



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

Date: January 11, 2011

BULLETIN

To: All OMHC Inspection Agencies & Licensed Installers

From: Janet Williams, Executive Director

Re: Issuing permits to homeowners

In Ohio, a homeowner may perform the installation or portions of the installation of their manufactured home. In recent cases, this has presented a challenge for the licensed installer as they would be listed on the permit as the person that installed (set and leveled) the home when in fact; the homeowner had requested to perform portions of the work to save money on the cost of installation.

While the homeowner is saving money, the licensed installer may then be responsible for work that they may not have performed and leaving the homeowner to complete the installation, often not knowing about the OMHC requirements for final inspections.

After consulting with several inspection agencies and licensed installers, we have developed a Homeowner / Installer Agreement form to be used by the inspection agencies at the time of application and permitting. This will assist in identifying the portions of the installation performed by the licensed installer(s) and the homeowner.

The absence of this form requires the licensed installer to be responsible for the complete installation of the home. If the homeowner is involved in any portion of the installation of a manufactured home, this form must be completed by the licensed installer and the homeowner. Most of the following information is included on the form however, please review the bullet points below and provide a copy of the **Homeowner / Installer Agreement form** (e-mail attachment) along with your permit applications to install a manufactured home:

A homeowner may install their own manufactured home if:

- The home is located on the property that the person owns and,
- The home is for their own occupancy and,
- The home cannot be located in a manufactured home park and,
- The home will not be eligible for dispute resolution for used homes. OMHC reserves the right to investigate a complaint against a licensed installer for specific work performed if the scope of work is outlined as the installer's responsibility in writing and,
- New homes will always be eligible for dispute resolution for manufacturer's defects and,
- Homeowners must first obtain a permit for the three required inspections (foundation, electrical service and final) prior to installation commencement and,
- The homeowner must be responsible for all the work themselves, however they may contract out portions of the work to an OMHC licensed installer who is currently active and all contracted work must be identified and agreed upon in writing on a form prescribed by OMHC and,
- All permits are valid for 180 days from issuance unless an extension is granted by the inspection agency and,
- The homeowner shall not occupy the home until the final inspection has been approved and the OMHC seal has been placed on the home. Failure to obtain an approved final inspection would result in a home being occupied illegally and may void any manufacturer warranties and/or homeowner's insurance.

Thank you for your cooperation and any questions pertaining to this bulletin may be directed to Mavis Giska or Dave Long.



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Homeowner / Installer Agreement

The homeowner may obtain their own permit to install a manufactured home only if they meet all of the following conditions:

- Home is located on the property that the person owns and, Home is for their own occupancy and,
- Home is not located in a manufactured home park and, Understand that they will not be eligible for dispute resolution (see below)

The homeowner, who obtains a permit to install a manufactured home, must be responsible for all the work themselves, however they may contract out portions of the work to an OMHC licensed installer who is currently active and all contracted work must be identified and agreed upon in writing (see below). The installer will be responsible for their portion of the installation that is identified by checking the list below and signed by the owner and the installer(s):

Permit application #: _____ Seal #: _____

Site address: (where the home is being installed) _____

Homeowner name: _____

Licensed Installer's name: _____ Lic. #: _____

Licensed Installer's name: _____ Lic. #: _____

Licensed Installer's name: _____ Lic. #: _____

Listed below is the basic scope of work involved in the installation of a manufactured home. The person performing the portion of work identified, must initial that portion:

- | | |
|--|---|
| <input type="checkbox"/> Application _____ | <input type="checkbox"/> Call for inspections _____ |
| <input type="checkbox"/> Submittal of plans for review _____ | <input type="checkbox"/> Anchors _____ |
| <input type="checkbox"/> Excavation _____ | <input type="checkbox"/> Vapor barrier _____ |
| <input type="checkbox"/> Footings / foundation work _____ | <input type="checkbox"/> Perimeter wall construction / skirting _____ |
| <input type="checkbox"/> Piers _____ | <input type="checkbox"/> Steps / porches / landings _____ |
| <input type="checkbox"/> Electrical service _____ | <input type="checkbox"/> Interior close up _____ |
| <input type="checkbox"/> Other electrical connections _____ | <input type="checkbox"/> Exterior close up _____ |
| <input type="checkbox"/> Plumbing connections _____ | <input type="checkbox"/> Crawlspace _____ |
| <input type="checkbox"/> Mechanical _____ | <input type="checkbox"/> Other (see below) _____ |

Describe "Other" _____

Homeowner: I hereby certify that I am the owner of the named property and the information provided is true and correct, I fully understand that I am taking responsibility for the scope of work that I have identified above and I will not be eligible for OMHC dispute resolution related to the portions of work that I have identified.

Homeowner

Date

Installer: I hereby certify that I am a licensed installer on the named property and the information provided above is true and correct. I fully understand that I take responsibility and liability for the scope of work that I have identified above.

Installer

Date

Installer

Date

Installer

Date