



## MANUFACTURED HOUSING GUIDE

**As of October 15, 2014, Permit Central is no longer approving or inspecting the installation of Manufactured Homes. This is for the installation of the manufactured unit ONLY.**

**All other applicable county regulations are to be approved and inspected by Clermont County Permit Central. This includes ALL site work and site installed buildings, mechanical and electrical equipment.**

**ALL Manufactured Units must be inspected and approved by an approved and certified Third Party Inspection Agencies per the OMHC regulations and ORC 4781-7-01.** For a list of these agencies, the Ohio Manufactured Homes Commission website can be accessed at: <http://www.omhc.ohio.gov/>

**Application Requirements:** The Ohio Revised Code Sections 3781, 3791, and 4781 require all manufactured homes be installed to meet The Ohio Manufactured Homes Commission (OMHC) and **ALL Clermont County rules and regulations**. Bring copies of the following documents to our office and apply for approval.

In order to obtain County approval for any site development or site installed buildings, mechanical and/or electrical equipment (including the electrical service), the following documents and information are required:

1. Two complete sets of Construction Documents and site plans. NOTE! The site plan for WMSC approval must be prepared by a licensed engineer or surveyor unless this is a replacement unit on the same lot.
2. Application completed and signed by the applicant, listing all project information, including Street Number, Street Name, and the parcel ID number. Parcel ID numbers can be obtained from the Auditor's Office by calling 513-732-7150.
3. Flood plain determination and/or Flood Plain Development Application.
4. A Zoning Permit or a Letter of Approval from your local Township or Village (when Applicable).
5. Sewage Disposal Approval (for both new and replacement units on the same lot).
  - a. Public sewer system, or
  - b. Private/On-Site system (Permit from Clermont County General Health District or Ohio EPA)
6. A completed copy of the OMHC Installation Permit from the Third Party Inspector, including the OMHC Seal Number. This should include the OMHC Installer name and certification number.
7. All applicable fees are to be paid by the applicant when filing this application.

Plans from the Unit Manufacturer are requested to be included with your submittal documentation to document the proposed Use and Occupancy per the Residential Code of Ohio. These should be the same as supplied to the certified Third Party Inspection Agencies per the OMHC regulations.

If you have any additional work proposed (shed, addition, etc.), please know that separate applications will be required. Electric and mechanical drawings showing the proposed work should be included with the submittal documentation.

\*Please see back of this page.

We will review your plan submittal documents by 11:00 a.m. the first business day after your submittal. Call the office after 11:00 am to verify if plans were approved. If there are corrections to be made you will need to return to our office and pick up your drawings along with the correction list. Drawings will need to be corrected and returned to our office for review.

**Plans Required (2 complete sets)**

1. Site Plan showing:
  - a. Location of the unit relative to property lines and other buildings;
  - b. Location of utilities such as electric, water and septic/sewer;
  - c. Gutter and down spout termination at least 5' from house.
2. Floor plan, with room titles of the manufactured home.
  - a. Details of front and rear doors permanent landings (3' x 3' minimum), steps and handrails.
  - b. Same as supplied to the certified Third Party Inspection Agency.
3. Adequate information describing the proposed installation of the electrical service and/or gas service.
4. Any garages, additions or decks must have detailed construction plans and have a Separate Application.
  - a. Any attached garages, decks, or additions must be structurally independent.
  - b. Please see additional helpful information about the specific requirements for site plans, garages, additions and decks on our website at: <http://permit.clermontcountyohio.gov/Forms.aspx>

An incomplete application or submittal cannot be accepted. Plans that are not to scale or do not include **ALL** the above information **CAN NOT BE APPROVED**.

**Required Inspections** (see Manufactured Home Installation Process Guide):

1. All Site Preparation work completed for Water Management and Sediment Control (WMSC) site development inspections, including:
  - a. Water Management and Sediment Control (WMSC)
  - b. On-Site Septic System – Contact the Clermont County Board of Health for permits and inspections.
  - c. All site work; including all earthwork for the installation of the driveway and Unit foundations.
2. Applicable Rough and Final building, mechanical and electrical inspections for any additional proposed work (Decks, Garages), including all check list items on final inspection checklist;
3. Documentation from the Third Party Inspector that the installation of the Manufactured Home/Unit is complete and ready for electric, including the OMHC Seal Number. This should include the OMHC Installer name and certification number. Footer/Foundation, when digging is complete, but before concrete is placed.
4. Electrical Service Release Inspection. (All rough inspections must be completed and the any on-site septic system completed).
5. Final inspections including all check list items on final inspection checklist.
6. **PRIOR TO OCCUPANCY OF THE UNIT, the OMHC Rules state that the OMHC seal is to be placed by the certified Third Party Inspection Agency, ONLY AFTER all inspections and approvals are completed by the Clermont County Building Inspection Department per ORC 4781-7-01(B)(3).**

If you have questions or complaints, please contact the Ohio Manufactured Homes Commission:

Ohio Manufactured Homes Commission (OMHC)

5100 Parkcenter Ave, Suite 103

Dublin, Ohio 43017

Office phone: 614-734-6010 Fax: 614-734-6012

Email: [OMHC.Director@OMHC.state.oh.us](mailto:OMHC.Director@OMHC.state.oh.us)

The Ohio Manufactured Homes Commission website can be accessed at: <http://www.omhc.ohio.gov/>