

Permit # \_\_\_\_\_ Date of Issuance \_\_\_\_|\_\_\_\_|\_\_\_\_\_

# APPLICATION FOR MANUFACTURED HOME INSTALLATION HURON COUNTY GENERAL HEALTH DISTRICT

180 Milan Avenue

Norwalk, Ohio 44857

Phone: 419-668-1652 Ext. 239

Toll free within county: 1-888-694-2443

Fax: 419-660-0129 [information@huroncohealth.com](mailto:information@huroncohealth.com)

City, Village or Township: \_\_\_\_\_

Street Address: \_\_\_\_\_

Dealers Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Manufacturer: \_\_\_\_\_

Serial #: \_\_\_\_\_ Date of Manufacture: \_\_\_\_\_ HUD#: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Telephone: Hm: \_\_\_\_\_

Address: \_\_\_\_\_

Other: \_\_\_\_\_

Foundation Installer: \_\_\_\_\_

General Installer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Wk: \_\_\_\_\_

Telephone: Wk: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

OMHC License Number: \_\_\_\_\_

OMHC License Number: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Wk: \_\_\_\_\_

Telephone: Wk: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

The Ohio Manufactured Housing Commission requires a minimum of three (3) inspections. **Contact Scott Thom between 7:00 am and 3:30 pm on regular workdays at 419-626-5623 ext. 206 for inspections.** Once he has been contacted, the inspection will be conducted as quickly as possible. It is recommended that the manufacture-supplied checklist be completed or the OMHC inspector's checklist be completed prior to calling for inspection.

Call for Inspections during Installation

The installer or the installer's designee calls for inspections from the inspection authority when the work is ready. A minimum of three (3) inspections are required. Some local authorities will have more than three (3); ask at permitting. Homeowners, acting as their own installer must also call for all inspections. No one may apply power, water, or gas to a home prior to approval from the inspection authority.

1. The first inspection is a footing inspection of the footing hole and reinforcement. In a park, this inspection may be of the existing foundation to ensure it is in good condition and compatible with the house. While the inspection department is required to provide the footing inspection within 72 hours, most will provide it sooner.

OPTIONAL INSPECTION: Sometimes the set-crew installer has concerns about the foundation work performed by the foundation installer. The set crew installer should contact the inspection authority for an additional inspection of the foundation before setting the home. The set crew shall not set a home on a foundation, which they know to be incorrect. Failure to call for an extra inspection when the problem is obvious to any reasonable installer could result in the set crew installer accepting some responsibility for a home, which has foundation-related problems.

2. The second inspection is the electrical inspection. The installer calls for the electrical inspection when the electrical work is ready. The inspection authority arranges this inspection and must use an ESI, a state electrical inspector or a licensed electrical contractor if an ESI is not available; a licensed electrical contractor cannot inspect his own work. The electrical inspector places a tag near the service to let the local electric company know the home has passed electrical inspection. (Temporary power may be on at the home after this time; however, no one may connect power, water, or gas to a home without approval from the inspection authority.)
3. The final inspection is called for by the installer when ALL the work is correct and complete. The authority's inspector may co-ordinate with other inspectors to ensure that plumbing and mechanical inspections have been completed. (While the inspector is expected to co-ordinate with other local enforcement, such a zoning; it is the licensed installer responsible for the foundation is also responsible to ensure compliance with local ordinances, flood plain, etc.) *If the home has been properly installed, the inspector obtains the OMHC inspection seal and places it on the home. The inspector notifies the local electric company that the home may be energized for occupancy.*

## Manufactured Housing Installation Worksheet

Description	Quantity/Size	Multiplier	Permit Fee
House Square Feet (Conditioned living Area)		0-1,000 \$0.30	
		1,001-2,000 \$0.25	
		2,001-3,000 \$0.20	
		3,001- 4,000 \$0.15	
Electrical Panel Size (Amps)		\$1.00 per amp	
State Occupancy Seal	1 each	\$75.00	75.00
Plan Review	1 each	\$100.00	100.00
<b>Total Permit Amount</b>			

The manufactured home installation application must have all applicable questions answered fully and all required information shall be submitted with application in order for application to be processed. Submitting an incomplete or inaccurate application will delay the approval process, any monetary losses resulting from delayed approval are not the responsibility of the inspection authority. If you find a question confusing or you are unsure how to answer it please contact the inspection authority at 419-626-5623 ext. 206 for assistance.

Your application will be reviewed and checked for accuracy in the same order that they are received, in some cases plans may need to be reviewed by Ohio Department of Health that is why we cannot give an exact time frame for approval. We do realize that time is important and we will approve submitted installation documents in an efficient organized manor. We will promptly notify the licensed installer upon approval.

Page three (3) of this application is a sign off sheet, while you are getting other necessary permits you can have the appropriate representative sign-off at that time, if you have already received the appropriate permit prior to the start of this application copies of those permits must be submitted with this application. The driveway or street opening permit must to be obtained before work is done in the right-of-way, mailboxes must be installed using a "breakaway" design.

I hereby acknowledge that the above information is true and correct to the best of my knowledge and I have completely read and understand this document.

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Owner or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE



Date of Submittal: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Received By: \_\_\_\_\_ Approved By: \_\_\_\_\_

Was Site Plan Submitted:      Yes      No      Were Plans Approved By ODH:      Yes      No

Plans For SSS Submitted:      Yes      No      Permit Number: \_\_\_\_\_