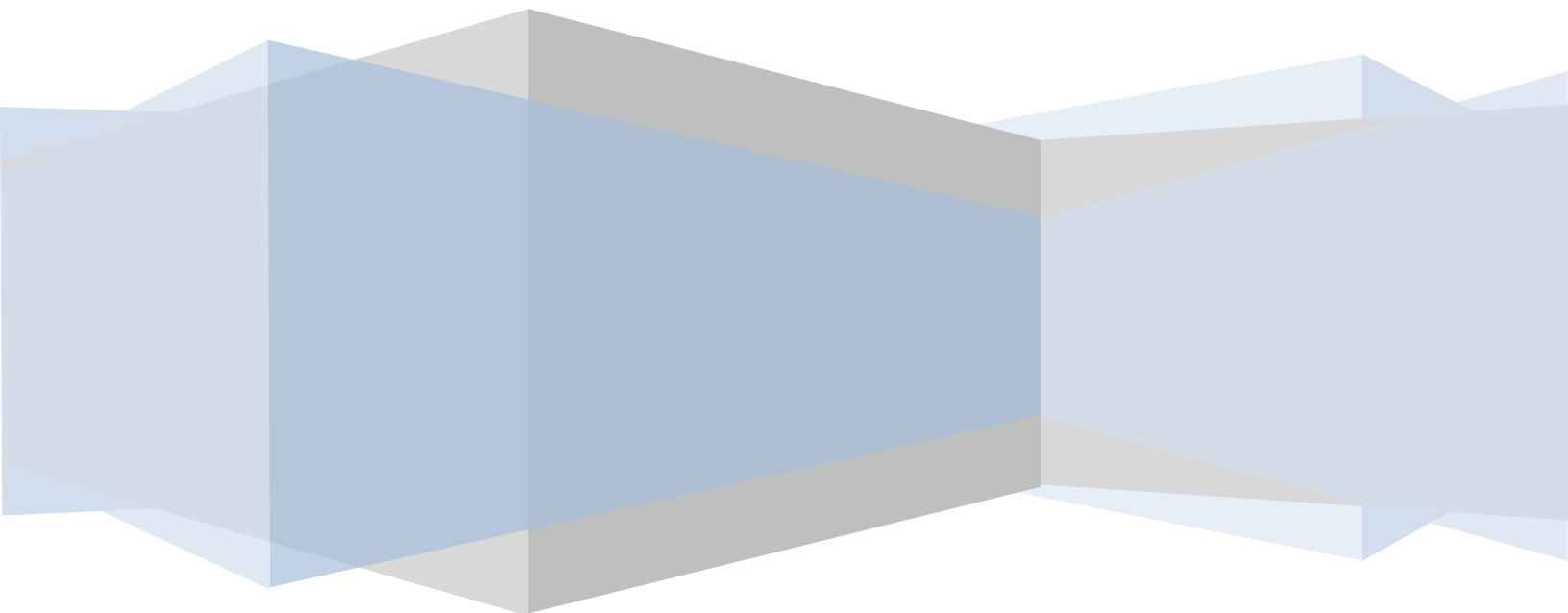


City of Cambridge, Economic and Community Development

# Ohio Manufactured Homes Permit/Information



# OHIO MANUFACTURED HOMES COMMISSION PERMIT PROCESS AND REQUIRED INSPECTIONS

## **NOTICE TO MANUFACTURED HOME BUYERS/INSTALLERS**

The State of Ohio has adopted laws and rules that regulate the installation of manufactured homes and the installation of foundations (base support systems) for manufactured homes. As a purchaser of a manufactured home, you need to be aware of these laws and rules. The Ohio Manufactured Homes Commission (Commission) has authority to enforcing these laws pursuant to ORC Chapter 4781.

The following is a list of some of the requirements that you must comply with regarding the installation of your manufactured home.

