

MANUFACTURED HOME INSTALLATION PERMIT APPLICATION

PARCEL NUMBER (Required) _____

APPLICATION NO. _____

SEAL NO. _____

WASHINGTON CO NOBLE CO MONROE CO

Is this in an incorporated City or Village? Yes No

● Site Address:		Lot #:
City	State	Zip Code

New Home Used Home

Private Property Manufactured Home Park

● ZONING DISTRICT APPROVAL Yes No N/A

● FLOODPLAIN APPROVAL Yes No N/A

● Applicant/Submitter's Information

Retailer Park Operator Home/Land Owner Installer Other

Name _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

● LAND OWNERS NAME:

PHONE #: _____

● HOME OWNERS NAME:

PHONE #: _____

● Unit Information

(Will verify before placing seal on manufactured home)

● Description

Manufacturer Name _____

Date Manufactured _____

Serial No. _____

HUD No. _____

Thermal Zone _____

Manufactured Home Hauler:

For Office Use Only – Date Received _____

**Make check or money order payable to:
Southeast Ohio Building Dept.**

**ALL CONTRACTORS MUST BE REGISTERED
PRIOR TO START OF WORK.**

● SET AND LEVEL WORK

Contractor _____ Installer Number _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ E-mail _____

● FOUNDATION WORK

Contractor _____ Installer Number _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ E-mail _____

● OTHER INSTALLERS OR CONTRACTORS

Contractor _____ Installer Number _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ E-mail _____

● DESIGN PROFESSIONAL

Architect Engineer

Name _____ Registration Number _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ E-mail _____

FEE SCHEDULE

● MOBILE HOME INSPECTION	
\$375.00 Processing Fee	
● SEAL	
\$100.00 Per Seal	
● OUTSIDE WASHINGTON COUNTY	
\$ 60.00 Per Permit/\$30.00 Per Field Inspection	
● ADDITIONAL FEES	
\$125.00 Per Inspection After Allotted 5 Trips	
● NON-COMPLIANCE FEES	
Double Permit Fees...PLUS	
\$ 50.00 Check made to Treasurer, State of Ohio	
● PERMIT RENEWAL	
\$100.00 One Time Renewal	
TOTAL	

MANUFACTURED HOME DESIGN CRITERIA

- Home Dimensions (without tongue) _____ x _____
- Basement Dimensions _____ x _____
- Crawl Space Dimensions _____ x _____
- Footer dimensions _____ x _____
- Block (max 3 courses, reinforced & grouted)
- Poured Concrete (8" wide with footer)
- Poured Concrete (12" wide without footer)
- TRANSVERSE I-Beam Foundation
- Perimeter Load-Bearing Wall Foundation
- Slab or Runner Foundation
- Soil bearing capacity: _____ per square foot
Tested by: _____ Date _____
- Anchor System Type: _____
- Type of skirting _____

- Manufacturer's Foundation Drawing with Footing Location and Sizes Indicated
Or
Manufacturer's Foundation Drawing with Footing Locations only and Footing Size Indicated by Providing a Copy from the Installation Manual of the Appropriate Sizing Tables with the Size of the Footings Indicated.
- OHIO Design Professional's Drawing with Footing Locations and Sizes Indicated. Ohio Architect's And Professional Engineer's may design slabs, runners, etc.
- Foundation Drawing to Scale with Footing Locations and Footing Size Indicated by providing a Copy from The Ohio Installation Standards OAC 4781 with the Size of the Footing Indicated.

ELECTRICAL for manufactured homes:

Service on: Home Pole

Service Size: _____
Wire Size _____

Overhead Underground

CERTIFICATION : (Read all sections carefully before signing, and attach any drawings and/or supporting documents)

ALL PERMITS SHALL EXPIRE 180 DAYS FROM THE DATE OF ISSUE. 180 DAY EXTENTIONS MAY BE GRANTED IF REQUESTED IN WRITING AND JUSTIFIABLE CAUSE DEMONSTRATED.

