



Department
of Commerce



Salesperson License Renewals

As a reminder, the renewal period for sales licenses ends June 30. Salespeople may renew online, or, for this renewal period only, use the current paper renewal form. Salespeople are encouraged to create an account and renew online this year, as the next renewal cycle in 2021 will be online only.



The Ohio e-License portal can be accessed at https://elicense.ohio.gov/oh_homepage.

LHD Park Inspections

As annual manufactured home park inspections are underway, there are a few reminders for local health districts (LHDs) performing those inspections:



- **10 Days to Submit Inspection Report:** The LHD is required to send a copy of the written park inspection report to both the manufactured home park operator and the Division of Industrial Compliance within 10 days of the individual park's inspection. The LHD should not wait until all park inspections in its jurisdiction have been completed before sending the park inspection reports, but instead should be sending them individually soon after each park's inspection is completed.
- **One Invoice Per Jurisdiction:** The LHD should send one invoice per jurisdiction inspected. If an LHD's jurisdiction is a county with 20 parks assigned for inspection, the LHD should submit one invoice to the Division of Industrial Compliance for all 20 of the county's park

inspections. Unlike the park inspection reports, the LHD should send the invoice for its inspections only once the LHD has completed all park inspections it has been assigned.

- **Submission of Inspection Reports and Invoices:** Invoices and inspection reports should be submitted to the Division of Industrial Compliance by e-mail to: communityinspections@com.state.oh.us. If an LHD wishes to submit an invoice by fax, it may fax it to 614-980-0962.

Manufactured Home Installations

As warmer weather has returned and more installations are taking place, we want to highlight some requirements of the installation process that parties need to make sure are being followed:



- **72-Hour Inspection Fulfillment:** Inspections of a manufactured home installation must be performed within 72 hours of the request, excluding weekdays and holidays. Please contact Bryant Hillman at 614-644-2231 or bryant.hillman@com.state.oh.us to notify us if an inspection has not been performed within a week of the request.
- **Notice of Installation for County Auditors and Treasurers:** As was discussed more in depth in the [Winter 2019 Ohio Manufactured Homes Program Newsletter](#), within 14 days of an installation of a manufactured home, installers are required to provide written notice of the installation to both the auditor and treasurer of the county where the home is located. The Ohio Department of Commerce's Notice of Home Installation to County Auditor and Treasurer form is available [here](#).
- **Manufactured Home Placement/Removal Report:** When a manufactured home is being placed in or removed from a manufactured home park, the park operator should submit the Manufactured Home Placement/Removal Report at least two business days prior to the placement or removal. The Manufactured Home Placement/Removal Report is available [here](#).
- **No Occupancy Prior to an Inspection Seal:** When a manufactured home passes all of the installation inspections required, the inspector places an inspection seal near or on the electrical panel box in the manufactured home. Until the inspection seal is placed, a manufactured home may not be occupied (unless allowed under a temporary occupancy permit). Purchasers or prospective residents of a recently installed manufactured home should check to make sure the home has an inspection seal before occupying it.

Program Rules Update

The Common Sense Initiative Office (CSI) completed its review of the Manufactured Homes Program's proposed rules and concluded the Ohio

Department of Commerce should proceed to formally file the proposed rules with the Joint Committee on Agency Rule Review (JCARR).



Commerce is preparing the proposed rules for filing with JCARR, and once they have been filed, a public hearing will take place on the proposed rules. The notice of the public hearing will be published in the [Register of Ohio](#) and an email will be sent to [this distribution list](#).

At the public hearing, any person affected by the proposed rules may provide testimony or submit comments on the proposed rules, which the Ohio Department of Commerce will carefully consider prior to adopting the rules. To view the most current version of the proposed rules, please visit: <https://www.com.ohio.gov/ProposedRules.aspx>.

Contacts

Installers

Ohio Construction Industry Licensing Board
614-644-2223 option 4 or
Molly.Flanagan@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 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

[Click here to visit our Manufactured Homes website!](#)

Know additional people who would like to receive this email? [Subscribe online.](#)
