

Step 1: Hire a Licensed Installer

The retailer or park operator must select from among **licensed installers** to perform the manufactured home installation.

OMHC will maintain a list of licensed installers on the OMHC website. Retailers and park operators are advised to keep on file a copy of the license of the installers they use regularly.

“Installer” includes the supervisor of footing and piers contractors, the supervisor of the set crew and supervisor of the weather proofing (trim-out) crew. Toters and crews performing only cosmetic work are not required to be licensed. In general the licensed installer must be **PRESENT AND SUPERVISING**.

ONLY the footing and piers contractor can have a supervising licensed installer who is **NOT** present while supervising the work. The retailer or park operator may choose to employ a licensed installer to supervise unlicensed footing and piers contractors or to act in a manner similar to a general contractor for installations.

Homeowners are allowed to install a home (or any part of that home) for their own occupancy without a license. (Home owners who do this lose many of the protections offered by the Commission.)

On a job with multiple installers, clear written contracts as to which installer is accepting responsibility for what are strongly recommended. Licensed installers are advised to have contracts, keep written records and take pictures before and after working on a site.

Step 2: Where is the House Going?

The exact location of the home is needed before work can proceed. The installer is advised to see the location prior to bidding the installation. A purchaser may believe their lot is level with a wide clear access road; a professional licensed installer may see complicating factors. Retailers are advised to price the installation only after the installer has looked at the site.

While transporters are not licensed by OMHC, they may have requirements under other laws including obtaining a relocation

sticker from the County Auditor and a permit from the State Highway Department.

Step 3: What is the Inspection Authority Having Jurisdiction at that Location?

100% of installations in Ohio are to be inspected. The **inspection authority** will arrange the **trained** and **certified inspectors** for each inspection. Installers must locate the inspection authority to obtain permits and call for inspections. Prior to moving the home, determine the inspection authority.

If the home is going into a park, contact the local health division or the Ohio Department of Health. ODH is responsible to provide **trained inspectors**. For ODH call 614-466-1390.

If the home is to be placed on private property, there are three possibilities.

1. Call the local building department. If a **certified local building department** has authority, the installer or designee must work with that department regarding permitting and inspections.
2. IF no local certified department governs that location, check the OMHC website for a **third party inspection agency** in that location. The installer or designee must work with the third party inspections agency available in that location regarding permitting and inspections.
3. If no third party inspection agency exists for that territory, contact **OMHC** for permitting and inspections information.

Extras: An installer must work with the inspection authority *and* local government to find out *all* the requirements for that location. There may be zoning, flood hazard, or other requirements. It is the installer’s responsibility to ensure that the home is placed in the correct location, at the correct elevation, on the correct lot with set backs, etc. In cases with multiple installers, it is recommended that contractual agreements clearly indicate which installer is responsible for the additional local requirements. In some instances the local inspection authority will help to coordinate these items.

Generally, it is the responsibility of the licensed installer supervising the foundations crew to ensure compliance with zoning, etc.

Step 4: Obtain a Permit from the Inspection Authority

For parks, a notice of home placement is required and will function in a manner similar to a building permit application. Installers must be sure the park operator has obtained approval to install the home. The local health division or Ohio Department of Health should provide to the park operator evidence of approval.

For private property, the installer or the installer’s designee obtains the permit from the inspection authority.

All inspection fees must be paid up-front including the \$75 fee for the inspection seal. The local authority may charge additional fees for performing the inspections. Permits and notices of home placements should include the names of all installers responsible on the job. In many cases, 2 license numbers will appear on a permit: the retailer’s installer license and the set crew’s installer license. In this case, the retailer’s licensed installer is accepting responsibility for all work except that performed by the licensed installer supervising the set crew.

Step 5: Begin to Install the Home

After obtaining permits, the installation can begin. All installers, including home owners, must install 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.

Note: Additional items which are not required in the manufacturer’s installation manual or the professional’s designs may be required by the Ohio Manufactured Home Installation Instructions and shall be part of the home installation. An example of this is the ground vapor barrier requirement. A ground vapor barrier is required under every manufactured

home installed with skirting, curtain, or bearing wall enclosure even if the manufacturer's installation instructions states that the ground vapor barrier is only recommended. More information about these items will be provided at the OMHC website.

Step 6: Call for Inspections during Installation

The installer or the installer's designee calls for inspections from the **inspection authority** when the work is ready. A minimum of 3 inspections are required. Some local authorities will have more than 3; ask at permitting. Home owners, acting as their own installer must also call for all inspections. No one may apply power, water, or gas to a home prior to approval from the inspection authority.

The **first inspection** is a **footing inspection** of the footing hole and reinforcement. In a park or an existing site on private property, this inspection may be of the existing foundation to ensure it is in good condition and compatible with the house. While the inspection department is required to provide the footing inspection within 72 hours, most will provide it sooner.

OPTIONAL INSPECTION: Sometimes the set-crew installer has concerns about the foundation work performed by the foundation installer. The set crew installer should contact the inspection authority for an additional inspection of the foundation before setting the home. The set crew shall not set a home on a foundation which they know to be incorrect. Failure to call for an extra inspection when the problem is obvious to any reasonable installer could result in the set crew installer accepting some responsibility for a home which has foundation-related problems.

The **second inspection** is the **electrical inspection**. The installer calls for the electrical inspection when the electrical work is ready. The inspection authority arranges this inspection and must use an ESI, a state electrical inspector or a licensed electrical contractor if an ESI is not available; a licensed electrical contractor cannot inspect his own work. The electrical inspector places a tag near the Service to let the local electric company know the home has passed electrical inspection. (Temporary power may be on at the home after this time; however, no one may connect power or gas to the home without approval from the inspection authority).

The **final inspection** is called for by the installer when *all* the work is correct and complete. The authority's inspector may co-ordinate with other inspectors to ensure that plumbing and mechanical inspections have been completed.

(While the inspector is expected to co-ordinate with other local enforcement, such a zoning; it is the licensed installer responsible for the foundation who is also responsible to ensure compliance with local ordinances, flood plain, etc.) If 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.

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 obligation 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.

For more information about installing homes in Ohio go to the Commission website:

www.omhc.ohio.gov

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Step by Step



The Manufactured Home Installation Process in Ohio