



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

Bulletin

Date: November 18, 2011

Memo To: All OMHC Licensed Installers

From: Janet M. Williams, Executive Director

Subject: Expired and Expiring Permits

The Commission continues to monitor installation permits that are beyond the 6 month timeframe. We have instructed OMHC certified inspection agencies/departments to contact both the homeowner and the licensed installer on all permits beyond this timeframe. If you receive a letter from an inspection agency or from our office, it is because you are listed as the licensed installer for this installation. Please see the attached procedure that inspection agencies must follow on expired permits and expiring permits.

As a reminder, if you are listed as the installer on a home located in a park, you are responsible for the entire set. Homeowners may not install any portions of their home in parks. If you are the licensed installer on private property, in the absence of a Homeowner/Installer Agreement, you are also responsible for the entire set.

If you have remaining items to complete on an installation, it is necessary for you to do so immediately and contact the inspection agency for a final inspection. In the absence of doing so, we will be forwarding a hearing notice to you so that you can further explain to the Commission as to why this home has not been final approved.

For your convenience, we have also attached instructions on how you can look up to see which homes are outstanding on our permit/seal report via our website. Should you have any questions, please feel free to contact our office. It is our duty to ensure that all homeowners are living in a sound, safe, and sanitary home.

Permit/Seal Report

Go to the OMHC Website: www.omhc.ohio.gov

Choose "Seal Report" on the left-hand side of the home page

The seal report is listed numerically by seal number. Page numbers are listed on the top and bottom left-hand side of the report.

You may search the seal report by using the "search" tool at the top right-hand side of the report. Select the "installer" category to search by using the drop down menu and enter your last name.

Any homes currently outstanding (not yet finalized) will **not** have a final approval date.

Installers, we strongly suggest that you periodically check the seal report and confirm that the homes listed under your installer name are correct. Search by your name and all of the homes that your name is associated with on the seal report will be provided. If there are homes listed under your name that you were not the installer, please contact the inspection department/agency first to try and resolve. If you are still unable to resolve the matter, email or fax the information to our office for additional assistance.