



Application for Manufactured Home Building Permit

1	Type of Project
<input type="checkbox"/> New home (from manufacturer or dealer) <input type="checkbox"/> Used or relocated home <input type="checkbox"/> Addition to home <input type="checkbox"/> Alteration of home	
2	Property Location
Street Address _____ Private Property? <input type="checkbox"/> Yes <input type="checkbox"/> No City/Township _____ ZIP _____ County _____ Directions _____ <ul style="list-style-type: none"> ▪ Is this home installed in a manufactured home park? <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Is this project/building located within your local flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Will the property owner reside in this manufactured home? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
3	Brief Description of the Scope of Work Covered Under This Application
_____ _____ _____	
4	Property Owner Information
Owner Name _____ Attention _____ Street Address _____ City _____ State _____ ZIP _____ Phone Number _____ Fax _____ E-mail _____	
5	Applicant Information
Applicant _____ Attention _____ Street Address _____ City _____ State _____ ZIP _____ Phone Number _____ Fax _____ E-mail _____	
6	installer Information (FOUNDATION)
Installer _____ Ohio Registration Number _____ Address _____ City _____ State _____ ZIP _____ Phone Number _____ Fax _____ E-mail _____	
7	Installer Information (SET OF HOME)
Installer _____ Ohio Registration Number _____ Street Address _____ City _____ State _____ ZIP _____ Phone Number _____ Fax _____ E-mail _____	
8	Manufacturer Information
Company _____ Model Number _____ Serial Number _____ HUD Number _____	

9	Manufactured Home Park Information (If applicable)			
Park Name _____		Park operator _____		
Street Address _____			City _____	
County _____	State _____	ZIP _____	Lot Number _____	
Phone Number _____	Fax _____	E-mail _____		

10	General Building Information																										
<ul style="list-style-type: none"> ▪ Building Information – Square Feet (SF) <table style="width:100%; border:none;"> <tr> <td>1st floor area (SF) _____</td> <td>2nd floor area (SF) _____</td> <td>Basement floor area (SF) _____</td> </tr> <tr> <td>Crawl space area (SF) _____</td> <td>Building height (FT) _____</td> <td>Stories _____</td> </tr> <tr> <td>Number of bedrooms _____</td> <td>Number of bathrooms _____</td> <td>Number of masonry fire places _____</td> </tr> <tr> <td></td> <td></td> <td>Number of pre-fab fireplaces _____</td> </tr> </table> ▪ Building Foundation <table style="width:100%; border:none;"> <tr> <td>Type of building footer? _____</td> <td>Standard Detail Number _____</td> </tr> <tr> <td>Type of foundation wall? _____</td> <td>Standard Detail Number _____</td> </tr> <tr> <td>Type of building anchor? _____</td> <td>Standard Detail Number _____</td> </tr> <tr> <td>Special foundation designed by? _____</td> <td>License Number _____</td> </tr> </table> ▪ Building Utility Systems <table style="width:100%; border:none;"> <tr> <td>Electrical service? _____ Permanent _____ Temporary _____</td> <td>Furnace? _____ Gas _____ Electric _____</td> </tr> <tr> <td>Sanitary Sewer? _____ City Sewer _____ Septic tank _____</td> <td>Water heater? _____ Gas _____ Electric _____</td> </tr> </table> 				1 st floor area (SF) _____	2 nd floor area (SF) _____	Basement floor area (SF) _____	Crawl space area (SF) _____	Building height (FT) _____	Stories _____	Number of bedrooms _____	Number of bathrooms _____	Number of masonry fire places _____			Number of pre-fab fireplaces _____	Type of building footer? _____	Standard Detail Number _____	Type of foundation wall? _____	Standard Detail Number _____	Type of building anchor? _____	Standard Detail Number _____	Special foundation designed by? _____	License Number _____	Electrical service? _____ Permanent _____ Temporary _____	Furnace? _____ Gas _____ Electric _____	Sanitary Sewer? _____ City Sewer _____ Septic tank _____	Water heater? _____ Gas _____ Electric _____
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11	Application Fees (For each new or relocated used manufactured home)			
Plans Review, Permit, Seal _____				
Footing Inspection _____				
Final Inspection _____				
Electrical Safety Inspection _____				
Temporary Occupancy Permit, if applicable _____				
Total fee (Sum of all applicable) \$			varies _____	

12	Method of Payment _____ Check _____ Credit Card _____ bank ach _____		
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13	Certification: I certify that I am the	
	_____ Owner _____ Installer	
	_____ Dealer _____ Park operator	
and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence regarding this application should be sent to my attention at the address shown above.		
Signature _____		
Print Name _____	Date _____	

14	THE AREA BELOW IS FOR OFFICIAL USE ONLY:	
Date received _____		
Check No. _____		
Verification No. _____		
Processed by _____		

The maximum number of inspections included in the fees provided above will be three. Any additional inspection will be subject to a charge of \$100 per inspection.

Directions for Completing the Application for Manufactured Home Building Permit

Application directions - complete page 1 of the application and attached worksheets as outlined below. All boxes 1 through 14 must be completed in full or the application will be returned. Send the completed form along with all required documents to the Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009. The application and plans can also be emailed in .pdf format to MHPPlans@com.state.oh.us.

1. **TYPE OF PROJECT** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project.
2. **PROPERTY LOCATION** Please provide complete information identifying the location of the property where the construction or renovation will occur.
3. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application.
4. **PROPERTY OWNER INFORMATION** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the "Attention" section.
5. **APPLICANT INFORMATION** Provide complete information. All project correspondences will be directed to the project applicant.
6. **DESIGNER INFORMATION** If applicable, the information of a design professional shall be provided including the design professional's Ohio registration number.
7. **INSTALLER INFORMATION** Pursuant to Section 4781 of the Ohio Administrative Code, if a manufactured home is to be installed in a manufactured home community, the installation must be completed by a licensed manufactured home installer.
8. **MANUFACTURER INFORMATION** The information of the manufacturer of the home including the model number, serial number and HUD number must be provided.
9. **MANUFACTURED HOME PARK INFORMATION** If the proposed manufactured home is to be installed in a manufactured home park, the park information including the name of the park operator, lot number and address must be provided.
10. **GENERAL BUILDING INFORMATION** Provide all necessary building information in this section. The information provided here will help in calculating the application fee and then be shown in the final certificate of occupancy. The application cannot be processed if this section is not complete.
11. **APPLICATION FEES** Choose one of the fees that is applicable according to the type of project shown in section 1 of this application. All building floor area for calculation shall be based on every 100 square feet, and it shall be rounded up to the next 100s for calculation purpose. For example, if it is 103 square feet, it should be rounded up to 200 square feet for fee calculation.
12. **PAYMENT METHOD** The permit applicant must indicate one of the preferred payment methods for this permit application.
13. **CERTIFICATION** The permit applicant must identify, sign, and date this application in this section.
14. **OFFICE USE ONLY** This section is reserved for our office use only. Do not mark in this area.

Once the plans and permit application have been examined and approved, a permit will be issued to the installer. A copy must remain at the job site at all times during construction pursuant to Ohio Administrative Code 4781-7-09(I). Inspections may be obtained by calling Criterium-Cincinnati Engineers at 513-474-9600 or email to criterium-cincinnati@fuse.net. Once all inspections have been obtained, a final manufactured home inspection seal will be issued and placed on the home pursuant to OAC 4781-7-03(E)(5).