

# Connolly's Certified Inspections

41932 Connolly Drive

Reedsville, OH 45772

December 19, 2022

To: All current and potential customers

This is notice that as of January 1, 2023, our rates and groupings will be as follows:

**Group # 1:** Adams, Athens, Coshocton, Fairfield, Franklin, Gallia, Guernsey, Hocking, Jackson, Lawrence, Licking, Meigs, Morgan, Muskingum, Perry, Pickaway, Pike, Ross, Scioto, Vinton, and Washington.

**Group # 2:** Allen, Auglaize, Brown, Butler, Champaign, Clark, Clermont, Clinton, Delaware, Fayette, Greene, Hamilton, Hardin, Highland, Holmes, Know, Logan, Madison, Marion, Miami, Monroe, Montgomery, Morrow, Noble, Shelby, Tuscarawas, Union, Warren.

**Group # 3:** Belmont, Darke, Jefferson, Harrison, Mercer, Preble, Van Wert, and all other counties not listed.

**Group #1: \$675.00**

**Group#2: \$775.00**

**Group#3: \$850.00**

**Additional trip, re-inspection, or special inspection \$175.00**

**APPLICATION FOR MANUFACTURED HOME**

**Plan Review and Installation Permit**

Connolly's Certified Inspections  
41932 Connolly Drive  
Reedsville, OH 45772  
Dispatcher: 740-591-8551  
FAX: 740-846-0003

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**C.C.I. USE ONLY**

Permit Application No. \_\_\_\_\_

Seal No. \_\_\_\_\_

Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_

Date Returned \_\_\_\_\_

\*\*\*\*\*

**Applicant information: Please complete all items that are marked with an \***

\*Site address: \_\_\_\_\_

\_\_\_\_\_ \*County \_\_\_\_\_

\*Lot # \_\_\_\_\_ (if in mobile home park) Subdivision/Parcel No. \_\_\_\_\_

\*Zoning District: Zone: YES NO (Circle one)

Flood Plain YES NO (Circle one) Map \_\_\_\_\_

\*Manufactured Home Brand: \_\_\_\_\_

\*Home is: (circle) New or Used (circle) Single or Double

\*Date of MFG: \_\_\_\_\_ \*Serial No. \_\_\_\_\_

\*HUD No. \_\_\_\_\_ Project Cost \_\_\_\_\_

Estimated Starting Date: \_\_\_\_\_ Estimated Finish Date: \_\_\_\_\_

\*Homeowners Name: \_\_\_\_\_ \*Phone No. \_\_\_\_\_

**\*Manufacturers Installation Manual to be kept on jobsite with paperwork at all times!!!**

**PLEASE NOTE: There are 3 inspections required:**

- 1. **Footer inspection:** This is either an open-hole inspection of forms and reinforcement, if required, or an inspection to determine if re-use of existing foundation is appropriate for the home being installed. Call for the footer inspection **BEFORE** placing or pouring concrete.
- 2. **Electric Service Inspection**
- 3. **Final Inspection**

**FOUNDATION WORK: INSTALLER'S LICENSE INFORMATION: (Please write if it is ABS foundation)**

\*License Name and Number: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_

**DESIGN PROFESSIONAL: (to be used if in flood plain or basement set)**

Architect: \_\_\_\_\_ Phone No. \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone No. \_\_\_\_\_

Registration No. \_\_\_\_\_ Other \_\_\_\_\_

**SET CREW WORK: INSTALLER'S LICENSE NAME AND NO.**

\*License Name and Number: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_

**OTHER INSTALLERS OR CONTRACTORS (INCLUDE SCOPE OF WORK)**

\_\_\_\_\_

\_\_\_\_\_

**\*APPLICANT:** Specify if you are the: *(circle appropriate answer)*

Retailer    Park Operator    Home Owner    Installer    Other

**\*CURRENT Address to send permit:** \_\_\_\_\_

\*Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_

**ELECTRICAL for MANUFACTURED HOME** (Inspections will include only the work performed on-site.)

\*Service installed on: (circle appropriate answer)    HOME    POLE

\*Service size: \_\_\_\_\_ (100 amp/200 amp)

\*Wire size: \_\_\_\_\_

Please note: Installer is responsible to install light bulbs and fixtures PRIOR to calling for the final. All homes, including used homes, must have **OPERABLE SMOKE DETECTORS**.

