



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

OMHC BULLETIN

Date: September 26, 2012
To: Ohio Manufactured Home Park Operators
From: Janet Williams, Executive Director
Re: Manufactured Home Park Licensing

Important Notice Regarding Licensing for Manufactured Home Park Operators

Effective December 1, 2012 all **manufactured home park operators** will be licensed and regulated by the Ohio Manufactured Homes Commission (OMHC) pursuant to the passage of H.B. #487. You should have received a notice regarding this transfer from our Commission through the Local Health District (LHD) in July.

Currently LHD's are providing our Commission with pertinent operator licensing data. The Commission will be mailing the annual licensing application with applicable fees at the end of October. **Please note – all operator license applications and fees for calendar year 2013 must be forwarded to our office. If you receive an application or invoice from a local health district inadvertently, please disregard that notice. If you do not receive the notice to renew by November 1, please contact our office as we may not have current mailing information.** The completed application form, all supporting documents requested per the application, and the annual licensing fee must be postmarked by mail by December 31, 2012 in order to avoid a 25% late fee. I would urge you to get your park application to us as soon as possible so we can ensure your application is complete prior to December 31. The annual application form will also be available on our website at www.omhc.ohio.gov under "Forms", "Park Operator" forms. All recent bulletins to park operators will also be posted on our website under "Park Operators" on the left-hand side of our website as well.

In an effort to keep all park operators informed, we are requesting all operators have an email address on file with our Commission. Other than the annual notice to renew your operator license (which will be mailed to you), we will be communicating as much as possible via email in order to keep costs to a minimum. **Please email Debbie Beaty, Licensing Specialist, your email address, park name (if multiple park operator, list all parks), park operator name, and city and county where park is located in.** Again, this will ensure you are receiving all pertinent information regarding our Laws and Rules.

In the meantime, all licensing and regulatory questions or concerns should continue to be directed to the ODH and the local health districts prior to December 1. After that date, while the local health districts will continue to handle health related issues in your parks/communities along with some nuisance calls, they may choose to also continue with the annual park inspection on our behalf. Again, further updates will be forthcoming and will also be posted on our website. We look forward to working with you and your patience is appreciated during this transition!



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Newsletter Park Operators September 2012

With the upcoming transfer of manufactured home park operator licenses to our Commission December 1, 2012, we wanted to share with you some of the highlights of the transfer. One of the many tasks before our Commission was to set a uniform licensing fee for park operator state-wide. In the past, under the Ohio Department of Health, the licensing fees were determined by the Local Health Departments which created a wide range of fees. As an example, a park in Cuyahoga County with 1050 lots was paying \$1000/yr vs. a park in Pickaway County with 300 lots paying \$5000/yr.

Taking into account nearly 1,800 parks in the state of Ohio, the Commission compared many different fee structures with the goal in mind to reduce licensing fees overall while taking into consideration how the proposed fee structure would affect the small park operations. Based on those considerations, the 2013 proposed annual park licensing fees are:

\$150 Base Fee (Per Park) plus
\$4.15 per lot fee

With this fee structure:

Fees overall for the state from last year would be reduced approximately 18%

57% of the parks will pay less, 43% of the parks will pay more

Of the 57% paying less, 79% of those park operators will save up to \$250 annually

Of the 43% paying more, 88.9% of the parks will not increase more than \$250 annually

We also anticipate other benefits to the industry due to the licensing transfer as follows:

1. Uniform park inspection enforcement – There will be 1 annual park inspection, using the same form and criteria for which to follow.
2. One Stop Shop – While you will still be working with other local municipalities such as the local health departments on nuisance and health related issues, many questions or issues you have will be funneled through our Commission.
3. Our small agency is very accessible and easy to reach.
4. With our knowledge and expertise in the industry, streamlining problems and creating solutions is our utmost goal.
5. Providing a level playing field for all operators.

We look forward to working with you in the days and years ahead!



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STEP-BY-STEP INSTALLATION PROCESS

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 skirting, 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.