1. All homes must be installed by an installer licensed by the Commission. An installer is broadly defined as the supervisor on the following types of work: foundations, footings, set-up, connections, hook-up, blocking, tie down, securing, supporting, installing steps, installing skirting, or making electrical, plumbing or mechanical connections or providing consultation or supervision for any of these activities on manufactured homes. The licensed installer accepts responsibility for the installation of the manufactured home. **UNLICENSED PERSONS ARE PROHIBITED FROM INSTALLING A MANUFACTURED HOME IN THE STATE OF OHIO.**

2. All foundations (base support systems) for new installations of manufactured homes **MUST** be installed under the supervision of an installer licensed by the Commission. The licensed installer assumes responsibility for the installation of the foundation. **UNLICENSED PERSONS ARE PROHIBITED FROM INSTALLING FOUNDATIONS FOR MANUFACTURED HOMES, WITHOUT THE KNOWLEDGE AND APPROVAL OF THE LICENSED INSTALLER.**

3. Homeowners may perform their own installation work, under the following conditions:

The manufactured home must be your own personal residence, and

The manufactured home must be on your own private property, and

The manufactured home cannot be located in a manufactured home park, and

The homeowner must physically do the work and cannot hire unlicensed people to do the work for them. Homeowners who do their own work assume the entire responsibility for the installation. Homeowners that do their own installation of a manufactured home may lose protections offered by the State of Ohio. ORC 4781.11(B) states that the homeowner who does their own work is "not entitled to claim any right or remedy or to bring a cause of action under this chapter", which includes the dispute resolution program.

4. The installation of ALL manufactured homes in the State of Ohio requires that:

- Installation permits shall be obtained in advance of any work, including homes installed by homeowners. All permit and inspection fees must be paid prior to any work and inspections being performed.
- Manufactured homes must be installed in accordance with the Ohio Manufactured Homes Installation Standards, including homes installed by homeowners. See Chapter 4781-6 of the Ohio Administrative Code.
- All work must be inspected, including homes installed by homeowners
- The law requires a minimum of 3 inspections. Footing Inspection (an open hole inspection done prior to concrete being poured), Electrical Inspection (prior to electrification by the Power Co.) and a Final Inspection (once the home is installed, completed and all utilities are connected). The final inspection **MUST** be completed and approved and the Commission Inspection Seal affixed before the homeowner is permitted to occupy the home. Premature occupancy may result in additional inspection fees.
- All permits, inspections and inspection seals must be issued and performed by the local authority having jurisdiction.
- **UNLICENSED PERSONS SHALL NOT CONTRACT TO INSTALL MANUFACTURED HOMES OR INSTALL FOUNDATIONS (BASE SUPPORT SYSTEMS) FOR MANUFACTURED HOMES.**

If you have any questions regarding the installation of manufactured homes in Ohio, contact your retailer, park operator or City of Cambridge, Economic & Community Development Department, 1131 Steubenville Avenue, Cambridge, OH 43725, or call (740) 439-5491.

### **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 shirting, 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.



## Economic and Community Development

1131 Stuebenville Avenue  
 Cambridge, OH 43725  
 (740) 439-5491 • fax (740) 439-9867

### DEPARTMENT USE ONLY

Permit App. No. \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Date Forwarded \_\_\_\_\_  
 Date Returned \_\_\_\_\_

Date Issued \_\_\_\_\_  
 Zoning Approved by or N/A \_\_\_\_\_  
 Flood Plain Approved by or N/A \_\_\_\_\_  
 OMHC Seal Number \_\_\_\_\_

### PERMIT APPLICATION FOR MANUFACTURED HOME INSTALLATION

SITE ADDRESS: _____		County: _____	Township: _____
LOT #:	New Home? <input type="checkbox"/>	Used Home? <input type="checkbox"/>	Private Property? <input type="checkbox"/> Manufactured Home Park? <input type="checkbox"/>
ZONING DISTRICT APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		FLOOD PLAIN ZONE: <input type="checkbox"/> YES <input type="checkbox"/> NO Map# _____	
LAND OWNERS NAME: _____		TELEPHONE: _____	
HOME OWNERS NAME: _____		TELEPHONE: _____	
FOUNDATION WORK: _____		INSTALLER'S LICENSE NO. _____	
NAME: _____		ADDRESS: _____	
TELEPHONE: _____	FAX: _____	CELLULAR: _____	
E-MAIL ADDRESS: _____			
SET CREW WORK: _____		INSTALLER'S LICENSE NO. _____	
NAME: _____		ADDRESS: _____	
TELEPHONE: _____	FAX: _____	CELLULAR: _____	
E-MAIL ADDRESS: _____			
OTHER INSTALLERS OR CONTRACTORS: _____		SCOPE OF WORK: _____	
INSTALLERS LICENSE OR CONTRACTOR(S) REGISTRATION No. _____			
NAME: _____		ADDRESS: _____	
TELEPHONE: _____	FAX: _____	CELLULAR: _____	
E-MAIL ADDRESS: _____			
APPLICANT: (circle) - retailer, park operator, home/land owner, installer, or other _____			
NAME: _____		ADDRESS: _____	
TELEPHONE: _____	FAX: _____	CELLULAR: _____	
E-MAIL ADDRESS: _____			
DESIGN PROFESSIONAL: _____			
<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER		REGISTRATION No.: _____	
NAME: _____		ADDRESS: _____	
E-MAIL ADDRESS: _____			
TELEPHONE: _____	FAX: _____	CELLULAR: _____	
<b>BUILDING CONSTRUCTION AREA (List the square footage in the appropriate section below)</b>			
<b>NOTE: OMHC is not the permitting agency for basements, garages, decks (greater than 9 sq. ft.), or for any other construction not included in the OMHC installation standards. You must contact the local authority having jurisdiction.</b>			
Total square feet of living area: _____	Crawl space: _____	Basement: _____	Garage/carport: _____ Decks/other: _____
<b>BUILDING INFORMATION</b>			
# OF ROOMS: _____	# OF BEDROOMS: _____	SECOND FLOOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	HINGED ROOF <input type="checkbox"/> YES <input type="checkbox"/> NO

