



Board of Commissioners

Anthony J. Badalamenti
Sabrina Christian Bennett
Mike Tinlin

Portage County Building Department
Floodplain Administration
Joseph L. Bodnar – Director

Mobile Homes / Manufactured Homes / Industrialized Units

Definitions / Installation Policy - Procedure / Process

Definitions

Mobile Home: A factory built dwelling unit that has wheels permanently attached to its framework to allow mobility to its location of placement. Upon reaching its location of placement, it can remain on its wheels, or be supported by external foundation methods and anchoring.

Manufactured Home: A factory built dwelling unit that has its own independent frame structure; and to allow its mobility to its location of placement, an external carriage frame and wheels are connected to that frame. Upon reaching its location of placement, the carriage frame and wheels are typically removed and the unit is supported by an external foundation method and anchoring. NOTE: These dwelling units are designed and built to Federal (HUD) Standards and carry a HUD Seal.

Industrialized Unit (I/U): A factory built single-family dwelling unit that has the same general characteristics and techniques to be delivered to its location of placement, as a Manufactured Home. The difference being that an Industrialized Unit is a designation given to a Manufactured Home by the Ohio Board of Building Standards, which indicates that has been designed, and approved, to be in compliance with the Residential Code of Ohio (RCO), is inspected in its factory of origination by an Ohio Board of Building Standards certified inspector; and the unit as well as its construction drawings bear the Seal of the Ohio Board of Building Standards, with the I/U designation. When delivered to its location of placement, it is required to be erected upon a permanent frost protected foundation (e.g. slab-on-grade, crawl or basement) that is in compliance with the RCO.

Installation Policy - Procedure

There are two (2) primary agencies that deal with the installation of these three (3) styles of factory built dwelling units:

For both a **Mobile Home** and a **Manufactured Home**, as defined above, the primary agency that will issue permits, conduct inspections and issue a Certificate of Occupancy is through the Ohio Department of Commerce. Effective January 21, 2018; the **Ohio Department of Commerce** assumed the responsibilities as the state agency that provides oversight of Ohio's Manufactured Homes Program. Prior to this it was managed by the Ohio Manufactured Homes Commission. Two of the department's divisions – Real Estate / Professional Licensing and Industrial Compliance will share in the responsibility for ensuring proper licensing of those who sell, install and inspect manufactured housing; including the communities in which they operate (mobile home parks), for the safety of the residents who live there. It is their responsibility to certify third party agencies to accept applications, review plans, issue permits, collect fees and conduct inspections for these types of dwellings. The contact information for this agency follows:

The Ohio Department of Commerce
77 South High Street
22nd Floor
Columbus, Ohio 43215
phone: 614-644-7381 fax: 614-466-3316 www.com.ohio.gov



For an **Industrialized Unit (I/U)**, as defined herein, the primary agency that will review construction plans, issue permits, conduct inspections and issue the Certificate of Occupancy, is the **Portage County Building Department** for these types of dwellings.

Process

When planning to install a factory built dwelling unit, in addition to the requirements described above under the Policy – Procedure section; other applications and approvals may be required for items such as: zoning, utility connections, etc.

The summary that follows, will provide a general guideline for the location of the dwelling, the related requirements and the responsible agencies.

*NOTE: In the information that follows, the term “County” refers to **Portage County**, the term “State” refers to the **Ohio Department of Commerce** and the term “Community” refers to the Township or Village where the dwelling is intended to be placed.*

Mobile Home / Manufactured Home (in a mobile home park):

- Community Zoning Permit . . . **VARIES** (please check with the park manager and the community Zoning Inspector).
- County Electrical Permit . . . **YES** (connection of service for the meter only); however, if the installing company has their own Certified Electrical Safety Inspector, working with the County is not required. .
- County does not generally require a permit for connection of service to water and sewer, as these are controlled within the mobile home park. Check with the park owner.
- State Permits for the Installation and Inspections for the dwelling . . . **YES**.

Mobile Home or Manufactured Home (on a private lot):

- Community Zoning Permit . . . **YES**.
- County Electrical Permit . . . **YES** (connection of service for the meter only); however, if the installing company has their own Certified Electrical Safety Inspector, working with the County is not required.
- Community Water Permit . . . **YES** (if serviced by the community water company).
- County Well Permit / Health Dept . . . **YES** (if serviced by a well).
- County Sewer Permit / Water Resources Dept . . . **YES** (if serviced by sewer system).
- County Septic Permit / Health Dept . . . **YES** (if serviced by a septic system).
- State Permits for the Installation and Inspections for the dwelling . . . **YES**.

Industrialized Unit (on a private lot):

- Community Zoning Permit . . . **YES**
- County Electrical Permit . . . **YES** (connection of service to the meter only).
- Community Water Permit . . . **YES** (if serviced by the community water company).
- County Well Permit / Health Dept . . . **YES** (if serviced by a well).
- County Sewer Permit / Water Resources Dept . . . **YES** (if serviced by sewer system).
- County Septic Permit / Health Dept . . . **YES** (if serviced by a septic system).
- County Plan Review and Building Permit / County Building Dept . . . **YES** (for the Installation and Inspections for the dwelling).

SPECIAL NOTE: *Any structural or service equipment repairs, replacements or additions for “Mobile or Manufactured” homes, after their initial installation; remain under the jurisdiction of the State of Ohio Department of Commerce and /or their designate, not the Portage County Building or Health Departments. For the Industrialized Unit version, these items are the responsibility of the Portage County Building or Health Departments.*