

Manufactured Homes – FAQs

Don't see your question here? Email us at MHProgram@com.ohio.gov.

General

Q: Is the Department planning to overhaul the manufactured homes program when it assumes these responsibilities on Jan. 21, 2018?

A: We won't make major changes on Jan. 21. We will keep what works and take a closer look at what might not be working.

Q: How will I know who to contact once Commerce assumes responsibility for the manufactured homes program?

A: The Department is working to assign specific Commerce staff members to this work, including identifying contacts for stakeholders to reach out to when they have a question or need assistance. These contacts will be experts in this area. Once this is determined, the names and contact information will be shared with all stakeholders in several ways, including in emails, and posted on the Commerce website.

Q: I have an idea, or a concern. Who can I share that with?

A: Feedback from stakeholders is critical to the success of the program ongoing. The Department is committed to ongoing two-way communication. You are encouraged to submit questions or feedback via email to MHProgram@com.ohio.gov or by calling 614-466-3902. The Department also will plan other opportunities to gather information, such as stakeholder meetings. Watch the website and your email for more information.

Q: How can I participate or give feedback about the Department's new rules or new procedures?

A: The Joint Committee on Agency Rule Review (JCARR) process contains specific steps that all Agencies must follow when drafting or updating rules. These steps include soliciting input from stakeholders at no less than four points in the process. The Department is committed to ensuring all stakeholders are aware of these opportunities, and will communicate them through email and on the Department's website.

Q: Can I sign up to receive updates?

A: You can sign up for the Department's mailing list by emailing MHProgram@com.ohio.gov or signing up [here](#).

Q: What's the Division of Real Estate & Professional Licensing's role in manufacturing?

A: The division will receive and track franchise agreements between manufacturers and dealers on makes of new homes for purposes of providing this information to titling agencies. Additionally, since we already have a robust dispute resolution program for other professions, the division may work with manufacturers who are a party to a complaint that goes to dispute resolution.

Inspections/Installations

Q: Who is responsible for the regulation of manufactured home installers and inspectors?

A: The Division of Industrial Compliance, along with Ohio Construction Industry Licensing Board and the Board of Building Standards (BBS), will be responsible for the regulation of manufactured home installers and inspectors. Both OCILB and BBS are housed at the division.

Q: Is it true that third party inspectors only will be used through July for training?

A: We have no immediate plans to eliminate the use of third party inspectors. If there is room for improvement in the inspection process, we will discuss those changes with stakeholders and make appropriate changes when we file new rules in July.

Q: Who do we contact to request inspections?

A: Contact the Division of Industrial Compliance at 614-644-2223 or ic@com.state.oh.us.

Q: How do I submit inspection reports?

A: Inspection reports can be submitted to the Division of Industrial Compliance via email. We are exploring the need for faxed receipt or direct mailing.

Q: Can flood plain administration be handled by the local administrator?

A: On Jan. 21, the Division of Industrial Compliance will be enforcing all of the Commission's existing rules regarding manufactured homes, including those rules regarding manufactured home placement within floodplains. The division will continue to manage floodplain development by requiring permits for any installations done within a park in a floodplain. For example, a permit would be required for special fill and grading for any new parks within a floodplain. Floodplain administration, however, which is part of the requirements of the National Flood Plain Insurance Program (NFIP), will continue to

be handled by the local floodplain administrators who are designated by applicable law. If you have any questions about floodplain administration or who your floodplain administrator is, please contact the Ohio Department of Natural Resources, which administers the Floodplain Management Program and is the NFIP coordinator in Ohio.

Q: Is there a way to have additions such as decks and carpports inspected at the local level? Do building departments have the authority to do these inspections?

A: Additions to manufactured homes must comply with Ohio Residential Building Code. If a manufactured homes park falls within a local building department's jurisdiction, the park owner should obtain a permit for any additions, and the construction should be inspected by the local building department.

Not every manufactured homes park falls within a local building department's jurisdiction, which causes confusion. This is an opportunity for us to educate local building departments on where their jurisdiction of manufactured homes begins and ends, and to educate park owners and residents about their responsibilities.

Q: Can we implement a building code specific to manufactured homes, and the ancillary construction such as garages and decks?

A: This idea requires a more in-depth conversation between manufactured homes experts and code officials. We will schedule meetings to begin the conversation. Please let us know if you'd like to be included in these conversations.

Manufactured Homes Parks

Q: Who is responsible for the regulation of parks, including park licensing and inspections?

A: The Division of Industrial Compliance, along with the Ohio Construction Industry Licensing Board (OCILB), is responsible for the regulation of parks. OCILB is housed at the division.

Q: Who will send license applications and invoices to manufactured homes parks?

A: The Division of Industrial Compliance/the Ohio Construction Industry Licensing Board staff will send applications and invoices to manufactured homes parks.

Education and Training

Q: Can we look at increasing the number and types of continuing education classes?

A: The continuing education requirements for installers and inspectors remains the same, and are set forth in rules. We already are exploring options to provide more classes in additional formats, such as online classes, webinars and in-person courses. Please continue to share ideas about what changes to continuing education would be beneficial.

Q: Can we update the training for field installers to address gaps in knowledge and differences in the level of details of manufactures' instructions?

A: Strengthening training is a priority. We are working with HUD in regard to the current training standards, and ways in which we can make improvements. Please continue to share your ideas. We are also working with our existing Certified Training Agencies to ensure they are prepared to offer installer training beginning Jan. 21.

Q: What are Commerce's plans to develop guidelines for "abandoned" and "nuisance" determinations?