**OXIDE COMPOUND NEEDED ON ALUMINUM WIRE**

**2 GROUND RODS NEEDED AT OUTSIDE DISCONNECT (6 FT. APART CONNECTED TOGETHER)**

**4 wire feeders-(are required to be protected)**

**PERMANENT FOUNDATION**

**For purposes of this rule, a permanent foundation shall:**

- Have a continuous masonry perimeter wall, either load bearing or a non-load bearing wall;
- Have footings that are either below the frost line or protected from frost heave;
- Tongue wheels, axles, and hitches shall be removed from under the manufactured home; and
- Conform to Chapter 4781-6 of the Administrative Code;

**For the purpose of this rule, stable foundation shall:**

1. Not require a footing below grade but must be protected from frost heave;

We, the home-owners, accept and understand the responsibility of a stable foundation in lieu of permanent foundation.

\_\_\_\_\_  
\*Printed Name

\_\_\_\_\_  
\*Date

\_\_\_\_\_  
\*Signature



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Reedsville, OH 45772

Dispatcher: 740-591-8551

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**CERTIFICATION** (Read all sections, sign, date and attach any drawings and/or supporting documents)

**READ CAREFULLY BEFORE SIGNING AND SUBMITTING THIS APPLICATION:**

**ALL PERMITS SHALL EXPIRE SIX MONTHS FROM THE DATE OF ISSUE.**

I FULLY UNDERSTAND THAT NO EXCAVATION, INSTALLATION, OR STRUCTURAL, ALTERATION, ELECTRICAL, OR MECHANICAL INSTALLATION OR ALTERATION OF ANY MANUFACTURED HOME, OR PART THEREOF AND NO USE OF THE ABOVE SHALL BE UNDERTAKEN OR PERFORMED UNTIL THE PERMIT APPLIED FOR HEREIN HAS BEEN APPROVED AND ISSUED BY THE AUTHORITY HAVING JURISDICTION.

*I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of this code(s) applicable to such permit.*

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AN FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS**

\_\_\_\_\_  
\*Signature of applicant

\_\_\_\_\_  
\*Date

\_\_\_\_\_  
\*Print name

\*\*\*\*\*

INCOMPLETE

COMPLETE

HOLD DATE: \_\_\_\_\_

PARTIALLY APPROVED

APPROVED

DISAPPROVED

PLANS EXAMINER \_\_\_\_\_

Date \_\_\_\_\_



# Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

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## Homeowner / Installer Agreement

The person that sets and levels the home is responsible for completing 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,  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) \_\_\_\_\_
- Send in 14 "Notice of Home Installation"

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.

