



Homeowner / Installer Agreement

The person that sets and levels the home is responsible for completing and sending the 14-day notice to the County Auditor.

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, Homeowner understands they will not be eligible for dispute resolution.

The homeowner, who obtains a permit to install a manufactured home, must be responsible for all the work. However, they may contract out portions of the work to a licensed installer who is an active licensee in Ohio, 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 Number: _____ Seal Number: _____

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

Homeowner Name: _____

Licensed Installer's Name: _____ License Number: _____

Licensed Installer's Name: _____ License Number: _____

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 _____ Exterior close-up _____
- Submittal of plans for review _____ Anchors _____
- Call for inspections _____ Electrical service _____
- Excavation _____ Other electrical connections _____
- Footings/foundation work _____ Plumbing connections _____
(Concrete work, crawlspace, or basement)
- Piers _____ Mechanical _____
- Vapor barrier _____ Perimeter wall construction/Skirting _____
- Set & level _____ Steps / porches / landings _____

Interior close-up _____

Other (see below) _____

Send "Notice of Home Installation" to Auditor _____

Underbelly Repair _____

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 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 a 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*