1. Submit a completed application with your OMHC licensing information, 2 full sets of detailed drawings including a manufactures installation manual and a dimensioned site plan with each. If no installation manuals exist then provide a floor plan drawing with the unit width, length, door locations and electric panel detailed along with the site plan for Mobile Home Parks with pier and tie down types and spacings shown.

2. Provide the lot number or street address with the vapor barrier type, drainage information and set back dimensions on the site plans.

3. Your site plans must indicate if any part of this lot is within a designated flood plain area.

4. If the foundation, any structural materials, pier spacing’s or method of anchoring are to be altered, detail this information on a matching foundation layout so it can be reviewed and approved. Note any and all changes being made.

5. Provide a name and phone number of a contact person in case any questions arise during an on site visit.

6. Only solid skirting with vents as high as possible will be accepted (see OMHC notes item #8) or the pier footing must be set at a minimum frost depth of 34” below grade.

7. The under skirting must be installed and the access panel open for the final inspection.

8. A minimum of (Two) 2 inspections will be required: A foundation inspection once the unit has been set, properly anchored and the electric service has been rough wired and a final inspection when the unit is totally finished and the electric has been energized.

9. An OMHC seal (included in your permit fee) will be affixed to the electrical panel when the unit has passed its final building inspection and is approved for Occupancy.

10. If there are any questions contact our office at 937-645-3167.
Manufactured Home Installation in Mobile Home Parks

- HB 1 change in the authority to regulate
- Union County Treasurer’s and Auditor’s permanent registration sticker
- What is required for permitting installations?
  - Permit application, licensed installer information
  - Decks or ramps larger than 36 sf will require plans, regulated by 2006 Residential Code of Ohio (RCO)
  - Existing or New Pier layout and tie down specifications
  - Lot Line Set Back dimensions on a OHD placement form
  - Service disconnect size and wire size, type, depth
  - Vis-queen under home with solid skirting, vents and access opening
  - A state licensed plumber is required for the sanitary connection
- Permit Cost
  - $100 seal fee
  - $80 application fee
  - $40 + $7 per 100 sf plus
  - Fees for decks, car ports, etc. are additional
  - $80 electric fee
  - $60 plumbing fee
  - $40 gas piping fee
  - Approximate cost are $500 single wide, $600 double wide
  - $70 re-inspection fee for repeat inspections
- Inspections
  - Pier and tie down, after home is set, vis-queen installed, plumbing connection made, gas piping ran, electrical service to home but before skirting is installed
  - Electrical service will be approved only after home is properly tied down
  - Final after skirting installed, steps complete, check on smoke detectors
  - Additional inspections are required if field installation such as decks, ramps, carports, room additions, garages and sheds over 200 sf are made.
UNION COUNTY
APPLICATION FOR PLAN APPROVAL AND BUILDING PERMIT
RESIDENTIAL ONE, TWO AND THREE FAMILY

Date________________________ Permit Number________________________
Property Address______________________________________________________
Subdivision________________________________________ Lot#______ Parcel#______
City/Village________________________________________ Zip Code______ Township______
Owner Name________________________________________ Phone Number (____)____________________
Current Address________________________________________ City, State________________________ Zip Code______
General Contractor________________________________________ Phone(____)____________________
Address________________________________________ City, State________________________ Zip Code______
Plumber________________________________________ Reg. #______ Phone (____)____________________
Brief Description of work to be done________________________________________

Check all that apply:
☐ Single Family Home ☐ Manufactured Home ☐ Industrialized Unit ☐ Addition ☐ Alteration ☐ Deck
☐ Accessory ☐ Pool ☐ Two or Three Family Residence ☐ Garage ☐ Plumbing ☐ Other

Building Size: Basement sq. ft. Number of Bedrooms:______________
First Floor sq. ft. Number of Bathrooms:______________
Second Floor sq. ft. Number of Masonry Fireplaces__________
Garage sq. ft. Number of Pre Fab Fireplaces__________
Total sq. ft. Construction Cost $____________________
Deck sq. ft.

Electrical (Check all that apply)
☐ Temporary Electric Service ☐ Permanent Service (if accessory building, alteration, etc.) ☐ Septic-System Electric
Permanent Service Size: ☐ 100 amp ☐ 150 amp ☐ 200 amp ☐ over 200 amp ☐ Generator

Gas appliances (indicate number of units)
_____ Furnace _____ Water Heater _____ Cook Top _____ Clothes Dryer _____ Pre Fab Fireplace (s)
_____ Range _____ Manufactured Appliance _____ Log Lighter (s) _____ Other (Indicate)____________

HVAC Equipment (indicate number of units, other than gas units listed above):
_____ Electric Furnace _____ Water Heater _____ Air Conditioner _____ Heat Pump Type ______
_____ Other (indicate)____________

Do floodplain regulations apply? Yes_____ No____
Official Contact Information: I hereby certify that I am the (check one)
☐ Owner ☐ Agent for owner
and all information contained in this application is true, and complete to the best of my knowledge. All official
correspondence in connection with this application should be sent to my attention at the address shown above.