I FULLY UNDERSTAND THAT NO EXCAVATION, INSTAL;LATION, ELECTRICAL OR MECHANICAL INSTALLATION, OR ALTERATION OF THIS MANUFACTURED HOME, OR PART THEREOF SHALL BE UNDERTAKEN OR PERFORMED UNTIL THE PERMIT APPLIED FOR HEREIN HAS BEEN APPROVED AND ISSUED BY THE AUTHORITY HAVING JURISDICTION. I FURTHER UNDERSTAND THAT NO PERSON, FIRM OR CORPORATION SHALL INSTALL, OCCUPY, OR PERMIT OCCUPANCY OF THE ABOVE IN CONFLICT WITH OR IN VIOLASTION WITYH CHAPTER 4781 OF THE OMHC RULES.

I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the OMHC certified inspector and ESI shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the OMHC Rules(s) applicable to such permit.

Governmental agencies, other than OMHC and utility companies have rules and policies regulating the placement of utility service lines in relation to the manufactured home. The issuance of permits and the performance of inspection do not constitute the placement of utility lines under such rules and policies. It is the sole responsibility of the owner and the owner's agent to determine and comply with applicable rules and policies of other governmental agencies and utility companies. For information, contact the appropriate utility company.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS.

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINT NAME: _____

FOR OFFICE USE ONLY

ISSUED BY:

DATE

- COMPLETE
- INCOMPLETE

- APPROVED
- PARTIALLY APPROVED
- DISAPPROVED

REQUIRED INSPECTIONS FOR MANUFACTURED HOME INSTALLATION

FOR INSPECTIONS, CALL 740-374-4185

The responsibility to call for the following inspections will be that of the person or persons making the installations:

- 1. Footings, foundations – prior to pour.**
- 2. Pier & anchoring, sewer line, water line and underbelly.**
- 3. Electric service.**
- 4. Final inspection (prior to occupancy), landings & stairs, underpinning and smoke alarms.**

NOTICE:

FAILURE TO CALL FOR INSPECTION 24 HOURS IN ADVANCE MAY RESULT IN CONSTRUCTION DELAYS OR CALL BACKS TO THE SITE.

FAILURE TO CANCEL INSPECTION DUE TO NOT BEING READY WHEN SCHEDULED WILL BE SUBJECT TO AN ADDITIONAL \$125.00 CALL BACK INSPECTION. FEES ARE DUE BEFORE THE INSPECTOR WILL RETURN.

INSPECTIONS SCHEDULED AND NOT READY WHEN INSPECTOR ARRIVES ARE SUBJECT TO AN ADDITIONAL \$125.00 FIELD INSPECTION FEE, DUE BEFORE INSPECTOR WILL RETURN.

INFORMATION REQUIRED WITH SUBMITTAL FOR MANUFACTURED HOME INSTALLATION PERMIT

Required Information

1. Homeowner / Installer Agreement
2. Permit Application (Completed)
3. Fees
4. A site plan showing the manufactured home placement on the lot with the direction of the tongue indicated and the distance to adjacent buildings, property lines and roads.
5. Specifications – General specs of the unit.
6. Soils Information – This can either be done with a penetrometer by the foundation installer or a report by a soils engineer.
7. Footing Drawing – Per manufacturer's recommendation drawings or according to the Ohio Manufactured Homes Commission's minimum standards. This should also be based on the soil bearing requirements.

Floodplain Information – If located in a serious flood hazard area.

1. Permit from the floodplain administrator.
2. Surveyor must set an elevation marker to show the base flood elevation.
3. Elevation certificate must be obtained after the unit is set.

Fees:

Washington County - \$475.00
Noble & Monroe Counties - \$535.00



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

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 not located in a manufactured home park and,
- Home is for their own occupancy 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. #: _____

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 _____
- Interior close up _____
- Exterior close up _____
- Anchors _____
- Electrical service _____
- Other electrical connections _____
- Plumbing connections _____
- Mechanical _____
- Perimeter wall construction / skirting _____
- Steps / porches / landings _____
- Other (see below) _____

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 OMHC 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 an OMHC 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

Licensed Installer

Date