



Ohio Manufactured Homes Commission

5650 Blazer Parkway, Suite 100 Dublin, Ohio 43017

November 15, 2010

Memo To: All Third Party Agencies

All Building Departments Certified to Inspect Manufactured Homes

All Local Health Departments Certified to Inspect Manufactured Homes

From: Janet M. Williams, Executive Director *JMW*

Subject: Seal/Permit Reporting

Attached please find a seal report which indicates permits issued by inspection agency. At this time it still appears we have many outstanding permits beyond the 6 month timeframe. Once again, we are asking that you clean up all outstanding permits beyond 6 months.

The Commission is very concerned about these lingering permits. Please be aware that in the event these homes are occupied without a final permit, there could be safety issues involved which could put potential liability on the inspector, inspection agency and/or building department. Again, it is imperative that you complete these outstanding permits immediately. If you are having difficulties with the homeowners cooperating in these efforts, your agency or department should be sending a notice to those homeowners indicating they are unlawfully occupying their home (see attached sample letter) and if an installer is involved, notify the installer as well. We are also emailing installers that they must work with the inspection agencies to final these outstanding permits. After you have exhausted all of your administrative remedies and the homeowner or installer is still not cooperating, please forward copies of your correspondence to our office for further assistance.

Going forward, please follow up with the permit holder pertaining to outstanding permits. At least thirty (30) days prior to permit expiration, forward a notice to the homeowner and installer (if applicable) notifying them that their permit will expire (see attached sample letter). They must be aware that unless there are extenuating circumstances for the delay (therefore, requiring an extension), it will be necessary for them to obtain a new permit to complete the set, including fees. Follow up by your agency is needed to ensure the inspections of these homes are completed.

We will continue to monitor and report progress to the Commissioners at their scheduled meetings. Should you have any questions, please feel free to contact our office. We are here to assist you in this very important matter!

Sample Letter

Date

Name

Address

Re: Unlawful Occupancy of a Manufactured Home
Location - _____

Dear Homeowner:

Our agency issued an installation permit for the set of your home at the above-referenced location. To date, our records indicate that the inspections for this home were not completed. Please be advised that the permit and seal you paid for is valid for 180 days (6 months) and this permit is beyond this timeframe. All manufactured homes being set in the State of Ohio after July 1, 2007 must be permitted and pass three inspections (footer/foundation, electrical, and final) prior to occupancy. This law was put into effect to ensure that all homes are set in a solid, safe, and sanitary manner.

Without completing the required inspections and placement of an OMHC seal, you are unlawfully occupying this home. Please be advised that this may also void any insurance policy that you may have now covering your home, contents, etc. In order to avoid additional expenses relating to this permit, please contact our office within the next 20 days to schedule the completion of the necessary inspections so you may lawfully occupy your home.

If you fail to respond to this letter, it will be necessary for us to forward this information to the Ohio Manufactured Home Commission for further legal action. In doing so, you may incur additional fines and/or penalties. Please call today to resolve this matter. Should you have any questions relating to this matter, please contact our office.

Sincerely,