



Department  
of Commerce



## Severe Weather Events Affecting Manufactured Home Parks

Please notify the Division of Industrial Compliance (DIC) if a manufactured home park has sustained damage due to a severe weather event (e.g., tornado).

DIC will inspect the park to determine what, if any, steps are necessary to return the park back into compliance with the rules for manufactured home park operators (Ohio Administrative Code 4781-12) and will work with affected park operators to make sure any unsafe or unhealthy conditions are remedied quickly.

To report a manufactured home park damaged by a severe weather event, please contact Shamikka Brookins at 614-752-7127 or [Shamikka.Brookins@com.state.oh.us](mailto:Shamikka.Brookins@com.state.oh.us).

## Correcting Manufactured Home Park Violations

Annual inspections of manufactured home parks continue to take place around the state. The majority of manufactured home parks are cited for at least one violation during their annual inspection, and each park operator is required to correct every violation listed in the annual inspection report.

To show compliance, a park operator must submit proof (e.g., photographs, videos, invoices) that each violation has been corrected by email to: [communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us).



If the violation is listed as a “Life Safety Violation,” the park operator must correct the violation and provide proof immediately (no later than three days from receipt of the inspection report).

For all violations that are not listed as “Life Safety Violations,” the park operator must correct the violation and provide proof within 30 days of receipt of the inspection report.

When submitting proof of corrections, park operators should clearly identify what each item of proof is showing as being corrected (e.g., lot number). For any questions about correcting manufactured home park violations, please contact Shamikka Brookins at 614-752-7127.

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## Closing a Manufactured Home Park

If a manufactured home park operator intends to close a manufactured home park, the park operator should notify the Division of Industrial Compliance (DIC) by contacting Shamikka Brookins at 614-752-7127 or [Shamikka.Brookins@com.state.oh.us](mailto:Shamikka.Brookins@com.state.oh.us).

A DIC investigator will perform a final inspection of the park to make sure all mobile or manufactured homes have been removed and all utilities have been safely and properly shut off (e.g., no electrical panels, capped plumbing lines).

If the park is being sold for a use other than a manufactured home park, Ohio Revised Code 4781.40(A)(3) requires a manufactured home park operator to give residents of the park prior written notice of the sale and the date by which the residents must vacate.

The date by which residents must vacate cannot be less than:

- For tenants, at least 120 days after receipt of notice
- For homeowners, at least 180 days after receipt of notice

Notice must be given by certified mail, return receipt requested, or delivered in person, with the recipient completing an acknowledgment of receipt of the notice.

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## Homeowner Installations

In Ohio, a homeowner may install a manufactured home without being a licensed manufactured home installer only if all of the following circumstances apply:

- The homeowner is the title owner of the real property on which the manufactured home is being installed;
- The homeowner will be occupying the manufactured home being installed (i.e., cannot be installing home for someone else to occupy, like a tenant); **and**
- The manufactured home will not be located in a manufactured home park.

If all of the above requirements are met, a homeowner may install a manufactured home but the homeowner must still obtain an installation permit and pass all three



inspections prior to occupancy. The installation also must comply with Ohio's manufactured home installation standards, like all other manufactured home installations.

For eligible homeowner installations, a homeowner may choose not to do all of the installation work himself or herself, but only a licensed manufactured home installer may perform installation work not done by the homeowner. In this circumstance, both the homeowner and the licensed manufactured home installer must complete a [Homeowner/Installer Agreement](#).

In the Homeowner/Installer Agreement, the homeowner and the licensed manufactured home installer specify what components of the installation each one will be doing, so, all parties are clear on who is responsible for each portion of the installation. A copy of the signed and completed Homeowner/Installer Agreement must be provided to the inspection agency, along with the application for the installation permit.

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## Program Rules Update

The Ohio Department of Commerce conducted a public meeting on the Manufactured Homes Program Rules on Sept. 30 and no proposed changes to the rules were submitted by the public. The hearing before the Joint Committee on Agency Rule Review (JCARR) is scheduled for Oct. 28 at 1:30 p.m.

For more information about this meeting, please visit the [JCARR website](#). To view the proposed rules, please [click here](#).

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## Contacts

### Installers

Ohio Construction Industry Licensing Board  
614-644-2223 option 4 or  
[Molly.Flanagan@com.state.oh.us](mailto:Molly.Flanagan@com.state.oh.us)

### Inspectors

Board of Building Standards  
614-644-2613 or  
[Michael.Lane@com.state.oh.us](mailto:Michael.Lane@com.state.oh.us)

### Installation Inspection/Seal Reports

Bureau of Building Code Compliance  
614-644-2231 or  
[Bryant.Hillman@com.state.oh.us](mailto:Bryant.Hillman@com.state.oh.us)

### Parks (including park complaints)

Ohio Construction Industry Licensing Board  
614-644-2223 option 4 or  
[communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us)

### Dealers/Brokers

Division of Real Estate & Professional Licensing  
614-466-3412 or  
[Webreal@com.state.oh.us](mailto:Webreal@com.state.oh.us)

### Salespersons

Division of Real Estate & Professional Licensing  
614-466-3412 or  
[Webreal@com.state.oh.us](mailto:Webreal@com.state.oh.us)

### Dispute Resolution

Division of Industrial Compliance Legal Section  
614-644-3297 or  
[Aaron.Johnston@com.state.oh.us](mailto:Aaron.Johnston@com.state.oh.us)

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