



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

MEMO TO: Manufactured Home Dealers, ~~Brokers~~ and Salespeople

FROM: Janet M. Williams, Interim Executive Director

SUBJECT: Permits and Inspections for Manufactured Homes

DATE: September 7, 2010

We would like to take this opportunity to welcome you to the Ohio Manufactured Homes Commission. The transfer of your license occurred July 1, 2010. Our Commission has been working with the Bureau of Motor Vehicles and local titling offices to ensure a smooth transition. If you have any questions or concerns on this transfer, please feel free to contact our office for assistance.

There are a couple of items that we would like to bring to your attention as follows:

As a reminder, all manufactured homes being set in Ohio must be installed by a licensed installer. The only exception to this requirement is a person may set their own home IF the home is for the person's own occupancy, if the manufactured home is located on property the person owns and is not located in a manufactured home park. This home will not be eligible for our dispute resolution program if there are problems concerning the set of the home. You can verify if an installer is licensed and currently active via our website at www.omhc.state.oh.us and choose "Verification of License" on the left-hand side of our website. Simply enter the person's last name and choose "search" and click the individual name. Please note that their status is also listed (only active and active in renewal may install homes).

In addition, **a permit must first be obtained before the installation of a manufactured home begins.** Please refer to our website at www.omhc.state.oh.us to determine who has jurisdiction to inspect in the county where the home is being located. On the left-hand side of our website, choose "Call for Inspections" then choose the county and select the inspection department or agency to call to obtain a permit. The inspection department or agency you choose will issue a permit and complete the three required inspections (footer/foundation, electrical and final). An OMHC seal will be placed on the inside of the electrical panel once the home has been final approved. **The home may not be occupied UNTIL the final has been approved and the OMHC seal has been placed on the home.**

As a licensed dealer, broker or salesperson you are responsible for advising your customers of the above requirements. These are referenced in the Ohio Revised Code 4781 and these laws must be adhered to. Additional penalties and fees may apply to those not abiding by the law.

There is a wealth of information including forms and updates that you can obtain via our website. If we can clarify or assist you in any way, please let us know. Our Commission was formulated to ensure that every Ohioan has a safe and sanitary home in which to live. That is our goal and our enforcement efforts are in place to ensure that!