



Department of Commerce

John R. Kasich, Governor

Jacqueline T. Williams, Director

# Manufactured Homes Program

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**Geoff Eaton**  
 Interim Superintendent  
 Division of  
 Industrial Compliance



**Anne M. Petit**  
 Superintendent  
 Division of Real Estate &  
 Professional Licensing

## Seal Issuance Process

When the Department of Commerce first acquired the Manufactured Homes Program, the Division of Industrial Compliance (DIC) implemented a process to email approved seal templates to be printed by the inspection agencies. This was in response to complaints that, previously, it took two-to-three weeks to receive seals in the mail.

DIC has decided to go back to mailing the seals to avoid any formatting and printing issues by the end user. After customers received new seals from DIC, the feedback was it was easier and more efficient to receive seals already on a sticky-back type of paper, as well as ensuring the accuracy of information needed at the time of issuance.

Seals can be sent via package delivery service or standard mail. Seals can still be requested via email, fax or standard mail. DIC strives to issue seals within seven business days of the request. If any errors are made when updating the seal report, please contact Bryant Hillman ([bryant.hillman@com.state.oh.us](mailto:bryant.hillman@com.state.oh.us)). Hillman oversees the report database by ensuring the seal information is accurate and up to date. Any revisions to the required seal report information must be requested in writing.

Geoff Eaton

Anne M. Petit

Ohio Department of Commerce

Manufactured Homes Program

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 Professional Licensing  
 77 S. High Street, 20<sup>th</sup> Floor  
 Columbus, OH 43215  
 Phone 614-466-4100

Division of  
 Industrial Compliance  
 6606 Tussing Road  
 Reynoldsburg, OH 43068  
 Phone 614-644-2223

# News & Updates



## Dealers, Brokers and Salespeople: Renewals Due in 2019

As a reminder, license renewals are due in 2019 – March 31 for dealer and broker renewals and June 30 for salesperson renewals. Renewal notices will be emailed – AND mailed for this renewal cycle only – prior to the 60-day renewal period with more detailed instructions.

Renewals can be submitted online or through the mail to the Division of Real Estate and Professional Licensing. If you have questions about a park, inspector or installer license, please reach out to the Division of Industrial Compliance.

## Park Operators and Owners: Online Renewals Due Dec. 31

The 2019 renewals for manufactured home operators and owners must be completed online by Dec. 31. Registration and renewals can be accessed here: [https://elicense.ohio.gov/OH\\_CommunitiesLogin](https://elicense.ohio.gov/OH_CommunitiesLogin). Letters have been mailed out detailing the registration and renewal information.

Please follow these instructions to register a new account:

1. Select **"I DON'T HAVE A LICENSE"**
2. Enter required fields (Note: Social Security Number and Date of Birth are required fields)
3. Go to **Profile** then click on **Manage Business**. There, you will enter the security code listed on your letter.
4. Select option **Renew**

If you have any questions or concerns, please call 614-644-2223 option 4.



## Manufactured Homes Program Rules

The Manufactured Homes Program Rules have gone through the first round of stakeholder feedback, which resulted in valuable comments and changes were made to the draft rules based on those suggestions. The rules are now being prepared to file with the Common Sense Initiative (CSI) office, which is the first official step in the rule review process. While at CSI, stakeholders will have another opportunity to submit comments on the revised rules, so be on the lookout for an email about that opportunity. If you wish to view the most current proposed rules, please visit <https://www.com.ohio.gov/ProposedRules.aspx>.

## RVs in Manufactured Home Parks

The Division of Industrial Compliance (DIC) has received multiple questions regarding whether recreational vehicles (RVs) are permitted to be placed on lots in a manufactured home park. While DIC's rules allow boats and RVs to be stored in a recreation area designated by the park, RVs are not typically allowed to be placed on a **manufactured home lot**.

A manufactured home lot is any lot designated for the placement of a manufactured home for residential purposes. Designations of lots are done by the park when it submits its plans for development or reopening to DIC. A manufactured home park is also required to provide DIC with an up-to-date placement list that sets forth, among other information, each lot in the park and any structures or manufactured homes on each lot.

Any manufactured home park that has or intends to have an RV located on a manufactured home lot must have one of the following:

- Written approval by the Ohio Manufactured Homes Commission (OMHC), which oversaw the Manufactured Homes Program prior to the Department of Commerce. During the time it ran the Manufactured Homes Program, the OMHC granted the requests of some manufactured home parks to have up to four RVs in the park. Any such parks will continue to have permission for up to four RVs, so long as they comply with all other applicable laws and rules.
- Approval from DIC for re-designation of a manufactured home lot. To obtain this approval, a park will have to submit development plans or a request to amend its approved plans with the proposed re-designation. The park will also have to submit a placement notification with the proposed change, pursuant to rule 4781-12-08.3 of the Ohio Administrative Code (O.A.C.).

Before placing an RV on a lot in a manufactured home, a park should also review Ohio's campground laws and any applicable local ordinances/regulations, as they may place their own limitations.

