



Annual Park Inspection Invoice Instructions

1. Invoice must be submitted on company letterhead, in a format like the "Sample Invoice" below.
2. Invoices must be submitted to the Ohio Construction Industry Licensing Board (OCILB) within 30 days following the end of your inspection period.
3. The OCILB must receive all annual park inspection reports for the parks listed on the invoice prior to invoice submittal. If the reports are not received, the invoice will not be processed.
4. Invoices must clearly state that it is an invoice and include invoice number, remittance name and address, amount, date, and a list of parks being charged.
5. Invoices can be mailed, emailed to shamikka.brookins@com.state.oh.us or faxed to 614-232-9533.

SAMPLE INVOICE

Company Letterhead

Company Name
Company Address
City, State, ZIP

BILL TO:
 State of Ohio Department of Commerce
 OCILB-Manufactured Homes Program
 6606 Tussing Rd. PO Box 4009
 Reynoldsburg, OH 43068-9009

Date: _____

Invoice Number: _____

DATE	PARK NAME	PARK ADDRESS	COUNTY	# OF LOTS	INSPECTION FEE



TOTAL

LOTS	INSPECTION FEE/ PARK
3-50	\$150
51-100	\$175
101-200	\$200
201-300	\$225
301-400	\$250
401-500	\$275
501-1000	\$325
1000+	\$425