

# Connolly's Certified Inspections

41932 Connolly Drive

Reedsville, OH 45772

OFFICE: 740-846-0003

WEBSITE: WWW.CCI-OHIO.COM

EMAIL: CCIOHIO@YAHOO.COM

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**

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**APPLICATION FOR MANUFACTURED HOME**

**Plan Review and Installation Permit**

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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!!!

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

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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)**

\_\_\_\_\_  
\_\_\_\_\_



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\***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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**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 AND FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS**

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

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

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

\*\*\*\*\*

INCOMPLETE

COMPLETE

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

PARTIALLY APPROVED

APPROVED

DISAPPROVED

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



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## 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:

- |  |   |
|--|---|
| <input type="checkbox"/> Application for permit _____  | <input type="checkbox"/> Exterior close up _____                      |
| <input type="checkbox"/> Submittal of plans for review _____   | <input type="checkbox"/> Anchors _____                                |
| <input type="checkbox"/> Call for inspections _____  | <input type="checkbox"/> Electrical service _____                     |
| <input type="checkbox"/> Excavation _____  | <input type="checkbox"/> Other electrical connections _____           |
| <input type="checkbox"/> Footings / foundation work _____<br><small>(concrete work, crawl-space or basement)</small> | <input type="checkbox"/> Plumbing connections _____                   |
| <input type="checkbox"/> Piers _____   | <input type="checkbox"/> Mechanical _____                             |
| <input type="checkbox"/> Vapor barrier _____   | <input type="checkbox"/> Perimeter wall construction / skirting _____ |
| <input type="checkbox"/> Set & level _____   | <input type="checkbox"/> Steps / porches / landings _____             |
| <input type="checkbox"/> Interior close up _____   | <input type="checkbox"/> Other (see below) _____                      |
|  | <input type="checkbox"/> 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 \_\_\_\_\_

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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

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## HELPFUL TIPS TO PASS INSPECTIONS

**FOOTER INSPECTION:** The footer inspection is the first inspection you will need after you complete the application for a permit and get an approval. This will be either an open hole inspection of the forms and reinforcement, if required or an inspection to determine if the re-use of existing foundation is permitted for the set of this home. This inspection will be **BEFORE** placing or pouring concrete. Once the foundation inspection is completed, installation of the home can begin. Home must be properly tied down before the electrical inspection can be done.

**ELECTRICAL INSPECTION:** The electrical inspection is the second inspection. This is done before the power company can electrify the home. Once the electrical work is complete, you can make a request for the electrical inspection. The inspection agency will provide an electrical safety inspector (ESI) to perform this inspection. The 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

- \*Outside disconnect must be within 30 feet of the home
- \*A 4 wire system is required for the feeders
- \*Cannot use cable, must be individual wires.
- \*2 ground rods are required at the service disconnect, spaced a minimum 6 feet apart, tied together with #4 copper.
- \*Feeders must be in electrical conduit at a minimum depth of 18" 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** neutral bar.
- \*If installing a double wide home, make sure both halves are bonded together
- \*Close up extra knock out holes in disconnect.



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**FINAL INSPECTION:** The third inspection is the final inspection. After all the work on the home has been completed you can request the final inspection. After the home has passed the final inspection, a seal will be placed on the breaker box in the home and the home is now approved for occupancy. Moving into the home prior to the final seal placement is subject to fines and legal action.

#### **HERE ARE A FEW TIPS FOR THE FINAL INSPECTION**

- \*Inspector will check the outside perimeter of the home and underneath the home.
- \*Inspector will be required to enter the home during this inspection.
- \*Inspector will ensure that all smoke detectors are placed in the home and working properly.
- \*Homes built before September 2002 require at least 2 working smoke detectors. Homes built after September 2002 shall have interconnection smoke detectors, with battery backup, in each bedroom and at least one in the common area.
- \*Inspector will check for water leaks under sinks. They will also make sure water is working in bathrooms and kitchen. All toilets in the home will be checked.
- \*Inspector will check to make sure there are 2 safe exits 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.
- \*Heat tape and insulation is required on the waterline under the home UNLESS the home has a mason/block crawlspace.
- \*Skirting is required with proper ventilation.

#### **REQUIREMENTS FOR PORCHES/LANDINGS**

If more than 2 steps are needed to enter the home, a 3ftX3ft landing is required. This landing must be at 2 entrance/exits of the home. If the landing is over 29 inches in height, a handrail is required. The spindles on the handrail must be less than 4 inches apart. Lattice that has been secured properly, is also acceptable instead of spindles.