

CENTRAL INSPECTION BUREAU

201 E. COMMERCE ST., SUITE 160

YOUNGSTOWN, OHIO 44503

Phone: 330-744-5238 or 1-800-437-0932 / Fax: 330-744-3922

MANUFACTURED HOME (INSTALLATION CHECKLIST)

OWNER'S NAME _____

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE# _____

INSTALLATION SITE _____

CITY _____ COUNTY _____

PRIMARY INSTALLER'S NAME _____

ADDRESS _____

PHONE#(s) _____ LICENSE# _____

Completed Permit mailed to: _____

DID YOU CONTACT O-U-P-S (1-800-362-2764)..... _____

NEW OR USED HOME..... _____

PRIVATE PROPERTY OR PARK..... _____

IF PARK, NAME OF PARK _____

SITE PLAN & FOOTER PLANS..... _____

STATE OF OHIO STAMPED DRAWING..... _____

COPY OF MANUFACTURER'S INSTALLATION BOOKLET..... _____

FLOOD PLAN..... _____

HOME PERMITS:

(A) County..... _____

(B) Zoning..... _____

SEPTIC PERMIT..... _____

SIZE OF HOME..... _____

TYPE OF FOUNDATION BARRIER..... _____
 PERIMETER BLOCK OR SKIRTING..... _____
 HEIGHT OF HOME (From finished grade to bottom of home)..... _____
 DRAINAGE _____
 DIRECTIONS TO SITE _____
 WHO IS INSTALLING PLUMBING..... _____
 WHO IS INSTALLING GAS _____
 WHO IS DOING ELECTRICAL WORK _____
 LOCAL UTILITY SUPPLYING ELECTRICITY..... _____
 WORK ORDER (If available)..... # _____
 AND/OR CONTACT PROCEDURE _____

AFTER ANSWERING THE LIST OF QUESTIONS AND UPON RECEIPT OF YOUR PAYMENT WE WILL SEND YOU A PERMIT CONFIRMATION LETTER AND PERMIT CARD TO BE POSTED IN THE FRONT WINDOW OF THE HOME; THIS WILL ALLOW YOU TO BEGIN YOUR PROJECT.

**PLEASE MAKE YOUR CHECK
 PAYABLE TO & MAIL TO: "CENTRAL INSPECTION BUREAU"
 201 E. COMMERCE STREET - STE. 160
 YOUNGSTOWN, OHIO 44503
 PHONE: 1-800-437-0932
 FAX: 330-744-3922**

FEES ARE AS FOLLOWS FOR THE FOLLOWING AREAS:

ASHLAND, ASHTABULA, CARROLL, COLUMBIANA, CUYAHOGA, GEAUGA, HARRISON, HOLMES, JEFFERSON, KNOX, LAKE, LORAIN, MAHONING, MEDINA, PORTAGE, STARK, SUMMIT, TRUMBULL, TUSCARAWAS AND WAYNE COUNTIES - \$550 - PERMIT (WHICH INCLUDES PLAN REVIEW, FOOTER INSPECTION, FOUNDATION INSPECTION, ELECTRICAL SERVICE AND FINAL INSPECTION AND THE STATE OF OHIO SEAL)

PLUS TRAVEL COST @ \$1.10 PER MILE FROM OUR OFFICE ADDRESS TO THE INSTALLATION SITE, PER 'ROUND' TRIP.

RE-INSPECTION FEE - \$100 PER TRIP PLUS \$1.10 PER MILE PER 'ROUND' TRIP (IF OVER (3) TRIPS ARE NEEDED TO COMPLETE ALL OF THE REQUIRED INSPECTIONS)

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"/> Park? <input type="checkbox"/> Name:
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:			
PURCHASED FROM: (circle) - retailer, park owner, private sale			
NAME:		ADDRESS:	
TELEPHONE:		FAX:	CELLULAR:
E-MAIL ADDRESS:			
DESIGN PROFESSIONAL:			
<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER		REGISTRATION No.:	
NAME:			
E-MAIL ADDRESS:			
TELEPHONE:			

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
 Preimeter 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. Provide a copy from the OMHC Installation Standards.

 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. Provide a copy from the OMHC Installation Standards.

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: _____

Serial No. _____

HUD No.(s) _____

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 EXTENSIONS 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 _____ 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 _____ Rule(s) applicable to such permit.

Governmental agencies _____ 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 inspections 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: _____

REASON: _____

 INCOMPLETE COMPLETE PARTIALLY APPROVED APPROVED DISAPPROVED

BUILDING OFFICIAL: _____ / /

PLANS EXAMINER: _____ / /



**Department
of Commerce**

Division of Industrial Compliance

Homeowner / Installer Agreement

The person that sets and levels the home is responsible for completing and 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:

- | | |
|--|--|
| <input type="checkbox"/> Home is located on the property that the person owns and, | <input type="checkbox"/> Home is for their own occupancy and, |
| <input type="checkbox"/> Home is not located in a manufactured home park and, | <input type="checkbox"/> Homeowner understands they will not be eligible for dispute resolution. |

The homeowner, who obtains a permit to install a manufactured home, must be responsible for all the work. However, they may contract out portions of the work to a licensed installer who is an active licensee in Ohio, 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 Number: _____ Seal Number: _____

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

Homeowner Name: _____

Licensed Installer's Name: _____ License Number: _____

Licensed Installer's Name: _____ License Number: _____

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 _____
(Concrete work, crawlspace, or basement) | <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 _____ |

Interior close-up _____

Other (see below) _____

Send "Notice of Home Installation"
to Auditor _____

Underbelly Repair _____

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 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 a 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



Department of Commerce

Division of Industrial Compliance
John R. Kasich, Governor
Jacqueline T. Williams, Director

Homeowner Agreement

The person that sets and levels the home is responsible for completing and 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, Homeowner understands they will not be eligible for dispute resolution

The homeowner, who obtains a permit to install a manufactured home, must be responsible for all the work. However, they may contract out portions of the work to a licensed installer who is an active licensee in Ohio, 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 Number: Seal Number:

Site Address: (where the home is being installed)

Homeowner Name:

Licensed Installer's Name: License Number:

Licensed Installer's Name: License Number:

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, Piers, Vapor barrier, Set & level, Interior close-up, Send "Notice of Home Installation" to Auditor, Exterior close-up, Anchors, Electrical service, Other electrical connections, Plumbing connections, Mechanical, Perimeter wall construction / skirting, Steps / porches / landings, Other (see below), Underbelly Repair

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 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 a 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.

Manufactured Homes Program
Bureau of Building Code Compliance
6606 Tussing Road
Reynoldsburg, OH 43068-9009
Rev. 1/9/2018

An Equal Opportunity Employer and Service Provider

614-644-2223
Fax 614 -644-2618
TTY/TDD 800-750-0750
com.ohio.gov
DIC-18-0029

Manufactured Home Installation Guide for the State of Ohio

The following process is for every home installed regardless of size, make, model year, or where the home was previously located.

The Ohio Department of Commerce is the state agency that regulates installations of manufactured homes throughout the state.

All manufactured homes installed in Ohio must have a permit prior to installation. All homes must be inspected and pass inspection prior to occupancy. It is illegal to install a home without the proper permits and it is illegal to occupy a home without the proper inspections.

Contact the department for any questions about or for assistance during this process.

Installation Procedure

Step 1: Determine if a licensed installer is required to install the home. If the home is being installed in a manufactured home community, it must be installed by a licensed installer. If the home is being installed on private land, the homeowner may install the home as long as they own the home, they are going to live in the home, and they own the land where the home is being installed.

Step 2: Hire a licensed inspection agency. A permit must be obtained prior to the home arriving on site. Verify with the inspecting agency that no additional permits must be obtained. For example, if the home is being placed in a flood plain, a Flood Plain Permit is required. Contact the local Flood Plain Administrator to verify if the home is located in a flood plain. Download the Flood Plain [Administrator](#).

Step 3: If the home is being installed on private land, verify with the local building and zoning department if any other permits for that area are required.

Step 4: Prepare the site and have the foundation inspected by a licensed inspector prior to the home being set on the site. The foundation must pass inspection prior to installing the home.

Step 5: Once the foundation inspection is complete, installation of the home may begin. All homes must be installed according to the Ohio Manufactured Home Installation Standard found in [Chapter 4781 of the Ohio Revised Code](#).

Step 6: Once the electrical work is complete, make a request for the electrical inspection. The inspection agency will provide an electrical safety inspector (ESI) to perform the inspection. Once completed, the inspection agency will notify the power company that power may now be connected to the home. The local power company will not energize the home without an inspection from an ESI.

Step 7: Once all the work on the home is complete, make a request for the final inspection. Once the final inspection is completed and passed, an inspection seal will be placed in the home and it is now approved for occupancy. The home can be occupied only after the seal is placed in the home. Occupancy prior to final seal placement is subject to fines and legal action.

Step 8: Notify the county auditor within 14 days that a home has been installed within the county. Failure to notify the auditor may result in fines from the county and possible liens placed against the home.

Frequently Asked Questions

Q: I own the home and I'm going to live in it, and the home will be in a mobile home park. Can I install the home myself?

A: No. If the home is located in a mobile home park, it must be installed by a licensed installer.

Q: I own the home and the land where the home will be installed. Once installation is complete, I'm going to rent the home. Can I install the home myself?

A: No. To be eligible to install the home yourself, you must own the home and the land, and occupy the home.

Q: How long is a permit valid once it is issued?

A: The permit is valid for 180 days. If you are not able to complete installation of the home within that time, you may apply for an extension in writing to the inspection agency.