A: We are aware of the problems presented by abandoned and nuisance properties. There are many entities involved (such as local law enforcement, local municipal officials, state agencies), and many of the solutions may require statutory and rule changes. We want to reduce the problem in the manufactured homes communities, and will work with partners to find the best solution. We will convene a group of stakeholders to help identify solutions.

Q: How will Commerce manage complaints about abandoned or nuisance homes?

A: We are developing a process to handle all complaints, with the knowledge that these complaints are complex and require additional steps and process. Suggestions and feedback are welcome.

Manufactured Homes Brokers/Dealers and Salespersons

Q: Who is responsible for the regulation and licensing of manufactured home brokers/dealers and salespersons?

A: The Division of Real Estate & Professional Licensing (REPL) will be responsible for the regulation and licensing of brokers/dealers and salespersons.

Q: What is the license renewal cycle for manufactured home brokers/dealers and salespersons?

A: Brokers/dealers' licenses will next expire on March 31, 2019. Salespersons' licenses will next expire on June 30, 2019.

Q: Are physical inspections of dealerships going to be resumed after Jan. 21, 2018?

A: Yes; with the additional resources that we bring to the table, the Division of Real Estate and Professional Licensing will conduct physical inspections immediately for new applications. We also intend to integrate visits into our other audits and inspections across Ohio to those active dealerships where an inspection has not previously been conducted.

Local Health Districts

Q: Will local boards of health still have the ability to continue doing inspections?

A: Yes. When Commerce takes over manufactured homes regulation, local boards of health will continue to conduct inspections. Changes may be made to the program as Commerce works to improve services. If changes are made, Commerce will ensure there is adequate communication to the boards.

Q: What fees will Local Health Districts be paid for inspections?

A: On Jan. 21, Commerce will inherit the current Manufactured Home Commission rules and the Ohio Administrative Code 4781, and will immediately begin enforcing those rules as our own. This means that the Division of Industrial Compliance will charge and collect the same fees as the Manufactured Home Commission does today. If there is a need for fees to be changed, we will discuss those changes with stakeholders and make appropriate changes when we file new rules in July.

Q: When will Local Health Districts see an agreement from Commerce?

A: Commerce is working with the Manufactured Homes Commission on contract renewals, and we anticipate that we will have an answer to this question in the coming weeks.

Q: When can Local Health Districts conduct inspections?

A: Once Commerce takes over on Jan. 21, Local Health Districts can continue with their inspections just as they did under the Manufactured Home Commission.

Q: When can Local Health Districts conduct inspections?

A: Once Commerce takes over on Jan. 21, Local Health Districts can continue with their inspections just as they did under the Manufactured Home Commission.

Q: Will Local Health Districts be required to conduct re-inspections? If so, how will they be notified, and what will they be paid?

A: The Division of Industrial Compliance intends to treat any failed inspections as an enforcement matter to be handled by division personnel. We do not intend to require re-inspections by the Local Health Districts, but welcome input from our stakeholders on this matter.

Q: Can Local Health Districts contract with neighboring jurisdictions to conduct inspections?

A: On Jan. 21, Commerce will inherit the current Manufactured Home Commission rules and the Ohio Administrative Code 4781, and will immediately begin enforcing those rules. The current rules do not permit Local Health Districts to inspect any districts but their own. We will discuss changes with stakeholders and make appropriate changes when we file new rules in July if there is a need to change whether local health districts should be permitted to contract with neighboring jurisdictions.



Many of our staff are teleworking to stop community spread of the coronavirus (COVID-19).

License Information for Park Owners / Operators

A license to operate a park expires annually on December 31. The application and payment must be received by the Ohio Department of Commerce by the close of business on December 31, or a 25 percent late penalty will be assessed. This penalty must be paid in full before a license will be renewed. Operating a park in Ohio without a license is a violation of [Ohio Revised Code Section 4781.27](#), and park owners / operators may be subject to fines, penalties or injunctions filed in the local court.

A license to operate is non-transferrable. If purchasing an existing community, a new license to operate must be obtained within 30 days.

A manufactured home dealer license must be obtained if selling or brokering more than five new or used homes in a 12-month period. Leasing or renting to own to another person is equivalent to selling a home.

Homes installed in a community must be done by an installer licensed through the department. Regardless of who owns the home or who is performing the installation or removal, the park operator must notify the department within two business days of any placement or removal of a home, shed, deck or awning.

- Download the Placement / Removal form [here](#). **A**

Conducting Park Inspections

Agencies were asked to select one of two timeframes to conduct their annual park inspections for the communities in your jurisdiction. If you are not aware of the timeframe selected by your agency, please contact Bryant.hillman@com.state.oh.us PRIOR to conducting your inspections to verify you are doing so in the correct timeframe.

Communities will be inspected annually by either the local health department, a neighboring health department, a third-party agency or an inspector from the Division of Industrial Compliance. Park owners/operators will have 30 days to correct any violations that are found during the inspection. Life Safety violations discovered during the annual park inspection must be reported by the park operator immediately and to the department within 24 hours.

- Download the [park inspection report](#) and follow the instructions. **B**

When marking "other" on the park inspection report, refer to the Ohio Revised Code or Ohio Administrative Code that is being violated, in addition to a description of the violation.

After the corrections have been completed, notify the department by providing photographic evidence or other approved means within 30 days. Refer to the inspection report for acceptable proof of violation correction. Evidence can be sent by:

- mail to: Ohio Construction Industry Licensing Board
6606 Tussing Road
Reynoldsburg, OH 43068
- fax: (614) 728-1200
- email to: dic.ocilb@com.state.oh.us

The most common violation committed by a park operator is not displaying in a conspicuous place:

- a license to operate,
- park rules, and
- an emergency after-hours phone number.

