

Permit # \_\_\_\_\_

Date of Issuance \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICATION FOR  
MANUFACTURED HOME INSTALLATION  
ERIE COUNTY GENERAL HEALTH DISTRICT**

420 Superior Street  
Sandusky, Ohio 44870  
Phone: 419-626-5623 Ext. 206  
Fax: 419-624-3358

[mhinspection@eriecohealthohio.org](mailto:mhinspection@eriecohealthohio.org)

Project Information:

County: \_\_\_\_\_ Township: \_\_\_\_\_

Site Address: \_\_\_\_\_

City or Village: \_\_\_\_\_ State: Ohio Zip code: \_\_\_\_\_

Dealers Name: \_\_\_\_\_

Dealers Address: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Serial #: \_\_\_\_\_

Date of Manufacture: \_\_\_\_\_ Thermal Zone: \_\_\_\_\_

HUD#: \_\_\_\_\_

Owners Name: \_\_\_\_\_

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

Telephone: Hm: \_\_\_\_\_ Other: \_\_\_\_\_

Foundation Installer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone: Wk: \_\_\_\_\_ Other: \_\_\_\_\_

OMHC License Number: \_\_\_\_\_

General Installer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone: Wk: \_\_\_\_\_ Other: \_\_\_\_\_

OMHC License Number: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone: Wk: \_\_\_\_\_ Other: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone: Wk: \_\_\_\_\_ Other: \_\_\_\_\_

The Ohio **M**anufactured **H**ousing **C**ommission requires a **minimum of three (3) inspections**. If garages, decks porches or basements are constructed, additional inspections will be required. It is the OMHC licensed installers responsibility to notify the inspection authority when the work is ready for inspection. The phone number to call for inspections is 419-626-5623 ext. 206 or 209 between 7:00am – 3:30pm on regular workdays. Once you contact the inspection authority for an inspection, it will be conducted as quickly as possible, depending on both yours and the inspectors' schedule. It is recommended that the manufacture-supplied checklist be completed or the OMHC inspector's checklist be completed prior to calling for inspection.

**Call for Inspections during Installation**

The installer or the installer's designee calls for inspections from the inspection authority when the work is ready. A minimum of **three (3)** inspections are required. Some local authorities will have more than **three (3)**; ask at permitting. Homeowners, acting as their own installer must also call for all inspections. No one may apply power, water, or gas to a home prior to approval from the inspection authority.

1. The **first inspection** is a **footing inspection** of the footing hole and reinforcement. In a park or an existing site on private property, this inspection may be of the existing foundation to ensure it is in good condition and compatible with the house. While the inspection department is required to provide the footing inspection within 72 hours, most will provide it sooner.  
OPTIONAL INSPECTION: Sometimes the set-crew installer has concerns about the foundation work performed by the foundation installer. The set crew installer should contact the inspection authority for an additional inspection of the foundation before setting the home. The set crew shall not set a home on a foundation, which they know to be incorrect. Failure to call for an extra inspection when the problem is obvious to any reasonable installer could result in the set crew installer accepting some responsibility for a home, which has foundation-related problems.
2. The **second inspection** is the **electrical inspection**. The installer calls for the electrical inspection when the electrical work is ready. The inspection authority arranges this inspection and must use an ESI, a state electrical inspector or a licensed electrical contractor if an ESI is not available; a licensed electrical contractor cannot inspect his own work. The electrical inspector places a tag near the service to let the local electric company know the home has passed electrical inspection. (Temporary power may be on at the home after this time; however, no one may connect power or water or gas to a home without approval from the inspection authority.)
3. The **final inspection** is called for by the installer when *all* the work is correct and complete. The authority's inspector may co-ordinate with other inspectors to ensure that plumbing and mechanical inspections have been completed. (While the inspector is expected to co-ordinate with other local enforcement, such a zoning; it is the licensed installer responsible for the foundation who is also responsible to ensure compliance with local ordinances, flood plain, etc.) If the home has been properly installed, the inspector obtains the **OMHC inspection seal** and places it on the home. The inspector notifies the local electric company that the home may be energized for occupancy.

# Additional Permits and/or Approvals Necessary for Issuance of Manufactured Housing Installation Permit

Political Subdivision: \_\_\_\_\_

Zoning Permit # \_\_\_\_\_

\_\_\_\_\_  
Signature from Zoning Representative if Not in a park

Is the site located in Flood Zone "A" on a FEMA map: **Yes** or **No**

If **Yes** plans submitted from registered design professional and a Flood Elevation Certificate must be included with this application.

