



## Ohio Manufactured Homes Commission

### Bulletin

Date: June 11, 2010

To: Building Departments  
Third Party Agencies  
Local Health Departments Re: Fees

Effective on January 01, 2010, the revised rules show some significant changes to requirements with regard to fees. Please review the following sections and apply them to your current procedures:

Section 4781-7-09 (A) – The authority having jurisdiction shall issue written permits, perform plan 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 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 nonrefundable. 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.

Section 4781-7-09 (Q) (1) – A permit shall not be valid until all fees as set forth in paragraph (A) of this Rule 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 installation fees for each permit type shall be paid in accordance with the schedule of the commission and/or the authority having jurisdiction.

Section 4781-7-09 (Q) (2) – If the installation of a manufactured home has commenced or been completed prior to the application of a 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 onehalf times the permit fee and 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 “Treasure – State of Ohio”.**

**Please see attached form that must be used in conjunction with the collection of the \$50.00 late permit charge.**

# Ohio Manufactured Homes Commission

## 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

Address of manufactured home		City	Zip code
Owners name		Installer's name	
Payee's name		Contact Phone #	
Permitting agency			
Permit number	Permit date	Seal number	

## **Ohio Manufactured Home Inspections, LLC**

6566 S. St. Rt. 78 #1 Glouster, OH 45732

Dispatcher: 740-274-0917 FAX: 740-767-4797 Email: rlw8169@yahoo.com

Website: omhi.net

### HELPFUL HINTS FOR PLAN SUBMISSION

- Plot plan (the way the unit is positioned on lot)
- Floor Lay Out
- Side View (Footer/foundation plan)
- Pier Layout
- Tie Downs ~ Anchor Support System
- If use book (circle what pertains to unit)
- Electrical Service drawing
- Where required:
- Zoning Certificate
- Flood Plain (county engineer or surveyor)

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The counties that ***Ohio Manufactured Home Inspections*** covers are listed below:

Our Inspectors are:

**Kathy Russell**

Covering: Adams, Brown, Highland, Pike, Jackson, Scioto, Lawrence, Gallia, Meigs, and Vinton.

**Tim Shoemaker**

Covering: Ross, Pickaway, and Franklin.

**Greg Adams**

Covering: Clark, Butler, Hamilton, Warren, Miami, Logan, and Champaign.

**Kelly Paisley**

Covering: Muskingum, Guernsey, Perry, and Morgan.

**OWNERS: Randy & Paulette Ward  
(740)-274-0917**

*The basic fee includes plan review, one footer inspection, one electrical service inspection including temporary release of meter, one final inspection and the State of Ohio Inspection Seal*

**PLEASE MAKE CHECKS PAYABLE TO: OHIO MANUFACTURED HOME INSPECTIONS  
CREDITS CARDS CHARGE 4% FOR PROCESSING FEES**

**Additional Trip or Re-inspection fee – \$165.00**

**\*\*\*\*\*PLACE ON JOBSITE!!!\*\*\*\*\***

**APPLICATION FOR MANUFACTURED HOME**

**Plan Review and Installation Permit**

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**OMHI OFFICE USE ONLY**

Permit Application No. \_\_\_\_\_

Seal No. \_\_\_\_\_

Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_

Date Returned \_\_\_\_\_

\*\*\*\*\*

**Applicant information: Please complete all items**

Homeowners Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Physical Site Address (Include Lot#): \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Zoning District: YES/ NO      Flood Plain: YES/ NO Map \_\_\_\_\_

Circle One: Dealer/ Park Operator/ Installer/ Homeowner

Name of Dealer/ Park Owner/ Installer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home is: (circle) New or Used      (circle) Single or Double

Manufactured Home Brand: \_\_\_\_\_

Date of MFG: \_\_\_\_\_ Serial No. \_\_\_\_\_

HUD No. \_\_\_\_\_

**\*\*\*\*\*MANUFACTURERS INSTALLATION MANUAL  
REQUIRED TO BE ON JOBSITE!!!\*\*\*\*\***

**FOUNDATION WORK: INSTALLER'S LICENSE INFORMATION: (Please write if it is**

**ABS foundation)**

\*License Name and Number: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**DESIGN PROFESSIONAL: (to be used if in flood plain or basement set)**

Architect: \_\_\_\_\_ Phone No. \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone No. \_\_\_\_\_

Registration No. \_\_\_\_\_

**SET CREW WORK: INSTALLER'S LICENSE NAME AND NO.**

\*License Name and Number: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_

**NAME OF POWER COMPANY:** \_\_\_\_\_

**CUSTOMER NAME ON ACCOUNT:** \_\_\_\_\_

**ELECTRICAL for MANUFACTURED HOME (Inspections will include only the work performed on- site.)**

\*Service installed on: (circle appropriate answer) HOME POLE

\*Service size: \_\_\_\_\_ (100 amp/200 amp)

\*Wire size: \_\_\_\_\_

Please note: Installer is responsible to install light bulbs and fixtures PRIOR to calling for the final. All homes, including used homes, must have **OPERABLE SMOKE DETECTORS.**

**OXIDE COMPOUND NEEDED ON ALUMINUM WIRE**

**2 GROUND RODS NEEDED AT OUTSIDE DISCONNECT (6 FT. APART CONNECTED TOGETHER)**

**4 wire feeders-(are required to be protected)**

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**CERTIFICATION** (Read all sections, sign, date and attach any drawings and/or supporting documents)

**READ CAREFULLY BEFORE SIGNING AND SUBMITTING THIS APPLICATION:  
ALL PERMITS SHALL EXPIRE SIX MONTHS FROM THE DATE OF ISSUE.**

I FULLY UNDERSTAND THAT NO EXCAVATION, INSTALLATION, OR STRUCTURAL, ALTERATION, ELECTRICAL, OR MECHANICAL INSTALLATION OR ALTERATION OF ANY MANUFACTURED HOME, OR PART THEREOF AND NO USE OF THE ABOVE SHALL BE UNDERTAKEN OR PERFORMED UNTIL THE PERMIT APPLIED FOR HEREIN HAS BEEN APPROVED AND ISSUED BY THE AUTHORITY HAVING JURISDICTION.

*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 code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of this code(s) applicable to such permit.*

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

\_\_\_\_\_  
**\*Signature of applicant**

\_\_\_\_\_  
**\*Date**

\_\_\_\_\_  
**\*Printed Name**

**CURRENT ADDRESS TO SEND PERMIT:** \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

INCOMPLETE

COMPLETE

HOLD

DATE: \_\_\_\_\_

PARTIALLY APPROVED

APPROVED

DISAPPROVED

PLANS EXAMINER \_\_\_\_\_

Date \_\_\_\_\_



# Ohio Manufactured Homes Commission

## Homeowner / Installer Agreement

The person that sets and levels the home is responsible for completing sending the 14 day notice to the County Auditor.

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 \_\_\_\_\_
- Submittal of plans for review \_\_\_\_\_
- Call for inspections \_\_\_\_\_
- Excavation \_\_\_\_\_
- Footings / foundation work \_\_\_\_\_  
(concrete work, crawlspace or basement)
- Piers \_\_\_\_\_
- Vapor barrier \_\_\_\_\_
- Set & level \_\_\_\_\_
- Interior close up \_\_\_\_\_
- Exterior close up \_\_\_\_\_
- Anchors \_\_\_\_\_
- Electrical service \_\_\_\_\_
- Other electrical connections \_\_\_\_\_
- Plumbing connections \_\_\_\_\_
- Mechanical \_\_\_\_\_
- Perimeter wall construction / skirting \_\_\_\_\_
- Steps / porches / landings \_\_\_\_\_
- Other (see below) \_\_\_\_\_
- Send in 14 "Notice of Home Installation"

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.*

Home owner \_\_\_\_\_ 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 \_\_\_\_\_





## **Ohio Manufactured Homes Commission**

5650 Blazer Parkway, Suite 100 Dublin, Ohio 43017

### **NOTICE TO MANUFACTURED HOME BUYERS**

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) is charged with 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.**
3. Homeowners may perform their own installation work, under the following conditions:
  - The manufactured home must be your own personal residence,
  - The manufactured home must be on your own private property, and
  - The manufactured home can not be located in a manufactured home park, and
  - **The homeowner must physically do the work themselves and can not hire unlicensed people to do the work for them.**

Home owners 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."**

4. The installation of ALL manufactured homes in the State of Ohio requires that:
  - **Installation permits shall be obtained in advance of any work.** 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. See, Chapter 4781-6 of the Ohio Administrative Code.
  - All work must be inspected – The law requires a minimum of 3 inspections will be required. 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.**
  - 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.**