A conspicuous place is a location that is accessible at all times. For example, a mailbox area, the door to or window of the manager's office, or a sign or display in the common area. If there is an emergency after hours and the office is closed, the emergency number must be accessible.

When the department receives the report noting the corrections, an inspector will follow up with the park and verify all items have been corrected. If a second inspection is needed, the department will contact the park owner / operator.

Invoices must be submitted to the department within 30 days following the end of the inspection period. Invoices must be submitted to the department within 30 days following the end of the inspection period. Please send invoices on your company letterhead and use the format for ease of processing.

- Download the invoice request form [click here](#). **C**

The department must receive all park inspection reports for the communities listed on the invoice before invoices will be processed. Incorrect invoices or invoices with missing information will be returned and must be submitted with the current date once all items have been corrected.

Annual inspection reports can be sent to the department via mail, fax to 614-728-1200, or emailed to dico.cclb@com.state.oh.us. Reports need to be received within 10 days of the completion of the inspection.

[COM](#) | [Confidentiality Statement](#) | [Privacy Statement](#) | [Ohio Checkbook](#) | [News Room](#) | [Public Records Request Policy](#) | [Disclaimer](#)

CONTACT US

Department of Commerce
77 South High Street, 23rd Floor
Columbus, OH 43215-6123

Media Relations
Contact for Media Related Questions
communications@com.state.oh.us

Webmaster
Contact the Webmaster for Questions
or Comments on the Website:
webmaster@com.state.oh.us

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Ohio.gov



Manufactured Home Placement/Removal Report

*** Form must be submitted to OCILB at least two business days prior to placement***
Please submit form via your account at elicense.ohio.gov (uploading additional documentation),
by fax at 614-980-0962, or by email to communityinspections@com.state.oh.us.

Section 1: Park Information (Please print)

Name of Park:		Park License Number:	
Physical Address (No P.O. Boxes) (Street, City):			
State:	Zip Code:	County:	
Phone:	Fax:	E-mail:	
Number of Licensed Sites:		Health District:	

Section 2: Owner Information (Please print)

Name of Legal Entity/Person Who Owns Park:	Phone:
Name of Authorized Agent for Owner:	Fax:
Mailing Address of Owner (Lot Number (if applicable), Street, City, State, Zip Code)	
E-mail:	

Reminder:

- All homes must be installed by a licensed installer, and an installation permit must be obtained prior to commencement of work.
- Spacing of homes must comply with provisions of O.A.C. Section 4781-12-08, as applicable.
- Installation of homes must comply with O.A.C. Chapter 4781-6.

Section 3: Placement/Removal Information (Please print)
 PLACEMENT REMOVAL

 PLACEMENT REMOVAL

Home Address and Lot Number:	Home Address and Lot Number:
Homeowner Name and Phone Number:	Homeowner Name and Phone Number:
Placement Type (e.g. Home, Shed, Room Addition, Deck):	Placement Type (e.g., Home, Shed, Room Addition, Deck):
<i>If home?</i> Make/Model and Year:	<i>If home?</i> Make/Model and Year:
<i>If Shed?</i> Size and Color:	<i>If Shed?</i> Size and Color:
<i>If Other?</i> Enclosures and Size:	<i>If Other?</i> Enclosures and Size:
All changes comply with applicable rules: <input type="checkbox"/> Yes <input type="checkbox"/> No	All changes comply with applicable rules: <input type="checkbox"/> Yes <input type="checkbox"/> No

For home placements, please list the licensed installer's name:

Section 4: Acknowledgement and Signature

I certify that the foregoing information accurately represents the changes in this report.

Park Operator Signature:	Date:
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Public Information Disclosure:

Please be advised that this form and any information provided in it may constitute a public record and may be publicly available upon request.



Ohio Construction Industry Licensing Board Manufactured Home Community Inspection Report

<input type="checkbox"/> Annual	<input type="checkbox"/> Re-Inspection	<input type="checkbox"/> Life Safety	<input type="checkbox"/> Complaint Inspection
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Park information			
Name of Community:		Address of Community:	
Name of Owner / Operator:		Address of Owner / Operator:	
Number of Licensed Sites:	Community License Number:	Community Telephone Number:	

Ohio Administrative Code Violation Item Number Reference			
01	Rules and Emergency Number Posted (O.A.C. 4781-12-24)	10	Solid Waste Collection and Storage (O.A.C. 4781-12-18)
02	License (O.A.C. 4781-12-03)	11	Electrical Systems (O.A.C. 4781-12-19)
03	Manufactured Home Lots (O.A.C. 4781-12-08)	12	Recreation Areas and Facilities (O.A.C. 4781-12-21)
04	House Numbers Visible (O.A.C. 4781-12-08(L))	13	Boats and RV's stored on lots (O.A.C. 4781-12-21 (C))
05	Freestanding Auxiliary Buildings (O.A.C. 4781-12-08.1)	14	Domestic Animals (O.A.C. 4781-12-22 (B))
06	Street, Walkways, Auto Parking (O.A.C. 4781-12-09)	15	Insects (O.A.C. 4781-12-22 (C)(2))
07	Lighting (O.A.C. 4781-12-10)	16	Pests (O.A.C. 4781-12-22(D))
08	Storm Water Systems (O.A.C. 4781-12-12)	17	Placement Notification (O.A.C. 4781-12-08.3 (B))
09	Sewage (O.A.C. 4781-12-16)	18	Other

Under the authority of Chapter 4781 of the Ohio Revised Code, you are directed to correct the violations indicated below:
Using the item number on the left, please refer above for the code in violation.

