

All manufactured homes installed in the State of Ohio must have a permit prior to installation and must be inspected and passed prior to occupancy. The Ohio Manufactured Homes Commission is the state agency that regulates installations of manufactured homes throughout the state and can assist you during this process. Below you will find some basic information on the installation procedure and some common questions. If you have any questions about this process, please give our office a call and we will be happy to assist you. It is illegal to install a home without the proper permits and it is illegal to occupy a home without the proper inspections.

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The Manufactured Home Step by Step Installation Guide for the State of Ohio.

This process is for *every* home installed;
regardless of size, make, model year or what
location the home arrived from.

Frequently Asked Questions:

- Q. I own the home and I am going to live in the home. The home is going to be placed in a Mobile Home Park. May I install the home myself?
- A. NO! If the home is located in a mobile home park, it must be installed by a licensed installer.
- Q. I own the home and the land the home is going to be placed on. Once installation is complete, I am going to rent out the home. May I install the home myself?
- A. NO! In order for you to be eligible to install the home yourself, you must own the home, the land it is going to be placed on and be the person who will be occupying the home.
- Q. How long is a permit valid once it is issued?
- A. The permit is valid for 180 days (six months). If you are not able to complete installation of the home within those 180 days, you may apply for an extension in writing to the Inspection Agency.

- Step 1:** Determine if you will be required to have a licensed installer to install the home. If the home is being installed in a manufactured home community, it ***MUST*** be installed by a licensed installer. ***No exceptions!*** If the home is being installed on private land, the homeowner may install the home themselves provided that they own the home, they are going to live in the home themselves and they own the land it is being installed upon.
- Step 2:** Hire a licensed Inspection Agency. The permit must be obtained prior to the home arriving on site to begin installation. Verify with the Inspecting Agency that no other permits must be obtained as well. For example, if the home is being placed in a flood plain, you will be required to obtain a Flood Plain Permit.
- Step 3:** If the home is being installed on private land, verify with the local building and zoning department that you are not required to obtain any other permits for that area.
- Step 4:** Prepare the site and have the first part of the inspection process completed, the foundation inspection. The foundation must be inspected by a licensed inspector prior to the home being set on the site. Do not skip this step! There is nothing worse than having to tear down and move the home after it is installed because the foundation inspection was not completed and passed prior to installing the home!
- Step 5:** Once the foundation inspection is complete, you may begin installation of the home. All homes must be installed in accordance with the Ohio Manufactured Home Installation Standard found in Chapter 4781 of the Ohio Revised Code.
- Step 6:** Once the electric work is complete, you may call for the second part of the inspections which is the electrical inspection. The Inspection Agency will provide an ESI to perform the inspection and once that is complete, the Inspection Agency will notify the power company that power may now be connected to the home. The local power company will not energize the home without an inspection from an ESI.
- Step 7:** Once all the work on the home is complete, you may call for the third and final inspection. Once the final inspection is completed and passed, an OMHC inspection seal will be placed in the home and it is now approved for occupancy. **ONLY AFTER THE SEAL IS PLACED IN THE HOME MAY YOU OCCUPY THE HOME. *Occupancy prior to final seal placement is subject to fines and legal action.***
- Step 8:** Notify the local auditor within 14 days that a home has been installed within the county. Failure to notify the Auditor may result in fines from the county and possible liens placed against the home.