### Local Ordinances or Regulations

Local ordinances or regulations may place additional restrictions on RVs that could affect their placement in a manufactured home park. For instance, a local zoning code may prohibit RVs from being used as a dwelling anywhere in the local authority's jurisdiction.

### Campgrounds

Any park with five or more RVs or portable camping units may be considered a **campground** under Ohio law, subjecting the park to regulatory oversight by the Ohio Department of Health and local health districts. If a park is deemed a **campground** under Ohio Revised Code Chapter 3729 and O.A.C. Chapter 3701-26, the park may be required to obtain a campground license and comply with additional legal requirements, including restrictions on manufactured housing.



## Manufactured Homes: Titling Tips

Taking on the rehabilitation of a manufactured home park or dealership where one or more homes are in a state of significant disrepair, in many instances having been abandoned, is no doubt a noble undertaking. Unfortunately, when unanticipated title issues throw an unforeseen brick wall into the process, the adage “No good deed goes unpunished” probably flashes through the new manager or owner’s mind.

**Here are several tips for avoiding or working through those obstacles:**

- “Abandoned” is not a term defined for manufactured homes in the Ohio Revised Code, so we recommend you avoid using the term when communicating and working with your county clerks of court. Doing so should help you avoid being issued a salvage title.
- There is no mechanism in Ohio law for inspection and clearance of a manufactured home with a salvage title. That process exists only for motor vehicles; speaking in terms of rehabbing the homes with which you are dealing should make your transactions go more smoothly.
- **DO** timely transfer title from the previous owner into the park or dealership’s name. This will avoid issues when you eventually sell the home to an investor/resident.
- **DO NOT** neglect to renew your dealer’s license if you hold titles in the name of that entity. Titles may only be transferred if the named dealership is actively licensed at the time of attempted transfer.

## Flood Plain Management Authority

The Division of Industrial Compliance (DIC) has received reports that some local authorities are requiring installations of manufactured homes and development activities in manufactured home parks to comply with local flood plain regulations, in addition to those imposed by state law. This has led to parties inquiring with DIC as to whether they have to go through both state and local flood plain management approval processes to install a manufactured home or develop in a manufactured home park. The answer is: It depends on the facts of the specific situation, but in most instances, probably no.

**DIC has exclusive authority to regulate and adopt rules regarding:**

- The installation of manufactured housing
- Flood plain management in manufactured home parks

In most situations involving the installation of manufactured housing or development in a manufactured home park, the installing or developing party will only need to go through DIC’s approval process for flood plain management. There may be installations or development, though, that touch on issues that may involve a local flood plain authority. It will depend on the facts and circumstances of the individual project.

*continued*

## Flood Plain Management Authority *continued*

We encourage you to contact us if there is any uncertainty about flood plain management or the involvement of a local flood plain authority on a specific manufactured housing project. We will work with all relevant parties to ensure there is clarity on flood plain management requirements and the process for flood plain approval remains efficient and cost-effective for everyone involved.

## Cooking Safety

The Division of State Fire Marshal is reminding Ohioans about the dangers of cooking fires in the home. According to the U.S. Fire Administration, about 3,500 American die each year in fires and about 18,300 are injured. You can stop the fire before it starts. Use this fact sheet to learn how to prevent a fire in your home.



### Watch What You Heat

- Stay in the kitchen when you are frying, grilling or broiling food.
- If you are simmering, baking, roasting or boiling food, check it regularly, remain in the home while food is cooking and use a timer as a reminder.



### Keep Children and Pets Away from the Cooking Area

- Have a “kid-free zone” of at least 3 feet around the stove and areas where hot food or drink is prepared or carried.
- Never hold a child while you are cooking, drinking a hot liquid, or carrying hot foods or liquids.
- Keep pets off cooking surfaces and nearby countertops to prevent them from knocking things onto the burner.



### Prevent Home Kitchen Fires by

- Staying Alert. You will not be alert if you are sleepy, have consumed alcohol, or have taken medicines or drugs that make you drowsy.
- Heating cooking oil slowly to avoid burns from spattering grease.
- Making sure you turn off the stove or oven when you are finished using it.
- Never using the stove or oven to heat your home.
- Double-checking the kitchen before you go to bed or leave the house. Make sure all appliances are turned off.



### Be Prepared for a Fire

- Keep an ABC multi-purpose dry chemical fire extinguisher nearby. Never use water to extinguish a grease fire. Water and grease are a dangerous combination and could cause hot greases to splatter.
- If you are cooking and a fire starts, turn off the stove or burner and put a lid on the pan to stop it. Never throw water on a grease fire.
- Have a working smoke alarm. A working smoke alarm greatly reduces your chances of dying in a fire.
- Prepare an escape plan and practice it twice a year. Have a common meeting place for everyone to gather. Make sure everyone in your family knows at least two escape routes from their bedrooms.

# Contact Us

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## Contacts

### **Installers**

Ohio Construction Industry Licensing Board (OCILB)  
614-644-3495 or [Carol.Ross@com.state.oh.us](mailto:Carol.Ross@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 (OCILB)  
614-752-7127 or  
[Shamikka.Brookins@com.state.oh.us](mailto:Shamikka.Brookins@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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