



Department
of Commerce



Manufactured Home Park Operator License Renewals for 2022



The renewal window for manufactured home park operator licenses will open on November 1st, and any manufactured home park operator who intends to operate or maintain a manufactured home park in 2022 must renew their park operator license on or before December 31st of this year.

Renewals must be done online at the [eLicense Portal](#). Any park operator that fails to timely renew the park operator license on or before December 31st shall be required to pay a penalty that is equal to twenty-five percent (25%) of the annual park operator license fees, in addition to paying the annual park operator license fees.

If there are any questions or issues relating to the renewal of a manufactured home park operator license on the eLicense Portal, please contact Mo Nusbaum at (614) 644-5594 or Moran.Nusbaum@com.state.oh.us.

Dealer and Salesperson Applicants: Do Not Wait Until the Last Minute to Apply!

To obtain an Ohio manufactured homes dealer or salesperson license, individuals must submit to a State of Ohio criminal background check. This requirement should be completed **after** sending an application to the Division as the Division will not retain background checks we receive that do not correspond with an active application. When applicants submit fingerprints for the criminal history check, applicants need to request the direct reporting of their background check results to the Division. The instructions included with

the license application contain additional information about the criminal history check process.

The time to process applications typically depends on the Division receiving the criminal background check results. The Ohio Bureau of Criminal Investigation & Identification (BCI) typically provides the results to the Division between 60 and 90 days of BCI's receipt of fingerprints. However, the Division has seen longer times, especially when applicants have not followed instructions corresponding with the application or have a past criminal history. Applicants must carefully follow the additional background check information in the application and submit their applications to the Division well before they plan on acting like a licensee. Applicants are **not** permitted to act as a dealer or salesperson prior to being licensed.

WATCH Our Video on How to Protect Water Pipes From Freezing

Division of Industrial Compliance Investigator, Gary Whitaker, demonstrates how to insulate a manufactured home's water pipes and discusses the importance of protecting a home's pipes from freezing temperatures.



Winterizing Your Manufactured Home

With winter weather on its way, homeowners and park operators should be preparing their homes for the cold season. Below are some helpful tips for winterizing manufactured homes:

- Check the skirting around your home to make sure it is intact and undamaged.
- Check water pipes for adequate electrical tape/heat tape to help prevent your pipes from freezing in the coldest temperatures.
- Make sure your furniture doesn't cover your heating vents.
- Use draft stoppers to keep gusts of cold air from slipping in beneath your doors. You can buy them or create your own by filling a fabric tube with newspaper or simply by using a rolled-up towel or blanket.
- Consider adding a curtain in front of doors and windows.

- Check electrical outlets that can let heat escape your home, especially if cracked. To prevent warm air from leaking through your electrical outlets, turn off the electricity, remove the electrical plates, and reseal the insides with caulk.
- Caulking is a good, inexpensive way of protecting your home from the winter. Common caulking locations include around doors or window frames, along siding joints, and around the dryer vent.
- Weather stripping exterior doors and windows is also a great heat saver! To detect heat loss, just hold your hand around the edge of the window or door frame on a windy day. If you feel a draft, you can apply weather stripping to that area to avoid any more air from coming into the home.
- Unhook garden hoses to allow freeze-proof faucets to drain.

These are just a few ideas you can use to ensure your home is ready for the winter.

Reminder: Nov. 7 Change Your Clocks, Change Your Smoke Alarm Batteries

As we prepare to turn back the clocks for daylight saving time the Ohio State Fire Marshal's Office is reminding everyone to change their smoke alarm batteries this fall. Smoke alarms are a vital home fire safety tool. They can save lives, prevent injuries and minimize property damage by detecting fires early. Use the information below to ensure you and your family are well protected with smoke alarms.

Fire is Everyone's Fight

We all play a role in preventing fires and fire deaths. Here are some tips that can keep you and your family safe, sound and secure in the event of a fire:

Escape Plan

Have a family fire escape plan with a designated meeting place. Regularly practice your plan.

Get Out, Stay Out

If there is a fire, get out and stay out! Call the fire department from a cellphone or a neighbor's phone. Never go back into the home.

Parents

Hold a fire drill during the night so you can assess your children's ability to wake up and respond appropriately.

Impaired Hearing

If you have impaired hearing, consider installing smoke alarms that use strobe lights and devices that vibrate when the alarm is sounding.

Batteries

Consider purchasing a long-life (lithium) battery-powered smoke alarm, which may last up to ten years with no battery change.

Interconnect

Smoke alarms that are interconnected are best, because if one sounds, they all sound.



Smoke alarms are a vital home fire safety tool. They can save lives, prevent injuries and minimize property damage by detecting fires early in their development, and alerting you quickly. An early warning gives you the chance to get out safely.

Use this information to ensure you and your family are well protected with smoke alarms.

Choosing a Smoke Alarm

There are three types of smoke alarms: Ionization, Photoelectric, and Dual. Each detects different types of fires. Before purchasing a Smoke Alarm, check with your Local Fire Department - some Ohio cities have laws pertaining to smoke alarms.



Ionization smoke alarms generally are more responsive to flaming fires. The ionization unit uses ions, or electrically charged particles, to detect smoke in the air. The greater the amount of smoke, the higher the electrical imbalance. The alarm sounds when the electrical imbalance reaches a certain level.



Photoelectric smoke alarms generally are more responsive to fires that begin with a long period of smoldering. This type of alarm uses a beam of light and a light sensor in a sensing chamber. The greater the amount of smoke, the more light hits the sensor. The alarm sounds when the amount of light hitting the sensor reaches a certain level.



Dual sensor smoke alarms include both ionization and photoelectric sensors, so they can detect smoldering fires or flaming fires.

You can decide which type of smoke alarm to purchase – the most important thing is to have working smoke alarms. Make sure the smoke alarm is listed in accordance with Underwriters Laboratories (UL) 217.



Installing Smoke Alarms

Now that you've selected a smoke alarm, it's time to install it. Smoke alarms should be installed:

- On each level, including the basement and habitable attics, use both photoelectric and ionization smoke alarms, or a dual sensing smoke alarm.
- In each sleeping room, use both photoelectric and ionization smoke alarms, or a dual sensing smoke alarm.
- Immediately outside each separate sleeping area, use a photoelectric or dual smoke alarm.
- Be sure to follow the manufacturer's and Ohio Building instructions for placement and installation.

Maintaining Smoke Alarms

A few simple steps will make sure your smoke alarms are in good working order.

- Test smoke alarms monthly. Push the test button on the unit to make sure the alarm sounds.
- Clean your alarm at least once a year. Vacuum out any dust and cobwebs that may have accumulated.
- Replace the batteries twice a year – Daylight Savings Time is a good way to remember to do this. If your smoke alarm is powered by your home's electrical system (or hard-wired), you still need to replace the back-up battery. The only time you don't have to replace the battery is if your smoke alarm uses a non-replaceable 10-year lithium (long-life) battery.
- Never disable the smoke alarm or remove the battery.
- Replace any smoke alarm that is older than 10 years that's the service life of the smoke alarm.

Contacts

Installers

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

Inspectors

Board of Building Standards
614-644-2613 or
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

Parks (including park complaints)

Ohio Construction Industry Licensing Board
614-644-2223 option 4, option 1 or
communityinspections@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
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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