\_\_\_\_\_  
Signature from Surveyor, Engineer or Design Professional

If **No** confirmation from Regional Planning Department

\_\_\_\_\_  
Signature from Regional Planning Representative

Sewage to be treated by: **Private** or **Public** System

If **Private** permit # \_\_\_\_\_

From local Health District

\_\_\_\_\_  
Signature from Health District Representative

If **Public** permit # \_\_\_\_\_

From Sewage Treatment Provider

\_\_\_\_\_  
Signature from DOES Representative

Potable water supplied by: **Private** or **Public** System

If **Private** permit # \_\_\_\_\_

From local Health District

\_\_\_\_\_  
Signature from Health District Representative

If **Public** permit # \_\_\_\_\_

From Local Water Supplier

\_\_\_\_\_  
Signature from Authorized Representative

Driveway access is from a: **City, Village, Township, County** or **State** Roadway

Driveway permit # \_\_\_\_\_ from **City, Village, Township** or **County** Roads

\_\_\_\_\_  
Signature from Authorized Representative

Driveway permit # \_\_\_\_\_

from **ODOT**

\_\_\_\_\_  
Signature from Authorized Representative

# Manufactured Housing Installation Worksheet

Description	Quantity/Size	Multiplier	Permit Fee
1. House Square Feet (Conditioned living Area)		0-1,000 \$0.30 1,001-2,000 \$0.25 2,001-3,000 \$0.20 3,001- 4,000 \$0.15	\$ _____
2. Basement Square Feet (Unfinished)		\$0.15 per sqft	\$ _____
3. Garage Square Feet		\$0.30 per sqft	\$ _____
4. Covered Porch Square Feet		\$0.25 per sqft	\$ _____
5. Exterior Deck Square Feet		\$0.25 per sqft	\$ _____
6. Electrical Panel Size	_____ Amps	\$1.00 per amp	\$ _____
7. Furnace Size (British Thermal Units).	Input BTU's _____	Per BTU \$0.001	\$ _____
8. Air Conditioning Condenser Size	_____ Ton	\$40.00 per ton	\$ _____
9. State Occupancy Seal	1 each		\$100.00
10. Plan Review	1 each		\$100.00
<b>Total Permit Amount</b>			<b>\$ _____</b>

Detailed plans of all self-supporting structures (garages, porches, decks, etc.) that are to abut to the manufactured home must be submitted as separate structures, included with the application documents. Self-supporting structures will be required to meet the Ohio Residential Code requirements and will be inspected along with the OMHC required inspections.

Scope of Work on Self-Supporting Structures: \_\_\_\_\_

The manufactured home installation application must have all applicable questions answered fully and all required information shall be submitted with application in order for application to be processed. Submitting an incomplete or inaccurate application will delay the approval process, any monetary losses resulting from delayed approval are not the responsibility of the inspection authority. If you find a question confusing or you are unsure how to answer it please contact the inspection authority at 419-626-5623 ext. 206 for assistance.

Your application will be reviewed and checked for accuracy in the same order that they are received, in some cases plans may need to be reviewed by Ohio Department of Health that is why we can not give an exact time frame for approval. We do realize that time is important and we will approve submitted installation documents in an efficient organized manor. We will promptly notify the licensed installer upon approval.

Page three (3) of this application is a sign off sheet, while you are getting other necessary permits you can have the appropriate representative sign-off at that time, if you have already received the appropriate permit prior to the start of this application copies of those permits must be submitted with this application. The driveway or street opening permit must to be obtained before work is done in the right-of-way, mailboxes must be installed using a "breakaway" design.

I here by acknowledge that the above information is true and correct to the best of my knowledge and I have completely read and understand this document.

Owner or Authorized Agent

Date

**OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE**

\*\*\*\*\*

Date of Submittal: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Received By: \_\_\_\_\_

Documents Approved By: \_\_\_\_\_

Was Site Plan Submitted:      Yes      No

Were Plans Approved By ODH:      Yes      No

Is Site In Flood Zone "A"      Yes      No

Permit Number: \_\_\_\_\_

Have All Agencies Signed Off:      Yes      No

Plans For SSS Submitted:      Yes      No