



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

Installer / Community Operator Agreement

All home installations in a community must be performed by an OMHC licensed installer who is currently in active status. All permits are issued through the OMHC and permits must be issued *prior to* the home arriving on the site where the home is to be installed. Regardless of home ownership, the Community Owner is responsible for ensuring the OMHC is aware of the home's arrival within the community and that the proper permits have been obtained and final seal has been issued.

Permit application #: _____ Date: _____

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

Community Name: _____ Phone #: _____

Homeowner's Name: _____ Phone #: _____

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 _____
(runners, piers or pads)
- Tie Down / Straps _____
- Vapor barrier _____
- Underbelly Repair _____
- Interior close up _____
- Send Placement Form to OMHC within 48 hours
- Exterior close up _____
- Anchors _____
- Electrical service _____
- Other electrical connections _____
- Plumbing connections _____
- Mechanical _____
- Perimeter wall construction / skirting _____
- Steps / porches / landings _____
- Other (see below) _____
- Send in 14 day "Notice of Home Installation" to County Auditor

Identify other scopes of work _____

Community Owner: I hereby certify that I am the owner/management of the named community and the information provided is true and correct. I fully understand that I am taking responsibility for the scope of work that I have initialed above. 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 allow the home to be occupied until the final inspection is approved and an OMHC seal has been placed on the home.

Community owner / management 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 initialed above.

Licensed Installer Date

Licensed Installer Date