**MANUFACTURED HOME DESIGN CRITERIA**

- Home Dimensions \_\_\_\_\_ x \_\_\_\_\_
- Basement Dimensions \_\_\_\_\_ x \_\_\_\_\_
- Crawl Space Dimensions \_\_\_\_\_ x \_\_\_\_\_
- Footer Dimensions \_\_\_\_\_ x \_\_\_\_\_
- Block (max 3 courses, reinforced & grouted)
- Block ACI 318, BIA Eng. Brick Masonry
- Block NCMA TR-68A ACI/ASCE 530
- Poured Concrete (8" wide with footer)
- Poured Concrete (12" wide without footer)
- Anchor System Type: \_\_\_\_\_
- TRANSVERSE I-Beam Foundation
- Perimeter Load-Bearing Wall Foundation
- Slab or Runner Foundation
- Soil bearing capacity: \_\_\_\_\_ per square feet.
- Tested by: \_\_\_\_\_ Date: \_\_\_\_\_

- Manufacturer's Foundation Drawing with Footing Location and Sizes Indicated on the Drawing  
OR  
Manufacturer's Foundation Drawing with Footing Locations only and Footing Size Indicated by providing a Copy from the Installation Manual of the Appropriate Sizing Tables with the Size of the Footings Indicated
- OHIO Design Professional's Drawing with Footing Locations and Sizes Indicated. Ohio Architect's and Professional Engineer's may design slabs, runners, etc
- Foundation Drawing to Scale with Footing Locations And Footing Size Indicated by providing a Copy from The Ohio Installation Standards OAC4781 with the of the Appropriate Sizing Tables with the Size of the Footings Indicated

**ELECTRICAL for manufactured homes;** (Inspections include only work related to installation)

Service on:  HOME  POLE Service size: \_\_\_\_\_ Service wire size: \_\_\_\_\_

**MANUFACTURER:** (possible verification at later date)

Name: \_\_\_\_\_ HUD No.(s) \_\_\_\_\_  
Serial No. \_\_\_\_\_

**CERTIFICATION (Read all sections carefully before signing, and attach any drawings and/or supporting documents)**

ALL PERMITS SHALL EXPIRE 180 DAYS FROM THE DATE OF ISSUE. 180 DAY EXTENTIONS MAY BE GRANTED IF REQUESTED IN WRITING AND JUSTIFIABLE CAUSE DEMONSTRATED.

I FULLY UNDERSTAND THAT NO EXCAVATION, INSTALLATION, ELECTRICAL OR MECHANICAL INSTALLATION, OR ALTERATION OF THIS MANUFACTURED HOME, OR PART THEREOF SHALL BE UNDERTAKEN OR PERFORMED UNTIL THE PERMIT APPLIED FOR HEREIN HAS BEEN APPROVED AND ISSUED BY THE AUTHORITY HAVING JURISDICTION. I FURTHER UNDERSTAND THAT NO PERSON, FIRM OR CORPORATION SHALL INSTALL, OCCUPY, OR PERMIT OCCUPANCY OF THE ABOVE IN CONFLICT WITH OR IN VIOLATION WITH CHAPTER 4781 OF THE OMHC RULES.