Signature of Owner/Agent __________________________ Print or type name here ______ Date__________

Home Phone # (____)_______ Mobile# (____)_______ Work# (____)_______ E-mail____________________
Please circle the best way for us to reach you.
Homeowner / Installer Agreement

The homeowner may obtain their own permit to install a manufactured home only if they meet all of the following conditions:

☐ Home is located on the property that the person owns and, ☐ Home is for their own occupancy and,
☐ Home is not located in a manufactured home park and, ☐ Understand that they will not be eligible for dispute resolution (see below)

The homeowner, who obtains a permit to install a manufactured home, must be responsible for all the work themselves, however they may contract out portions of the work to an OMHC licensed installer who is currently active and all contracted work must be identified and agreed upon in writing (see below). The installer will be responsible for their portion of the installation that is identified by checking the list below and signed by the owner and the installer(s):

Permit application #: ___________________________________________ Seal #: ___________________________________________

Site address: (where the home is being installed) ___________________________________________

Homeowner name: ___________________________________________

Licensed installer’s name: ___________________________ Lic. #: __________

Licensed installer’s name: ___________________________ Lic. #: __________

Listed below is the basic scope of work involved in the installation of a manufactured home. The person performing the portion of work identified, must initial that portion:

☐ Application for permit __________
☐ Submittal of plans for review __________
☐ Call for inspections __________
☐ Excavation __________
☐ Footings / foundation work (concrete work, Crawlspace or basement) __________
☐ Piers __________
☐ Vapor barrier __________
☐ Set & level __________
☐ Interior close up __________

☐ Exterior close up __________
☐ Anchors __________
☐ Electrical service __________
☐ Other electrical connections __________
☐ Plumbing connections __________
☐ Mechanical __________
☐ Perimeter wall construction / skirting __________
☐ Steps / porches / landings __________
☐ Other (see below) __________

Identify other scopes of work

Homeowner: I hereby certify that I am the owner of the named property and the information provided is true and correct, I fully understand that I am taking responsibility for the scope of work that I have identified above and I will not be eligible for OMHC dispute resolution related to the portions of work that I have identified. I also understand that failure to obtain an approved final inspection would result in a home being occupied illegally and may void manufacturer warranties and/or homeowner’s insurance. I hereby attest that I will not occupy the home until the final inspection is approved and an OMHC seal has been placed on my home.

Homeowner __________________________________________

Date _______________________

Installer: I hereby certify that I am a licensed installer on the named property and the information provided above is true and correct. I fully understand that I take responsibility and liability for the scope of work that I have identified above.

Licensed Installer __________________________________________

Date _______________________

Installer __________________________________________

Date _______________________
Definition of installer OMHC 4781-6-02 (xx) “Installer” means any individual licensed by the commission to create footings, install, set-up connect, hook-up, block, tie-down, secure, support, install steps, install skirting, or makes electrical, plumbing, or mechanical connections to manufactured homes, or who provides consultation or supervision for any of these activities except Ohio registered or licensed architects or engineers.

Homeowner_________________________________ Job Site Address_________________________________

Manufacturer________________________________ *Unit Serial ____________________________________________

*Date of Manufacture_________________________ *HUD # ______________________________________________

Thermal Zone_________________________ Wind Zone____________________________________________

Property in Flood Zone □ Yes □ No

OMHC 4781-8-05 Licensed Installer supervising the installation of:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone#</th>
<th>License#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Foundation</td>
<td>__________________</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>2. Unit Set</td>
<td>__________________</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>3. Trim Out</td>
<td>__________________</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>4. Inspections</td>
<td>__________________</td>
<td>________</td>
<td>________</td>
</tr>
</tbody>
</table>

Trades Installer Info:

| 5. Electric    | __________________| ________ |
| 6. Plumbing    | __________________| ________ |

*Information to be completed by installer after unit is delivered. One copy left at job site and one copy delivered to Union County Building Department. OMHC approval seal will not be affixed to unit until final building inspection passes and this completed form is returned to the Building Department.

_____________________________________
Owner/Agent Signature
Site Plan For MHParks

FOUNDAION SYSTEM
Type & Sizes

Piers: __________

Slabs: __________

Runners: __________

ABS Pads: __________

Cross Runners: ______

Existing Foundation: ___

Gas: __________

Door Locations: ______

PIER'S MIN:
Max - 2' From Each End:
Max Space - 8' OC:
Single: ________
Double: ________

Show Required Piers Under
Doors 3' or Wider,
Bearing Walls or
Mate Wall Line: _______

Show Anchoring Type &
Spacing: __________

Show Electrical Panel
Size/Location: ________

TIE DOWNS

Vectors: __________

Olivers: __________

Augers: __________

Other: __________

FLOOD PLAIN

No____ Yes___

If Yes, We Need the
Following:

Ground Level
Elevation: __________

Street Address: ______

Lot #:__________

Ext. Unit

Set Backs ________ FT.

New Home

Ext. Unit

FT.

Ext. Unit

FT.
Site Plan For MHParks

 Foundations:
 Type & Sizes
 Piers: 
 Slabs: 
 Runners: 24" W x 6' T x 5' L
 ABS Pads: 
 Cross Runners: 
 Existing Foundation: Yes
 Gas: Yes
 Door Locations: 

 Pier's Min:
 2' From Each End:
 8' Max DC: Single

 Show Required Piers Under Doors 3' or Wider,
 Bearing Walls or Mate Wall Line:

 Show Anchoring Type & Spacing: SEE ATTACHED

 Show Electrical Panel
 Size/Location: END ZOO Pump

 Tie Downs
 Vectors: 
 Dollies: 
 Augers: 
 Other: MINUTE MAN

 Flood Plain
 No X Yes
 If Yes, We Need the Following:
 Ground Level
 Elevation: 
 Elevation of Slab: 

 Set Backs 10 FT.
 Ext Unit

 Ext Unit

 Sample

 15' FT. 16' WIDE

 5'5' Length 3'6' Width

 15' FT.

 30' Door

 20' FT.

 EP 200R

 Street Address: 550 Bay Berry

 Lot #: