



Mahon Services
P.O. Box 281 Philo, OH 43771
(740) 868-9386
mathew@mahonservices.com

Manufactured Home Installation Permit

Permit Inclusion Requirements:

Plot plan (the way the unit is positioned on lot)

- Floor Lay Out
- Side View (Footer/foundation plan)
- Pier Layout
- Tie Downs / Anchor Support System
- Installation Manual
- Electrical Service drawing
- Zoning Certificate (If Required)
- Flood Plain (county engineer or surveyor)
 - Delineation of flood hazard areas, floodway boundaries, and flood zones, and the design flood elevations as appropriate;
 - The elevation of the proposed lowest floor including basement; in areas of shallow flooding (AO zones) the height of the proposed lowest floor including basement above the highest adjacent grade; and grade;
 - The elevation of the bottom of the lowest horizontal structural member in coastal high hazard areas (v zone);
 - If design flood elevations are not included on the community's flood insurance rate map, the inspector and the applicant for the permit shall obtain design flood elevation and floodway data available from other sources; and
 - Additional requirement of the local flood authority, if any or program manager of the Ohio flood plain management program; ODNR-division of water (614-265-6754)



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Permit Application Fees

Note: All fees are non-refundable

Zone 1 Counties \$475: Athens, Belmont, Coshocton, Delaware, Fairfield, Franklin, Guernsey, Harrison, Hocking, Holmes, Knox, Licking, Monroe, Morgan, Muskingum, Noble, Perry, Tuscarawas, Washington

Zone 2 Counties \$575: Ashland, Carroll, Champaign, Clark, Columbiana, Crawford, Fayette, Gallia, Greene, Hardin, Huron, Jackson, Jefferson, Logan, Lorain, Madison, Mahoning, Marion, Medina, Meigs, Morrow, Pickaway, Pike, Portage, Richland, Ross, Stark, Summit, Union, Vinton, Wayne, Wyandot

Zone 3 Counties \$675: Adams, Allen, Ashtibula, Auglaize, Brown, Butler, Clermont, Clinton, Cuyahoga, Darke, Erie, Geauga, Hamilton, Hancock, Henry, Highland, Lake, Lawrence, Mercer, Miami, Montgomery, Preble, Putnam, Sandusky, Scioto, Seneca, Shelby, Trumbull, Van Wert, Warren, Wood

Zone 4 Counties \$775: Defiance, Fulton, Lucas, Ottawa, Paulding, Williams

Re Inspection Fee \$150

Temporary Occupancy Permit \$75



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Notice of Home Installation

INSTALLER:

You are required to notify the County Treasurer and Auditor of every home installation you perform pursuant to ORC § 4781.11(D). You **MUST** provide Notification of Installation within 14 days of the installation of a home. You may use this form to ensure you comply with notification requirements. Home Owner's Name (List Owner even if different from the Occupant):

Home Owner's Telephone Number: _____

Home Physical Location or Address: _____

 City County State

Date of Installation (mm/dd/yyyy): _____

Make of Home: _____

Model of Home: _____

Serial Number of Home: _____

Installer's Name: _____

Installer's Telephone number: _____

Installer's OMHC License Number: _____

Relocated Home?

Yes No

Prior Address if Relocated: _____

 City County State

Installer / Installer Representative Signature

Note: If you are the installers representative by signing this form you are attesting that you have made the installer aware of their responsibilities under ORC 4781.11 (D) and will ensure this task is completed.

Print: _____

Signed: _____ Date: _____



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Manufactured Home Installation Permit Application

PLEASE PRINT OR TYPE

PERMIT #: _____

1. Manufactured Home Owner's Name: _____

Owner's Current Address: _____

City/St/Zip: _____ Phone#: _____

2. Inspection reference used:

Manufacturer's Installation Instructions Ohio Manufactured Home Installation Standard

Registered Architect's OR Engineer's Drawings Designer's Name/Seal Number: _____

3. A. General Information: New Install Relocate Size of MH: _____

Used MH New MH Located in MH Park? Yes No

B. Is this in an incorporated City/Village? YES NO _____

C. Flood zone Yes No

4. Dealer (or Individual): _____

Representative's Name: _____

Street Address: _____ City/St/Zip: _____

Telephone No.'s: _____ Email Address: _____



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5. Installer (s):

Name: _____ License#: _____

Responsibility: Footer Site Grading Block Transport Electrical
 Setup

Street Address: _____

City/St/Zip: _____ Phone#: _____

Name: _____ License#: _____

Responsibility: Footer Site Grading Block Transport Electrical
 Setup

Street Address: _____

City/St/Zip: _____ Phone#: _____

Name: _____ License#: _____

6. Manufacturer: _____ Date of Manufacture: _____

Street Address: _____ City/St/Zip: _____

Serial#: _____ HUD#: _____ Thermal Zone: _____

7. Street Address of project: _____

City/St/Zip: _____

Land Owner's Name (if different than MH Owner): _____ County: _____



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CERTIFICATION: (Ohio Rules 4781) **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.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

PLEASE NOTE: There are 3 inspections required:

- 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.
- Electric Service Inspection**
- Final Inspection**

MAHON SERVICES USE ONLY

Permit Application No. _____

Seal No. _____

Date Received _____

Date Approved _____

Date Completed _____



Manufactured Homes Program Gas System Testing

Owner: _____

Project Address (street, city, county): _____

Installer: _____ License #: _____

Manufacturer: _____ Serial #: _____

Permit #: _____ Seal #: _____

Pursuant to Ohio Administrative Code (O.A.C.) 4781-6-03.6(E)(3), a gas system for a manufactured home must be inspected and tested for leaks in accordance with the manufacturer’s installation instructions. If the manufacturer’s installation instructions do not provide a test procedure for a gas system, the test shall be performed in accordance with the test procedure of the Manufactured Homes Program (MHP) provided. While the home’s gas system was tested at the factory, it is essential that it be rechecked for any leaks cause during transit. The licensed installer or a licensed plumber shall perform the inspection and test and provide results to the inspector. The inspector may request to be present for the tests.

The gas system was inspected and tested for leaks in accordance with:

Manufacturer’s installation instructions

MHP gas system test procedure



MHP Gas System Test Procedure

O.A.C. 4781-6-03.6(E)(1) – *The gas piping system in the home is designed for a pressure that is at least ten inches of water column [5.8 ounces per square inch or 0.36 psi] and not more than fourteen inches of water column [eight ounces per square inch 0.5 psi]. If gas from any supply source exceeds, or could exceed, this pressure, a regulator shall be installed.*

1st Test of Partial System: (Do not check brass fittings for leaks using solutions containing ammonia)

1. Isolate all gas appliances by closing valves.
2. Attach pressure gauge at gas inlet.
3. Pressurize the system with air to 3 psi (48 ounces).
4. Isolate pressure source for system.
5. Pressure must remain stable for at least 10 minutes at 3 psi.
6. If system fails, repair and retest.
7. If piping or fittings fail, they must be replaced.

System high pressure test approved: Yes ___ No ___ Conducted by: Lic. Installer ___ Lic. Plumber ___

Remarks: _____

2nd Test of Total System: (Do not check brass fittings for leaks using solutions containing ammonia)

1. Open all appliance valves.
2. Attach pressure gauge at inlet.
3. Turn off pilot lights, if possible.
4. Pressure and maintain system with air at 0.25 psi (4 ounces) for three minutes.
5. Apply non-ammonia based soapy solution to fittings.
6. If system fails, repair any leaks. Defective pipe and fittings must be replaced, then retest.

System low pressure test approved: Yes ___ No ___ Conducted by: Lic. Installer ___ Lic. Plumber ___

Gas appliance inlet orifices are the correct type for the type of gas used at the site: Yes No

Approved Disapproved

If disapproved, remarks: _____

Signature of Licensed Installer/Plumber

Print Name

Date



MANUFACTURED HOMES PROGRAM Plumbing Testing

Both the water supply and the drainage system have been tested at the factory. It is essential that they both be rechecked on site for leaks that may have been caused during transit.

SUPPLY SYSTEM TESTING:

- 1) Yes ___ No ___ Visual inspection for leaks at all connections to fixtures
- 2) Yes ___ No ___ Tactile inspection for leaks at all connections to fixtures

DRAINAGE SYSTEM TESTING:

Installer shall perform the following test and provide results to the Inspector. Inspector may request to be present for these tests.

FLOOD LEVEL TEST

- Cap off Main Drain under home
- Plug tub/shower drains
- Fill system to level of toilet bowl rim
- Release trapped air in shower and tub and re-plug
- Refill to rim of toilet
- Let stand for 15 minutes
- Check for water leaks
- Check level in toilet to determine loss of fluid
- Repair leaks and retest
- Repeat until passes test
- Remove caps and allow system to drain.

- 3) Yes ___ No ___ Drain system passes test

Note: A HUD home will never pass a can test, also called a bowl test, due to the air admittance valves or Studer vents that are required under the sinks and lavatories.

DO NOT PERFORM A BOWL TEST OR A CAN TEST.

- Approved
- Disapproved

(Remarks) _____

(Signature of Contractor) _____ Date _____

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:

- | | |
|---|--|
| <input type="checkbox"/> Application for permit _____ | <input type="checkbox"/> Exterior close-up _____ |
| <input type="checkbox"/> Submittal of plans 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 _____
(Concrete work, crawlspace, or basement) | <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 Cloe-up _____ | <input type="checkbox"/> Other (see below) _____ |
| <input type="checkbox"/> Send "Notice of Home Installation" to Auditor _____ | <input type="checkbox"/> 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 Signature

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 Signature

Date