*I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the OMHC certified inspector and ESI shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the OMHC Rule(s) applicable to such permit.*

Governmental agencies, other than OMHC and utility companies have rules and policies regulating the placement of utility service lines in relation to the manufactured home. The issuance of permits and the performance of inspection do not constitute the placement of utility lines under such rules and policies. It is the sole responsibility of the owner and the owner's agent to determine and comply with applicable rules and policies of other governmental agencies and utility companies. For information, contact the appropriate utility company.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

HOLD / DATE: \_\_\_\_\_  INCOMPLETE  COMPLETE

REASON: \_\_\_\_\_  PARTIALLY APPROVED  APPROVED  DISAPPROVED

BUILDING OFFICIAL: \_\_\_\_\_ / /

PLANS EXAMINER: \_\_\_\_\_ / /

# Ohio Manufactured Homes Commission 5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

## OMHC MANDATORY LATE PERMIT CHARGE

4781-7-09 (Q)(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 \$50.00 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"

This form must be completed upon receipt of the \$50.00 late permit charge and mailed to:  
Ohio Manufactured Homes Commission  
5100 Parkcenter Avenue, Suite 103  
Dublin, Ohio 43017

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Address of manufactured home City Zip code  
In A Park On Private Land

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Owners name Installer's name

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Payee's name Contact Phone #

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Permitting agency

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Permit number Permit date Seal number  
Shared file / /blank Forms / Permit Application / Mandatory 50.00 charge

Revised 08/15/14

**Phone: (614) 734-6010 • Fax: (614) 734-6012 • Website: <http://www.omhc.ohio.gov>**



## **Ohio Manufactured Homes Commission**

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

### **HOMEOWNER INSTALLATION AGREEMENT**

I/We \_\_\_\_\_ affirm that I/We are the owner of the  
(Name(s) of Applicant)

property located at \_\_\_\_\_ and  
(Property Address of where manufactured home will be installed)

this property will be for my/our own personal occupancy. This property is not located in a manufactured home park.

#### **Initial each following statement:**

\_\_\_\_\_ I/We will be performing the installation of the home at this property and I/we will be doing so according to ORC Chapter 4781.

\_\_\_\_\_ I/We acknowledge that prior to installation beginning, I/we will obtain the appropriate permits from an OMHC certified inspection agency. It is understood that the permit is valid for 180 days and installation must be completed and pass final inspection during those 180 days.

\_\_\_\_\_ I/We acknowledge that *all three* (foundation, electrical, and final) components of the inspection process will be completed and passed *prior to* occupying the home. I/We understand that occupying the home prior to passing final inspection and having the seal placed in the home is illegal and subject to prosecution.

\_\_\_\_\_ I/We further understand that pursuant to ORC 4781.11(B)(D) I/we will provide to both the treasurer and auditor of the county within 14 days notification of the home installation.

\_\_\_\_\_ I/We have verified with local zoning departments of any setback requirements that may exist or any flood plain requirements that may exist.

\_\_\_\_\_ I / We agree to follow all local laws pertaining to fire codes, wind zone, roof load zone, and thermal zone.

\_\_\_\_\_ I / We further understand we must follow all local building codes for any structures other than the manufactured home itself; i.e. decks, sheds, porches, carports, awnings.

\_\_\_\_\_ If the home being installed is a used home, I / we understand that I / we are not eligible for the Dispute Resolution Program if needed pursuant to OAC 4781-8-05(C).

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Homeowner Signature

\_\_\_\_\_  
Date





# 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:

- Application for permit \_\_\_\_\_  Exterior close up \_\_\_\_\_
- Submittal of plans for review \_\_\_\_\_  Anchors \_\_\_\_\_  Call for inspections \_\_\_\_\_
- Electrical service \_\_\_\_\_  Excavation \_\_\_\_\_  Other electrical connections \_\_\_\_\_
- Footings / foundation work \_\_\_\_\_  Plumbing connections \_\_\_\_\_
- (concrete work, crawlspace or basement)  Piers \_\_\_\_\_  Mechanical \_\_\_\_\_  Vapor barrier \_\_\_\_\_
- Perimeter wall construction / skirting \_\_\_\_\_  Set & level \_\_\_\_\_
- Steps / porches / landings \_\_\_\_\_  Interior close up \_\_\_\_\_  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.***

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Homeowner

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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.*

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Licensed Installer

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Date

---

Licensed Installer

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Date