



Department
of Commerce



New Manufactured Home Program Seal Report Website

In December 2020, the Division of Industrial Compliance replaced its previous MHP Seal Report website with a new, updated version. The MHP Seal Report is a publicly viewable report that shows information relating to all manufactured home installation permits that have been issued by a Division-certified inspection agency. Anyone may visit the MHP Seal Report to find out whether an installation permit has been issued for a specific manufactured home installation, the name of the installer, and whether an installation has passed any of the three required inspections, among other available details.

The Division of Industrial Compliance created the new MHP Seal Report website to make it more user-friendly, provide more information to all users, and allow for better oversight of manufactured home installations. To visit the MHP Seal Report, go to: <https://mhpsealreport.com.ohio.gov/>

Welcome to the Manufactured Homes Program's Seal Report

On January 21, 2018, the Ohio Department of Commerce began oversight of the State of Ohio's Manufactured Homes Program. Within the Ohio Department of Commerce, the Division of Industrial Compliance is responsible for regulating all manufactured home installations and ensuring that manufactured homes are installed according to Ohio's installation standards. Anyone who intends to install a manufactured home in Ohio first must submit installation plans to a certified inspection agency and be issued a manufactured home installation permit. Before a manufactured home may be occupied, the installation of the manufactured home must pass all three required inspections (footing, electrical, and final) and have an inspection seal placed in the home. The Seal Report shows all manufactured home installation permits that have been issued and the corresponding information for each permit, such as the address of the installation, the installer's name, and whether the installation has passed any of the three required inspections.

Contact Us

Division of Industrial Compliance
6606 Tussing Road
Reynoldsburg, OH 43068

Phone: [614-644-2223](tel:614-644-2223)
Fax: [614-644-2618](tel:614-644-2618)
Email: IC@com.state.oh.us

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2021 Manufactured Homes Park Annual Inspections

As the new year begins, so do annual inspections of manufactured home parks. Inspections will be performed by either the Division of Industrial Compliance ("Division") or by a local health district that has contracted with the Division to perform inspections. Annual inspections are done to ensure that manufactured home parks are being maintained in a safe and sanitary manner in compliance with the Division's rules.

Correcting Violations

Within ten days after the inspection, the inspector will issue an inspection report and a copy of the inspection report will be sent to the manufactured home park operator. The inspection report will list any violations that the inspector found during the inspection. Manufactured home park operators must correct all violations and provide proof of such corrections within the time periods specified below:

Life safety violations: Must be corrected immediately

Non-life safety violations: Must be corrected within thirty (30) days of the date the park operator was sent the inspection report

Request for Extension of Time to Correct

If the park operator wishes to request an extension of time to submit proof of corrections, the park operator must submit such a request by e-mail to: communityinspections@com.state.oh.us. Any e-mails with requests for extensions must include the words "Request for Extension of Time to Correct" and the park operator license number in the subject line of the e-mail. A request for an extension must specify which violations the request applies to, the reasons why the corrections cannot be made in the time permitted, and the expected date(s) by which the corrections will be completed. The Division will notify the park operator whether the request is approved, and until the Division approves a request, the park operator is expected to provide proof of corrections within the standard time periods.

Proof of Corrections

Proof of corrections should be sent to the Division by e-mail to: communityinspections@com.state.oh.us. Proof of corrections may not be submitted any other way or to any other person or entity. Even if a local health district performed the annual inspection, proof of corrections may only be sent to the Division's e-mail address listed above.

When submitting proof of corrections, the e-mail(s) should include the words "Proof of Corrections" and the park operator license number in the subject line of the e-mail.

Proof should be in photographic or documentary (e.g., invoice) form. Videos will not be accepted.

Park operators are required to provide proof of each and every violation listed that has been corrected. The park operator must identify what each submitted proof of correction refers to (e.g., lot number, violation description) so that the Division knows what the proof is meant to show as being corrected. The park operator can identify each piece of proof by labeling the lot/violation in the file itself (e.g., lot number in the photograph), labeling the name of the file, and/or by providing an explanation in the e-mail that states which lot/violation each piece of proof corresponds to. Proof of corrections that do not identify the corresponding lot/violation will not be reviewed or accepted.

Failure to Provide Proof of Corrections

Failure to provide proof that the violations listed in the inspection report have been corrected within the time frames stated above may result in the Division taking administrative action against the park operator, which could include, but is not limited to, the suspension, revocation, or denial of renewal of the park operator license and/or a hearing and a fine of up to one thousand dollars (\$1,000.00) per violation per day, among other available remedies.

Questions

Questions regarding a manufactured home park's inspection report or a park operator's obligations should be submitted by e-mail to communityinspections@com.state.oh.us or by telephone by calling (614) 644-2223, option 4, option 1.

Reminders

eLicense Passwords May Need Reset Before Renewal

Happy New Year! A very quick reminder to all installers, park operators, inspectors, and dealers: Your eLicense password is only valid for 12 months, so you may need to reset your password before your next license/certification renewal.

Dealer Renewal Due March 31, 2021

Manufactured Home Dealer Licensing Renewals

Renewal letters and instructions will be sent via email to all licensees to the email address

Winter Heating Safety

Half of all home heating fires occur during the winter months. By following the helpful tips below from the Ohio State Fire Marshal and their partners at the U.S. Fire Administration, you can keep yourself and your loved ones safe.



Did you know?



Half of all home heating fires occur in December, January and February.

As you stay cozy and warm this winter, stay fire smart!



Plug only **1 heat-producing appliance** (like a space heater) into an electrical outlet at a time.



Keep anything that can burn **at least 3 feet** from any heat source.



COVID-19 UPDATE

We can control the spread of COVID-19 through what we do every single day. Remember to wear your mask, wash your hands, and practice social distancing.

The Ohio Department of Health is continuously reviewing COVID-19 data, and providing updates daily. For more information on COVID-19 visit <https://coronavirus.ohio.gov>.

WEAR A MASK



WASH HANDS OFTEN



SOCIAL DISTANCE



Contacts

Installers

Ohio Construction Industry Licensing Board
614-644-2223 option 4, option 2 or
Molly.Flanagan@com.state.oh.us

Inspectors

Board of Building Standards
614-644-2613 or
Michael.Lane@com.state.oh.us

Dealers/Brokers

Division of Real Estate & Professional Licensing
614-466-3412 or
Webreal@com.state.oh.us

Salespersons

Division of Real Estate & Professional Licensing
614-466-3412 or

Installation Inspection/Seal**Reports**

Bureau of Building Code Compliance

614-644-2231 or

Bryant.Hillman@com.state.oh.us

Parks (including park complaints)

Ohio Construction Industry Licensing Board

614-644-2223 option 4, option 1 or

communityinspections@com.state.oh.us

Webreal@com.state.oh.us

Dispute Resolution

Division of Industrial Compliance Legal

Section

614-644-3297 or

Aaron.Johnston@com.state.oh.us

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