

## INSTRUCTIONS

### MANUFACTURED HOME INSTALLATION INSPECTION APPLICATION FORM

1. It is the responsibility of the manufactured home park operator or the operator's authorized agent to assure that all manufactured homes placed in the operator's park are installed in accordance with the installation requirements of the Ohio Department of Health and the Ohio Manufactured Homes Commission.
2. Determine whether plan review by ODH is required prior to installation. The following provides guidance regarding whether plan review is required in existing manufactured home parks on and after July 1, 2007. All installations are subject to the inspection requirements of the Ohio Manufactured Homes Commission (OMHC).
  - For parks that had plans initially approved on or after September 1, 1983, but before September 15, 2006, that propose to place or replace a manufactured home on a lot with no change to the base support system because it is in good repair, the manufactured home may be installed without further plan review by ODH. The installation inspection must be done by an authorized representative of the Ohio Department of Health. The condition of the base support system is subject to inspection by ODH or its authorized representative and the proposed installation must have acceptable photographic evidence that the existing base support system is adequate. If inspection determines that the base support is not adequate, the installation may not proceed until required modifications have been made and plans have been approved by ODH.
  - For parks that had plans that did not specify blocking and tie-down requirements, plans for the installation must be submitted to the Director regardless of the condition of the existing base support system.
  - For parks where the operator is proposing to install a manufactured home on an existing lot and make modifications to more than 25% of the existing base support system, the plans must be submitted to the Director.
  - For parks that had plans approved on or after July 1, 2004, but before September 15, 2006, and the manufactured home was installed on or after July 1, 2007, the manufactured home is subject to installation inspection, but no additional plan review is required.
  - For parks that had plans approved or substantial alterations occur on and after September 15, 2006, the home is subject to the installation inspection requirements of the OMHC.
3. If plans review is required, contact the ODH at 614-466-1390 and follow the required procedures for review of plans prior to authorizing the installation of the manufactured home.
4. If no plan review is required, complete this form "Existing Lot Manufactured Home Installation Application" and submit to ODH.
  - The application may be completed by the manufactured home park operator or the agent of the manufactured home park operator. The agent of the manufactured home park operator can include an installer licensed by the Ohio Manufactured Homes Commission, a third party inspection agency, or a local health department that is authorized to perform installation inspections.
  - This application must include photographic evidence sufficient to determine the adequacy of the base support system.
  - ODH will review the application and, if approved, notify the applicant to proceed with the installation.
  - ODH will tell the applicant whether a third party agency or local health department may perform inspection of the installation. The applicant must notify the third party inspection agency or local health department when an inspection is required.
  - Operators should provide inspection agencies with adequate lead time to assure that inspections are provided when they are needed by the operator. Inspection agencies have 72 hours to make inspections after notification by the Operator. An installer may notify the inspection agency if authorized by the operator.
5. There is no ODH fee required with this type of installation application review. The manufactured home park operator is required to pay the third party inspection agency or a designated local health department for inspections performed to determine compliance with the installation standards of the ODH and the OMHC.

**Ohio Department of Health**

**Existing Lot Manufactured Home Installation Application**

(Submit this form to the Ohio Department of Health, 246 N. High Street, Columbus, Ohio 43215 Attention: Environmental Engineering. Questions should be directed to the Environmental Engineering Program at 614-466-1390. **SEE BACK OF FORM FOR INSTRUCTIONS**)

County	Health District
Park Name	Park Owner
Park Address	Owner Address
City, State Zip Code	City, State Zip Code
Park Telephone No. (      )	Owner Phone No. (      )

**Manufactured Home Park Installation Information**

Lot Address/No.	Manufactured Home Make/Model	Type of Base Support	Base Support Adequate (Y/N)

**NOTE:** This application shall only be used to install a manufactured home in a manufactured home park where the lot's base support system is adequate and applicant submits adequate photographic information verifying the condition of the base support system. In addition, modifications of the lot are limited to either no modifications or modifications to less than 25% of the existing lot. If the base support system is not adequate for the manufactured home proposed to be installed, the applicant must contact the Ohio Department of Health at 614-466-1390.

Applicant's Signature	Date
Operator's Signature	Date

**NOTE:** The applicant must be the operator or the agent of the operator. The manufactured home must be inspected and comply with the applicable requirements of Chapter 3701-27 of the Administrative Code. The manufactured home must be installed using the installation requirements of the Ohio Manufactured Housing Commission as specified in Chapter 4781-6 of the Administrative Code. The manufactured home must be inspected by an authorized representative of the Director of Health.

**Application Review (ODH Use Only)**

Date of Receipt	Comments	Application approved (Y/N)	Signature