Item #	Life Safety Violation(s)	***MUST BE CORRECTED IMMEDIATELY***

Item #	Description of Violation(s)	***MUST BE CORRECTED WITHIN 30 DAYS***

List Each Site That Does Not Have a Home Placed on It by Lot Number and/or Address

The above violations must be corrected within 30 days of receipt of this report. Life Safety violations must be corrected immediately. The community operator must provide proof of corrected violations in the form of photographic evidence or paid invoices for repairs to OCILB upon correction of said violations. The evidence may be emailed to OCILB at communityinspections@com.state.oh.us. A re-inspection may be conducted at the discretion of OCILB.
Failure to comply may result in the suspension, revocation of license or a fine up to \$1,000 per day per violation pursuant to the Ohio Revised Code Section 4781.121

Inspector Name (Please print):		Inspection Agency:	
Total # of pages:	Inspector Signature:	Date:	

Community Inspection Report

Below are general guidelines for inspections of manufactured home communities. In addition, please refer to the specific rule for further inspection guidelines and clarifications or contact the OCILB office.

Violations (numbering as noted on reference chart)

1. Are the rules and an emergency number conspicuously posted?
2. Is the license to operate conspicuously posted?
3. Setback requirements - Identify any visible issues with setback requirements on homes.
4. Each lot and street shall be marked to be readily identifiable and readable from the street (at least four inches).
5. Freestanding buildings less than five feet from neighboring home; four feet if park built prior to 1961; not more than two freestanding auxiliary buildings on an individual lot.
6. Streets / walkways / parking areas shall be maintained in safe, passable condition at all times - note any visible issues (pot holes, egress issues).
7. Note any visible lighting issues such as broken fixtures or absence of lighting.
8. Storm water facilities (culverts, catch basins & pipes) to be maintained in a clean and free flowing condition. Note any visible issues. Note location of accumulation of standing water.
9. Sanitary sewage system must be operational. Note any accumulation of raw sewage.
10. Solid waste must be placed in trash cans with tight fitting lids. Solid waste is not permitted to accumulate on sites. Note any visible issues.
11. Note any visible issues with electrical system in the community such as down lines or unsafe conditions.
12. If park was constructed after June 30, 1971, there shall be space available for recreational use not less than five percent of the gross park area. If facilities are available such as playgrounds, swimming pools, and basketball courts, they shall be properly maintained.
13. Boats and RVs shall not be stored on individual lots.
14. Note any issues with domestic animals running at large or not on a leash.
15. Note any issues that may result in harboring of flies or mosquitoes.
16. Note any issues that would allow harboring of pests such as raccoons or possums.
17. Note any new placement or removal of homes or freestanding buildings.
18. List any other visible issues.

General Information

List each site that does not have a home placed on it by lot number/address.



Annual Park Inspection Invoice Instructions

1. Invoice must be submitted on company letterhead, in a format like the "Sample Invoice" below.
2. Invoices must be submitted to the Ohio Construction Industry Licensing Board (OCILB) within 30 days following the end of your inspection period.
3. The OCILB must receive all annual park inspection reports for the parks listed on the invoice prior to invoice submittal. If the reports are not received, the invoice will not be processed.
4. Invoices must clearly state that it is an invoice and include invoice number, remittance name and address, amount, date, and a list of parks being charged.
5. Invoices can be mailed, emailed to shamikka.brookins@com.state.oh.us or faxed to 614-232-9533.

SAMPLE INVOICE

Company Letterhead

Company Name
Company Address
City, State, ZIP

BILL TO:
 State of Ohio Department of Commerce
 OCILB-Manufactured Homes Program
 6606 Tussing Rd. PO Box 4009
 Reynoldsburg, OH 43068-9009

Date: _____

Invoice Number: _____

DATE	PARK NAME	PARK ADDRESS	COUNTY	# OF LOTS	INSPECTION FEE

Manufactured Homes Program
 Ohio Construction Industry Licensing Board
 6606 Tussing Road
 Reynoldsburg, OH 43068-9009
 12-2017

Frank Alexander, Administrative Section
 Chairman
 An Equal Opportunity Employer and Service
 Provider

614-644-2223
 Fax 614 -644-2618
 TTY/TDD 800-750-0750
com.ohio.gov/mhprogram
 DIC-17-0028



**Department
of Commerce**

Division of Industrial Compliance

TOTAL

LOTS	INSPECTION FEE/ PARK
3-50	\$150
51-100	\$175
101-200	\$200
201-300	\$225
301-400	\$250
401-500	\$275
501-1000	\$325
1000+	\$425

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12-2017

Frank Alexander, Administrative Section
Chairman
An Equal Opportunity Employer and Service
Provider

614-644-2223
Fax 614 -644-2618
TTY/TDD 800-750-0750
com.ohio.gov/mhprogram
DIC-17-0028

Manufactured Home Salesperson Licensing Information & Instructions: Who Needs a License?

All employees who offer for sale, display for sale or sell manufactured homes for a dealer must be licensed as a salesperson.

Full-time or part-time salespersons **must** apply for a salesperson's license immediately upon being hired by a licensed manufactured home dealer, and shall be **prohibited** from offering for sale, displaying for sale or selling manufactured homes until such employee is licensed. [Ohio Revised Code Section 4781.16]

Individual owners, partners in a manufactured home dealership, and members of an LLC owning 10 percent or more are **not** required to have a salesperson's license. Also, the president of a corporation is **not** required to have a salesperson's license, however, all other officers who sell manufactured homes must be licensed.