Home owner \_\_\_\_\_

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 \_\_\_\_\_

Licensed Installer \_\_\_\_\_

Date \_\_\_\_\_

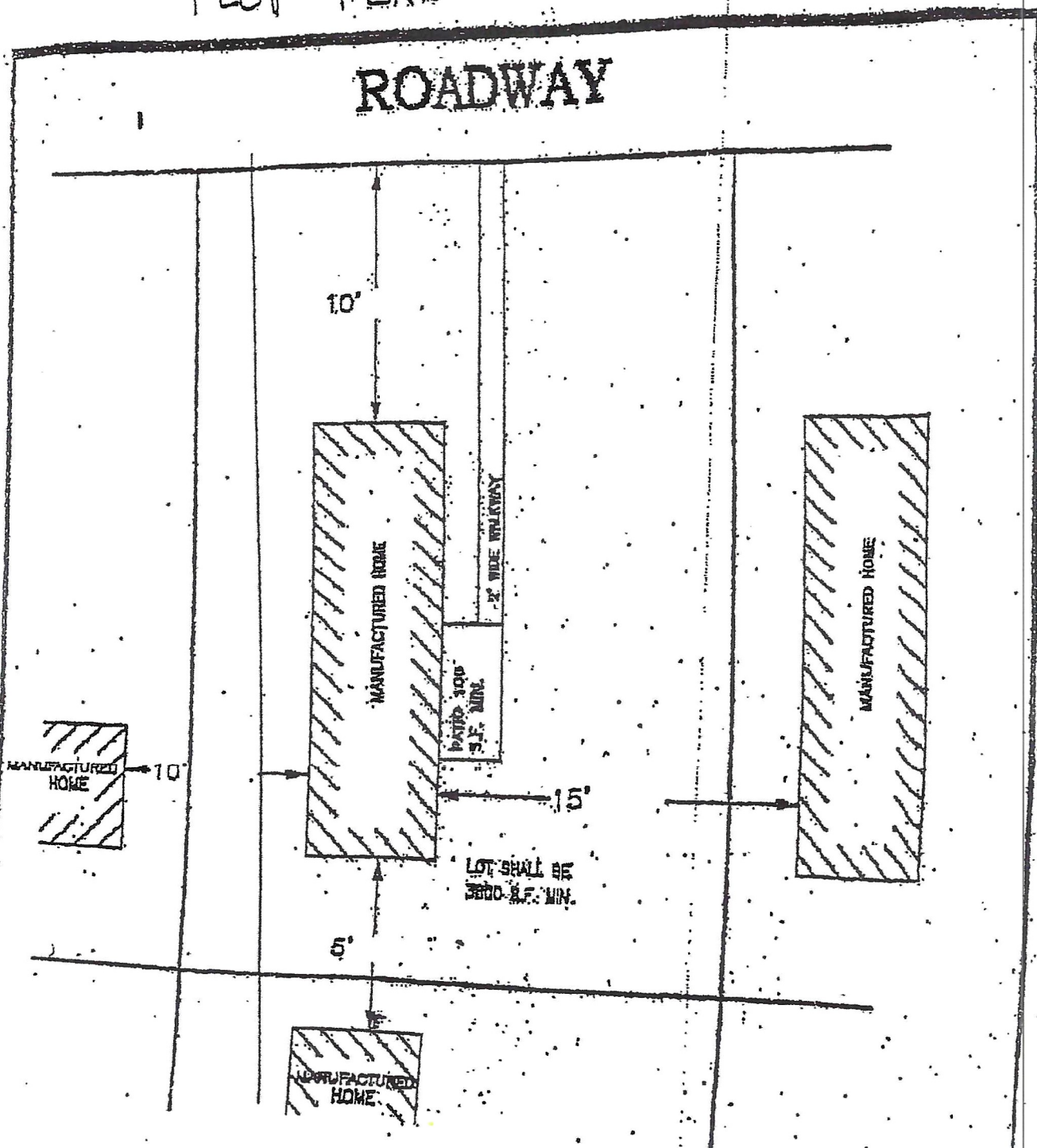
**PLEASE SUBMIT THESE DRAWINGS ALONG WITH THE COMPLETED APPLICATION.**

- 1. PLOT PLAN- THE WAY THE HOME IS POSITIONED ON THE LAND/LOT.**
- 2. FLOOR LAY-OUT**



EXAMPLE

PLOT PLAN



SAMPLE PLAN

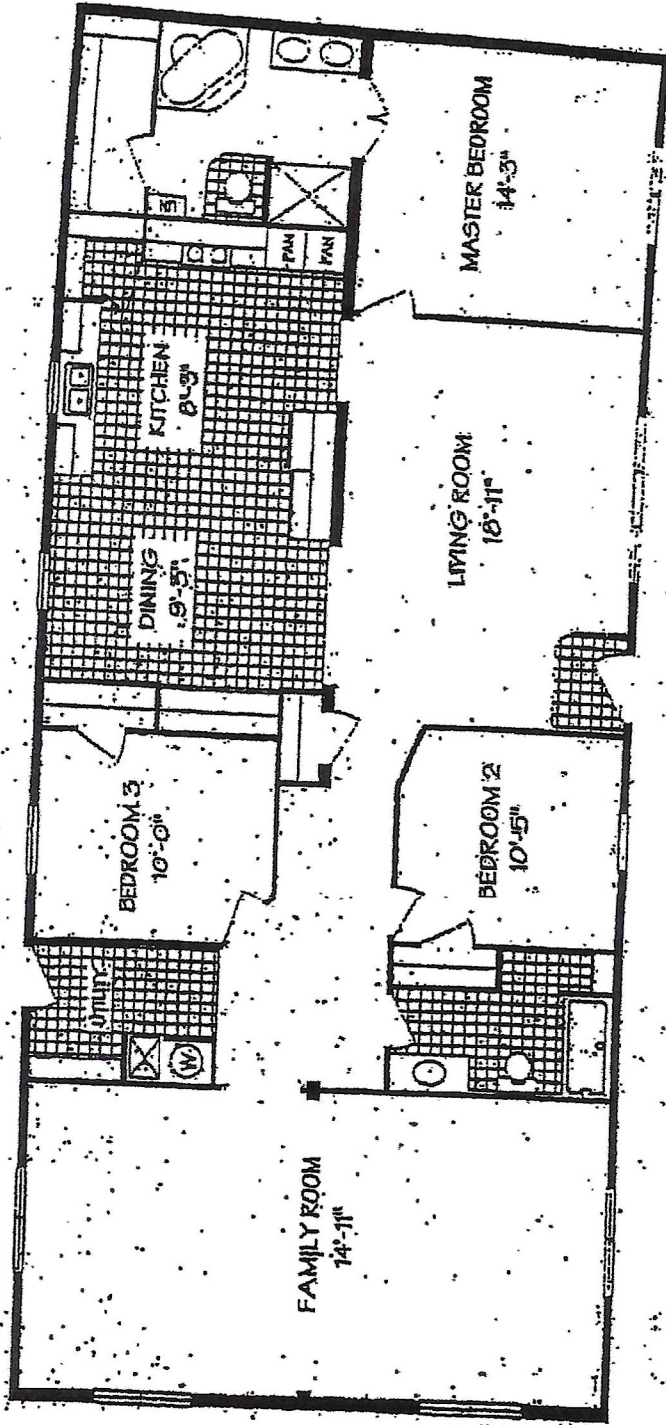
LOT LAYOUT



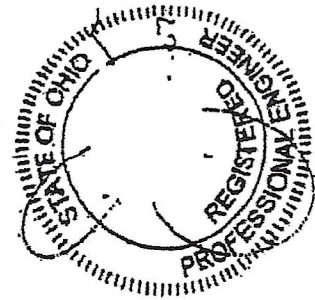
# EXAMPLE

FLOOR LAYOUT (SHOW DIMENSIONS)

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Sq. Ft. x 10





## Ohio Manufactured Homes Commission

5650 Blazer Parkway, Suite 100 Dublin, Ohio 43017

### NOTICE TO MANUFACTURED HOME BUYERS

The State of Ohio has adopted laws and rules that regulate the installation of manufactured homes and the installation of foundations (base support systems) for manufactured homes. As a purchaser of a manufactured home, you need to be aware of these laws and rules. The Ohio Manufactured Homes Commission (Commission) is charged with enforcing these laws pursuant to ORC Chapter 4781.

The following is a list of some of the requirements that you must comply with regarding the installation of your manufactured home.

1. All homes must be installed by an installer licensed by the Commission. An installer is broadly defined as the supervisor on the following types of work: foundations, footings, set-up, connections, hook-up, blocking, tie down, securing, supporting, installing steps, installing skirting, or making electrical, plumbing or mechanical connections or providing consultation or supervision for any of these activities on manufactured homes. The licensed installer accepts responsibility for the installation of the manufactured home.  
**UNLICENSED PERSONS ARE PROHIBITED FROM INSTALLING A MANUFACTURED HOME IN THE STATE OF OHIO.**
2. All foundations (base support systems) for new installations of manufactured homes MUST be installed under the supervision of an installer licensed by the Commission. The licensed installer assumes responsibility for the installation of the foundation.  
**UNLICENSED PERSONS ARE PROHIBITED FROM INSTALLING FOUNDATIONS FOR MANUFACTURED HOMES.**
3. Homeowners may perform their own installation work, under the following conditions:
  - The manufactured home must be your own personal residence,
  - The manufactured home must be on your own private property, and
  - The manufactured home can not be located in a manufactured home park, and
  - **The homeowner must physically do the work themselves and can not hire unlicensed people to do the work for them.**

