



# 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.**