Application Requirements for Salesperson License

New/First Applicants

Persons who have not held a valid Ohio Manufactured Homes Salespersons license during the past 12 months are considered New/First applicants and must submit the following:

- Application for license (REPL-17-0018). All fields/boxes **MUST** be completed and legible. Incomplete and/or illegible applications will result in a delay in processing.
- All Ohio residents must be electronically fingerprinted (BCI&I only; Reason Code: "OTHER") and have the results forwarded to the Division of Real Estate & Professional Licensing, 77 S. High St., 20th Floor, Columbus, OH 43125.

Out-of-state applicants may request a fingerprint card from the Division at 614-466-4100 (Reason Code: "OTHER"). Results must be forwarded to the Division, 77 S. High St., 20th Floor, Columbus, OH 43215.

- \$150.00 licensing fee (plus \$3.50 processing fee).

For a complete listing of electronic fingerprint locations in Ohio, visit www.ohioattorneygeneral.gov/Services/Business/WebCheck and click on Popular Services.

Limited background checks being run by the Division is only for licensing purposes specifically addressed in the Ohio Administrative Code 4781-11.

Transfer/Reinstatement Applicants

Persons who hold a valid Ohio Manufactured Homes Salespersons license may transfer their license from one licensed dealership to another or reinstate a license if rehired after leaving a dealership by submitting the following:

- Application for license (REPL-17-0018). All fields/boxes **MUST** be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.
- \$25.00 transfer license fee (plus \$3.50 processing fee).

A transfer is not necessary if the salesperson is simply moving to another dealership owned by that same corporation, even if it is located in another county.

Renewal and Transfer Applicants

Persons who need to renew and transfer their license from one dealership to another at the same time must submit the following:

- Renewal Application for license (REPL-17-0019). All fields/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.
- \$150.00 license fee (plus \$3.50 processing fee).

Duplicate License

Persons whose current license is lost, mutilated or destroyed may apply for a duplicate license by submitting the following:

- Application for license (REPL-17-0018). All fields/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.
- \$25.00 duplicate license fee.

Make checks payable to: Division of Real Estate & Professional Licensing

Fees Are Non-Refundable

Important Information

- If the applicant answers "YES" to any question, the applicant must provide certified journal entries showing final disposition and a written explanation with the application for license. Failure to do so will result in the delay in issuance of the license.
- Additional information may be required if any arrest is found on the criminal background check that cannot clearly be identified as not related to dealing in manufactured homes.
- All manufactured homes salespersons licenses expire on the last day of June biennially, every two years.
- The dealer must submit a salesperson termination notice to the Division immediately if a salesperson leaves his/her employer.

If you have any questions or need applications and/or forms, visit www.com.ohio.gov/real.

Manufactured Home Dealer Licensing Information & Instructions: Who Needs a License?

Ohio Law as referenced in the Ohio Revised Code (O.R.C.) Chapter 4781.16 indicates that a Manufactured Home Dealer license is required if you are selling more than five homes in a 12-month period.

Requirements for Obtaining a Manufactured Home Dealer License

- Application to Deal in Manufactured Homes (REPL-17-0024):** The application must be typed or legibly printed in ink. All blocks must be completed and all questions must be answered on the application, including the home address and Social Security number of the owner, all partners, corporate officers, members and trustees. Vendor numbers can be obtained by contacting your County Auditor's office. The Federal Tax ID Number or Employer Identification Number (EIN) can be obtained by contacting the Internal Revenue Service at www.irs.gov or 800-829-4933.
- Proof of business entity registration with the Ohio Secretary of State:**
<https://www.sos.state.oh.us/businesses/>
<https://www.sos.state.oh.us/businesses/information-on-starting-and-maintaining-a-business/>
- An Approved Physical Inspection of Retail Location:** An on-site inspection of the premises will be conducted by a Division of Real Estate & Professional Licensing staff member to determine if the location meets all of the physical requirements. Once a license is issued, the dealership is subject to random inspections, including inspection of pertinent records. See business establishment guidelines on pages 2 and 3.
- Photographs of the Lot, Office and Sign:** No inspection will be scheduled until photographs are received. At the time of application, the applicant must provide clear photographs (via mail or email) of the location showing:
 - 1) The lot.
 - 2) The office (inside and outside).
 - 3) Business name sign, including any registered trade names. No applicant shall be issued a license unless the application shows the business for which the license is sought is equipped with a suitable sign that is properly maintained, prominently displayed and permanent, and identifies the ownership of said business in the same name in which the application is filed. Sign letters identifying the business shall be no less than six inches high.
 - 4) Hours posted on the exterior of the office.
- Bureau of Criminal Identification & Investigation (BCI&I – Reason Code: "OTHER"):** Ohio residents who are owners, all partners, the president of a corporation, all members owning 10 percent or more and all trustees **MUST** be electronically fingerprinted and **have the results forwarded** to the Division, 77 South High Street, 20th Floor, Columbus, OH 43215. Visit <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Locations> for a complete listing of electronic fingerprinting locations in Ohio.

Only out-of-state applicants may submit a fingerprint card and exemption form in lieu of having their prints electronically scanned. Please contact the Division at 614-466-4100 to obtain a fingerprint card and an exemption form.

NOTE: Manufactured Home Broker applicants are not required to submit fingerprints.

Limited background checks being run by the Division are for licensing purposes specifically addressed in Ohio Administrative Code 4781.11.