Home owners who do their own work assume the entire responsibility for the installation. Homeowners that do their own installation of a manufactured home may lose protections offered by the State of Ohio. ORC 4781.11(B) states that the homeowner who does their own work is "not entitled to claim any right or remedy or to bring a cause of action under this chapter."



4. The installation of ALL manufactured homes in the State of Ohio requires that:

- **Installation permits shall be obtained in advance of any work.** All permit and inspection fees must be paid prior to any work and inspections being performed.
- Manufactured homes must be installed in accordance with the Ohio Manufactured Homes Installation Standards. See, Chapter 4781-6 of the Ohio Administrative Code.
- All work must be inspected - The law requires a minimum of 3 inspections will be required. Footing Inspection (an open hole inspection done prior to concrete being poured), Electrical Inspection (prior to electrification by the Power Co.) and a Final Inspection (once the home is installed, completed and all utilities are connected). **The final inspection MUST be completed and approved and the Commission Inspection Seal affixed before the homeowner is permitted to occupy the home.**
- All permits, inspections and inspection seals must be issued and performed by the local authority having jurisdiction.
- **UNLICENSED PERSONS SHALL NOT CONTRACT TO INSTALL MANUFACTURED HOMES OR INSTALL FOUNDATIONS (BASE SUPPORT SYSTEMS) FOR MANUFACTURED HOMES.**

If you have any questions regarding the installation of manufactured homes in Ohio. Contact your retailer, park operator or The Ohio Manufactured Homes Commission. The Ohio Manufactured Homes Commission may be contacted at 5650 Blazer Parkway Suite 100 Dublin, Ohio 43017 or 614-734-8454 or [www.omhc.ohio.gov](http://www.omhc.ohio.gov)



## **Ohio Manufactured Homes Commission**

5650 Blazer Parkway, Suite 100 Dublin, Ohio 43017

### **Bulletin**

Date: June 11, 2010

To: **Building Departments**  
**Third Party Agencies**  
**Local Health Departments**

Re: **Fees**

Effective on January 01, 2010, the revised rules show some significant changes to requirements with regard to fees. Please review the following sections and apply them to your current procedures:

Section 4781-7-09 (A) – The authority having jurisdiction shall issue written permits, perform plan reviews and conduct inspections for manufactured homes. A permit shall not be valid unless the permit is in writing and the non-refundable inspection fees and final Commission inspection seal has been paid at the time of the application for a permit. The cost of the permit is equal to the cost of inspections and the OMHC seal. When you pay for inspections, you are paying for the permit and vice-versa. Payment of the inspections and permit are nonrefundable. Once an OMHC final seal is paid for and not used or placed on a home for any reason, it must be returned to the commission, with the word “abandoned” on the face of the seal in permanent ink.

Section 4781-7-09 (Q) (1) – A permit shall not be valid until all fees as set forth in paragraph (A) of this Rule have been paid. Nor shall an amendment to a permit be released until the additional fee, if any has been paid. On manufactured homes, electrical, gas, mechanical and plumbing system installation fees for each permit type shall be paid in accordance with the schedule of the commission and/or the authority having jurisdiction.

Section 4781-7-09 (Q) (2) – If the installation of a manufactured home has commenced or been completed prior to the application of a permit by the authority having jurisdiction, the authority having jurisdiction may assess an additional fee not to exceed the actual cost to determine compliance and in no case shall exceed one and onehalf times the permit fee and inspection fees. **A mandatory late permit charge of \$50.00 must be paid to the Ohio Manufactured Homes Commission at the time of permit issuance. This shall be paid by a separate payment and the check must be made payable to “Treasure – State of Ohio”.**

**Please see attached form that must be used in conjunction with the collection of the \$50.00 late permit charge.**





# Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

## OMHC MANDATORY LATE PERMIT CHARGE

4781-7-09 (Q)(2) – If the installation of a manufactured home has commenced or been completed prior to the application of the permit or the issuance of a written permit by the authority having jurisdiction, the authority having jurisdiction may assess an additional fee not to exceed the actual cost to determine compliance and in no case shall exceed one and one-half times the permit fee and the inspection fees.