Limited Liability Company Applicants

Electronic fingerprints are required on each:

- Individual and/or;
 - Member owning 10 percent or more of the business making application. If no members own 10 percent or more of the business making application, then the electronic fingerprint is required on each officer elected to represent those members. If a corporation is listed as a member of the limited liability, the president of the corporation and the individual signing the application, if applicable, must submit an electronic fingerprint. If a trust is listed as a member, the Trustee of the trust must submit an electronic fingerprint.
- Two or More Dealers Operating at the Same Location:** A Certification of Compliance form (REPL-17-0031), must be filed with the Division when two or more dealerships are engaged in business at the same place. A copy must also be filed with the Articles of Incorporation at the Secretary of State's office. The form certifies that all dealers agree to be jointly, severally and personally liable for all liabilities arising from their engaging in business at the same location. The facility shall be open and attended by at least one licensed salesperson from each of the dealerships, or by the dealer principal from each of the dealerships operating from that place. Dealerships operating from the same place should not be a method by which one of the dealerships may violate dealer law, including not being appropriately staffed or attended, or engaging in wholesale only activities.
- Certified Copies (Secondary Locations):** A dealer may have more than one place of business in the same county, and may make application for what the R.C. refers to as "secondary locations" of the license for each additional place of business operated. This is referred to as a secondary location license. An application for certified copy (REPL-17-0024) must be submitted for each location. The application must be accompanied by photographs of the location (see photograph requirements on page 1), and appropriate fees. If you intend to sell new manufactured homes at this location, you must also submit a statement of franchise (REPL-17-0021) for each new make of manufactured homes to be offered for sale. Additional locations must also meet all physical requirements. **NOTE:** Additional locations in different counties require a new dealer application (REPL-17-0022).
- If a dealer license is lost, mutilated, or destroyed, a duplicate permit may be obtained by applying for a duplicate permit (REPL-17-0024), and paying the appropriate fee.
- Notice of Franchise Agreements on Statement of Franchise Form for Applicants Selling New Only:** Applicants for a new manufactured home dealer must submit a Statement of Manufacturer/Distributor Franchise (REPL-17-0021) for each new make of manufactured home to be offered for sale, certifying that the dealership has a franchise agreement with a manufacturer or distributor of manufactured homes to sell certain makes of "new" manufactured homes.
- A \$25,000 surety bond must accompany the dealer's application (sample form attached).**
- Net worth – per the application form (REPL-17-0022), you must attest to \$75,000 net worth.**

Note: If you require dealer plates, they must be obtained from the Bureau of Motor Vehicles (BMV). Please visit their website at www.OhioAutoDealers.com or call the Dealer Licensing Section at 614-752-7636.

Manufactured Housing Dealer Business Establishment Guidelines

- (A) A manufactured housing dealer shall have an established place of business that is permanent in nature with office equipment and supplies that are sufficient to assist in conducting the business of selling manufactured housing year-round. The office shall have, at minimum, a landline telephone number (not a cellular phone) in service at all times that is listed in the local telephone directory and answered in the name of the manufactured housing dealer, electric lighting and heating that is sufficient and reasonable for a retail office environment. An established place of business that is used for selling manufactured housing shall be used exclusively for that purpose even though its facility is located in a manufactured home park or complex and even though rent and other activities related to operating a manufactured home park takes place at the same location. The dealer's established place of business in a manufactured home park shall be staffed by someone licensed and regulated under R.C. Chapter 4781 who could reasonably assist any retail customer with or without an appointment, but such established place of business need not satisfy office size, display lot size, and physical barrier

requirements as referenced in this chapter.

- (B) The office shall be clearly identified, easily accessible, and open to the public, a minimum of 30 hours a week, at least six of which shall occur Monday through Friday. The office shall be kept neat and orderly at all times, and shall not be used as storage or other utility area. The office shall be separate from a personal residence. If the dealership is located in a manufactured home park, posted office hours must be adhered to, however, the salesperson is allowed to be out of the office during posted office hours if there are instructions on the door on how to reach the salesperson. The salesperson must be available to reasonably assist customers with or without an appointment. The office for dealerships located in manufactured home parks can be in a model home or an office. If, however, the Division's investigation reveals that the dealer applicant's local area would be better served, the Division may grant the applicant a manufactured housing dealer license if the applicant has substantially complied with the provisions laid forth in R.C. Chapter 4781.
- (C) The business hours shall be legible and posted in a conspicuous place near the entrance of the office.
- (D) An established place of business which shall include a lot of at least 3,500 square feet, not including driveways, with adequate ground cover of a hard surface (such as gravel or concrete) to prevent the collection of dust, mud, water, or other unsightly conditions.
- (E) The display lot must be separated from any other business or residence with a permanent physical barrier that is sufficient to deter normal vehicular and pedestrian traffic. The barrier may not be able to be moved or removed.
- (F) A permanent office of at least 180 square feet of usable office area, located on the display lot, which shall be kept in a neat and orderly fashion. The office must include the following:
 - a. Desk
 - b. Chair
 - c. Filing cabinet
 - d. Electric lighting sufficient for an office
 - e. Heating sufficient for an office
 - f. Telephone (landline), in service at all times, listed and answered in the dealership's name
 - g. A sign showing the exact name of the business as it appears on the application
- (G) In the event the manufactured housing dealer is located in a manufactured home park, the signage can be in the name of the manufactured home park. The manufactured housing dealer shall also provide sufficient disclosure to all purchasers and potential purchasers that the manufactured housing dealer is licensed by the Division to deal in manufactured homes. This disclosure shall include the actual name of the authorized licensee as provided by the applicant to the Division. At the time of application, the applicant must provide clear photographs (via mail or email) of the location showing: (1) the lot, (2) the office (inside and outside), and (3) business name sign, including any registered trade names. No applicant shall be issued a license unless their application shall show the business for which the license is sought is equipped with a suitable sign, properly maintained, prominently displayed, and permanent, identifying the ownership of said business in the same name in which the application is filed. Sign letters identifying the business shall be no less than six inches high.
- (H) The office shall be staffed at all posted hours by an owner, partner, officer or licensed salesperson.

**** Processing Time for Your Dealer's License ****

Results of criminal background checks may take several weeks. If an application is incomplete or missing documentation such as photos or background check, processing will be further delayed.





Many of our staff are teleworking to stop community spread of the coronavirus (COVID-19).

Information for Installers

Ohio law requires all Manufactured Homes to be installed by an installer who is licensed by the Department of Commerce (except for homeowners installing their own home on privately owned land). These installers must meet certain experience and educational requirements to become licensed, and must renew their license every two years. Trained, qualified installers adhere to the current installation standards, and thus help ensure the safety of all Manufactured Homes residents.

Homeowner/Installer Agreement or Community Owner/Installer Agreement

When a home is installed on private land, homeowners often try to save money by agreeing to complete a portion of the installation themselves. The Homeowner/Installer agreement specifies who is responsible for each portion of the installation. If an installation is not completed within the timeframe specified by statute, the agreement may be used to determine who is at fault for the violation. Having a signed agreement could save installers hundreds of dollars in fines and penalties.

- [Download a copy of the Homeowner/Installer Agreement](#) **A**

Installation Notification and Permits

Ohio Revised Code Section 4781.11(D) states that the auditor and treasurer of the county where a home is installed must be notified within 14 days of the installation. Failure to provide this notification has resulted in installers being fined or penalized. The Department of Commerce works with county auditors to verify all notifications have been received as the law requires. Installers should confirm this notification process has been completed.

- [To download the Notice of Installation form, please click here.](#) **B**

Before starting installation, an installation permit issued from the inspection authority must be posted on the window of the home. Failure to comply with this requirement could result in fines and penalties.

Become an Installer

To become a Manufactured Homes Installer, you must complete a mandatory 12-hour training course and submit an application to the Ohio Department of Commerce, Ohio Construction Industry Licensing Board ("OCILB"). You must demonstrate your experience in the industry, provide proof of insurance or bond, and provide references. Once received, your application will be reviewed and, if acceptable, you will be issued your 2-year installer license.

For more information about training, visit 180 Degree Education at <http://www.180ed.com> or 877-669-0766, or the Manufactured Housing Educational Institute Online Training Center at <http://mhemycourse.com/> or (703-) 558-0653.

License Renewal

It's the installer's responsibility to renew a license prior to the expiration of a current license. The Department of Commerce will send courtesy reminders however, not receiving a reminder is not just cause for not renewing a license on time. Late fees are mandated by state law and will not be waived.

Installers must demonstrate they have completed 8 hours of continuing education in order to renew their license. These continuing education courses are provided by training agencies approved by the Department of Commerce - OCILB. Please send an email to dic.ocilb@com.state.oh.us for a list of these providers.

Insurance Renewal

Keep track of the insurance renewal dates for both liability and worker's compensation. If the Department of Commerce does not receive a new insurance certificate by the expiration date, the installer's license will automatically be placed on inactive status.

Seal Reports

The Seal Report, which is available online, should be reviewed monthly to verify the following items are on it: **C**

- all permits issued
- any extensions requested
- any final inspections completed

It is also strongly recommended that installers verify that all the permits that were issued are permits for which installers have applied. If there are any discrepancies on the report, contact the Inspection Agency that entered the information or the Department of Commerce.

Important Links

- [List of County Auditors](#): Look up your local county auditor.
- [Seal Report](#): Review or update the Seal Report

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CONTACT US

Department of Commerce
77 South High Street, 23rd Floor
Columbus, OH 43215-6123

Media Relations
Contact for Media Related Questions:
communications@com.state.oh.us

Webmaster
Contact the Webmaster for Questions
or Comments on the Website:
webmaster@com.state.oh.us

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Industrial Compliance
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Homeowner / Installer Agreement

The person that sets and levels the home is responsible for completing and sending the 14-day notice to the County Auditor.

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,
Homeowner understands they will not be eligible for dispute resolution.

The homeowner, who obtains a permit to install a manufactured home, must be responsible for all the work. However, they may contract out portions of the work to a licensed installer who is an active licensee in Ohio, 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 Number: Seal Number:
Site Address: (where the home is being installed)
Homeowner Name:
Licensed Installer's Name: License Number:
Licensed Installer's Name: License Number:

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:

- Application for permit
Submittal of plans for review
Call for inspections
Excavation
Footings/foundation work (Concrete work, crawlspace, or basement)
Piers
Vapor barrier
Set & level
Exterior close-up
Anchors
Electrical service
Other electrical connections
Plumbing connections
Mechanical
Perimeter wall construction/Skirting
Steps / porches / landings

Interior close-up _____

Other (see below) _____

Send "Notice of Home Installation" to Auditor _____

Underbelly Repair _____

Identify other scopes of work

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 dispute resolution related to the portions of work that I have identified. I also understand that failure to obtain an approved final inspection would result in a home being occupied illegally and may void manufacturer warranties and/or homeowner's insurance. I hereby attest that I will not occupy the home until the final inspection is approved and a seal has been placed on my home.

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.

Licensed Installer

Date

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Notice of Home Installation to County Auditor and Treasurer

Licensed Installer or Homeowner: You are required to notify the County Auditor's office of every home installation you perform pursuant to Ohio Revised Code Section 4781.11(D). You **MUST** provide Notification of Installation within 14 days of the installation of a home.