A mandatory late permit charge of \$50.00 must be paid to the Ohio Manufactured Homes Commission at the time of permit issuance, this shall be paid by a separate payment and the check must be made payable to: "Treasurer – State of Ohio"

This form must be completed upon receipt of the \$50.00 late permit charge and mailed to: Ohio Manufactured Homes Commission  
5100 Parkcenter Avenue, Suite 103  
Dublin, Ohio 43017

Address of manufactured home \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

Owners name \_\_\_\_\_ Installer's name \_\_\_\_\_

Payee's name \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Permitting agency \_\_\_\_\_

Permit number \_\_\_\_\_ Permit date \_\_\_\_\_ Seal number \_\_\_\_\_

The FIRST INSPECTION that you will need after you fill out your application for a permit and get an approved set of plans is the :

FOOTER INSPECTION-This is either an open hole inspection of your forms and reinforcement, if required, or an inspection to determine if the re-use of existing foundation is ok for the home being set. This inspection will be BEFORE placing or pouring concrete. Once the foundation inspection is complete, installation of the home may begin.

## ELECTRICAL INSPECTION

The SECOND INSPECTION that you will need is the ELECTRICAL INSPECTION. This is prior to electrification by a power company. Once the electrical work is complete, make a request for the electrical inspection. The inspection agency will provide an electrical safety inspector (ESI) to perform the Inspection. The inspection agency will notify the power company that power may now be connected to the home. The local power company will not energize the home without an inspection from an ESI.

## HERE ARE A FEW TIPS FOR THE ELECTRICAL INSPECTION

Here are a few tips to be ready for the ELECTRICAL INSPECTION.

- \* Disconnect must be within 30 ft. of the home sight.
- \* A 4 wire system is required for the feeders.
- \* 4/0 aluminum conductors required for 200 amp service.
- \* 2 ground rods are needed at the service disconnect, spaced 6 feet apart, tied together with #4 copper.
- \* Feeders must be in electrical conduit at 18" depth underground from the disconnect to subpanel in home.
- \* Once under the home, conduit does NOT have to be buried underground BUT wire must still be in conduit until it reaches the subpanel.
- \* Ground wire in subpanel must terminate on the ground bar with bare copper grounds, NOT on neutral bar.
- \* If installing a double wide home, make sure both halves are bonded together.
- \* close up extra knock out holes in disconnect.

## FINAL INSPECTION

The THIRD and FINAL INSPECTION. This is when all the work on the home is complete, you then make a request for the FINAL INSPECTION.

Once the FINAL INSPECTION is complete and passed, an inspection seal will be placed in the home and it is now approved for occupancy. Occupancy prior to the final seal placement is subject to fines and legal action.

Here is what you can expect in the FINAL INSPECTION.

- \* Inspector will check the outside perimeter of the home and underneath the home.
  - \* Inspector will be required to enter home.
  - \* Inspector will check to make sure smoke detectors are placed properly in the home and work.
  - \* Homes built before Sept. 2002 require at least 2 working smoke detectors in the home. Homes built after Sept. 2002 shall have interconnecting smoke detectors, with battery backup, in each bedroom and at least one in the common area.
  - \* Inspector will check for water leaks under sinks, also make sure water is working in bathrooms and kitchen.
  - \* Inspector will check to make sure there are 2 safe ways out of the home with no obstructions.
  - \* Inspector will check electrical outlets, lights, ceiling fans, and permanent heating to make sure all are in working order.
- \*If there is more than 2 steps entering the home, there will need to be a 3' X 3' landing with handrails with spindles and also handrail down the steps with spindles both less than 4 inches apart.