Mail Completed Form To: The County Treasurer AND Auditor (where the home was installed)

Home Information

Homeowner's Name (List homeowner even if different from the occupant)			
Home's Physical Location or Address			
City	State	ZIP Code	Phone Number

Date of Installation (mm/dd/yyyy): _____

Make of Home: _____

Model of Home: _____

Serial Number of Home: _____

Installer's Name: _____

Installer's Phone: _____

Installer's Ohio License Number: _____

Relocated Home? Yes _____ No _____

Prior Address, if Relocated			
City	State	ZIP Code	County

Signature: _____ Date: _____



Welcome to the Manufactured Homes Program's Seal Report

On January 21, 2018, the Ohio Department of Commerce began oversight of the State of Ohio's Manufactured Homes Program. Within the Ohio Department of Commerce, the Division of Industrial Compliance is responsible for regulating all manufactured home installations and ensuring that manufactured homes are installed according to Ohio's installation standards. Anyone who intends to install a manufactured home in Ohio first must submit installation plans to a certified inspection agency and be issued a manufactured home installation permit. Before a manufactured home may be occupied, the installation of the manufactured home must pass all three required inspections (footing, electrical, and final) and have an inspection seal placed in the home. The Seal Report shows all manufactured home installation permits that have been issued and the corresponding information for each permit, such as the address of the installation, the installer's name, and whether the installation has passed any of the three required inspections.

View the [Seal Report](#)

Contact Us

Division of Industrial Compliance
6606 Tussing Road
Reynoldsburg, OH 43068

Phone: [614-644-2223](tel:614-644-2223)

Fax: [614-644-2618](tel:614-644-2618)

Email: IC@com.state.oh.us

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C

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R

Andrea Reichman

From: Ohio Department of Commerce <mhprogram@com.state.oh.us>
Sent: Monday, August 02, 2021 12:25 PM
To: Andrea Reichman
Subject: Manufactured Homes Program - Quarterly Newsletter

Quarterly Newsletter from the Ohio Manufactured Homes Program



eLicense Accounts for Park Operators, Installers, and Inspectors



The Division of Industrial Compliance wants to remind all manufactured home park operators, installers, and inspectors that they need to ensure that they have an active eLicense account for the State of Ohio's [eLicense Portal](#) at all times to be able to manage and renew their license/certificate.

Before managing or renewing a license/certificate, an active individual eLicense account must be linked to the appropriate license/certificate in the eLicense Portal. Only the Division of Industrial Compliance's staff may link an eLicense account to a license/certificate, so, if you do not see your license/certificate on your eLicense Dashboard or have any questions about managing or renewing your license/certificate on the eLicense Portal, please reach out to the Division of Industrial Compliance by e-mail (communityinspections@com.state.oh.us) or by telephone (614-644-2223, option 4).

eLicense Accounts for Dealers, Brokers and Salespeople

The Division of Real Estate and Professional Licensing also uses the eLicense Ohio Professional Licensure System for dealers, brokers and salespeople. This portal may be used for new applications, to renew licenses and to request license changes. In fact, current dealers, brokers and salespeople are now required to renew their licenses online, using the eLicense Portal. Dealers, brokers and salespeople can go to the eLicense portal at: [eLicense Portal](#), to create and manage their online accounts. They may also visit the homepage located at: https://elicense.ohio.gov/oh_homepage. Please remember that eLicense passwords are only valid for 12 months and may need reset to access an account.

Should you have difficulty accessing an existing eLicense account, please contact the eLicense help desk at 1-855-405-5514. For assistance creating a new account, or using your eLicense account, please contact Michelle Johnson with the Division of Real Estate and Professional Licensing for assistance. She can be reached at 614-466-4100 or by email at webreal@com.state.oh.us.

Manufactured Home Park Street Maintenance



During the warmer temperatures in summer and fall, manufactured home park operators should be reviewing the conditions of their park streets and fixing any existing problems (e.g., potholes, cracks, depressions) they discover.

Manufactured home park operators are required to maintain park streets in safe, passable, and good condition year-round. Road defects can cause a lot of damage and can even be life safety issues, as they can impede the ability of first responders to quickly and adequately access and exit the park. No matter what time of year a street maintenance violation arises, the Division of Industrial Compliance expects manufactured home park operators to cure those violations in a timely fashion.

If a manufactured home park operator waits until the issue is caught during an inspection or until a small crack or pothole becomes a bigger problem, the park operator may have to do road repairs during colder or rainier weather which can be costlier and more difficult. Instead, park operators should identify and address any street defects for their own benefit and the safety of park residents and visitors.

Failure to maintain the roads of a manufactured home park may result in the Division taking enforcement action against a manufactured home park operator, which can include a hearing and a fine.

Contacts

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Installers

Ohio Construction Industry Licensing Board
614-644-2223 option 4, option 2 or
MHPprogram@com.state.oh.us

Inspectors

Board of Building Standards
614-644-2613 or
Michael.Lane@com.state.oh.us

Installation Inspection/Seal Reports

Bureau of Building Code Compliance
614-644-2231 or
Bryant.Hillman@com.state.oh.us

Parks (including park complaints)

Ohio Construction Industry Licensing Board
614-644-2223 option 4, option 1 or
communityinspections@com.state.oh.us

Dealers/Brokers

Division of Real Estate & Professional Licensing
614-466-3412 or
Webreal@com.state.oh.us

Salespersons

Division of Real Estate & Professional Licensing
614-466-3412 or
Webreal@com.state.oh.us

Dispute Resolution

Division of Industrial Compliance Legal Section
614-644-3297 or
Aaron.Johnston@com.state.oh.us

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