



Manufactured Home Bulletin #40-1 revision For new homes installations and used home re-installations.

DATE: June 12, 2009 revised May 26, 2010

TO: Minnesota Licensed Manufactured Home Installers, Licensed Dealers, and Certified Building Officials

FROM: Department of Labor and Industry, Construction Codes and Licensing Division (CCLD)

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SUBJECT: Manufactured home installation: Inspections and Plan Review/Approval

MN Building Code Rules (Chapter 1350) have been amended and expanded to incorporate necessary changes to meet the minimum requirements of the mandated Federal Installation Standards and Programs, Code of Federal Regulations (CFR) 3285 and 3286. This notice is intended to outline this agency's policy and procedures for the submittal of documents and inspection of manufactured homes in areas of MN that have not adopted the statewide building code and do not have a designated building official. Building Officials (also referred to as Local Authority Having Jurisdiction or LAHJ) in Minnesota enforcing the MN State Building Code (MSBC) are required to issue all building permits and inspect all manufactured home installations within their respective jurisdictions. Building officials may also use or adopt the same policies and procedures for document submittal and inspection of manufactured home installations as CCLD. CCLD policy and procedure of the following three parts will be used for installation and re-installation of manufactured homes within the State of MN.

Revision item 1: Changes to MN Statute (MS) 327.32 have made an exception for the re-installation of used single section manufactured homes. Used manufactured home means a manufactured home more than 2-years old (from original date of manufacture) and previously owned by a consumer/customer. For a used single section manufactured home as defined in MS 327.31: When the home manufacturer's DAPIA approved installation instructions require footings to be located below the local frost depth, the language in MS 327.32 now allows for a signed consent form to permit footings to be placed above the local frost depth line for re-installations in parks and on private property. Local zoning ordinances may prevent the use of a consent form on a private property re-installation depending on the language of the ordinance for the type of

foundations and home width required for all residential buildings. If the home manufacturer's DAPIA approved installation manual requires frost depth footing design (language in manual might be worded "shall" or "must" have footings below local frost design depth) and the manufactured home is a used single section home, a consent form must be signed by both the purchaser and the licensed installer or homeowner responsible for installation of the home without frost footings. This shall be submitted with the required plans for installation as per Part II of this notice to the Construction Codes & Licensing Division. Inspections will be conducted for re-installation compliance for all items in the DAPIA approved manual except for the frost depth footings when the plan submittal includes the signed consent form including zoning approvals for private property installations. Footings will be required to be established to a depth below the organic top soils at the site of occupancy when the plans are reviewed and approved with the signed consent form.

Revision item 2: All used home re-installations will be required to have approved plans and inspections of the installation beginning July1, 2010 as per MN State Building Code 1350.2300 subpart 2. *Note, new manufactured home installation plan approval and installation inspections began on August 1, 2009.*

Part I-Sales

The following procedure pertains to submittal of documents at the time of sale;

1. Complete and submit to CCLD the, "Notice of Manufactured Home Sale and Installation", for all new and used manufactured home sales when the home is to be installed or re-installed. Dealers **must begin submitting this form** for any manufactured homes **expected to be installed or re-installed after August 1, 2009.**
 - a. If the home is currently installed for occupancy in a park or located on private property and is not being relocated, this form is not required.
 - b. If the home is going to be installed or re-installed in an area with an LAHJ or in a state other than MN, the document is to be completed and sent to CCLD, and CCLD will forward to the LAHJ or the state of installation.
 - c. If the home is going to be installed or re-installed in an area of CCLD jurisdiction, the information will be retained by CCLD and forwarded to the appropriate inspector for preliminary inspection scheduling.
2. For new manufactured home sales, licensed dealers must complete and retain in dealer sales record files the document, "Important Notice/Purchaser Disclosure".
 - a. Must be signed and dated by purchaser and purchaser must be provided a copy of the document.
 - b. This **document was required as of February 8, 2008**, for compliance to CFR 3288 Dispute Resolution program and was revised as of **January 1, 2009** for compliance to CFR 3286 Installation Program requirements.
3. For all new and used manufactured home sales when the home or portions of installation or re-installation are to be completed by the owner. The consumer/purchaser is to sign and be given a copy of the letter, "Manufactured Home Owner Completing Installation". Dealers **must begin submitting this**

form for any manufactured homes expected to have all or part of the installation completed by the owner after August 1, 2009.

- a. A copy of the completed and signed document is to be forwarded to CCLD or the LAHJ.
- b. The dealer must retain a copy of the document in sales record files.
- c. Please remember that if the home is to be installed or re-installed in a licensed manufactured home park, as per MN Laws and Rules a licensed installer must complete the installation or re-installation of the home.

Part II-Application Approvals

The following process and procedure pertains to submittal of documentation for approval prior to commencing any work of the installation or re-installation of a manufactured home in the jurisdiction of CCLD.

Documentation must be submitted and approvals must be obtained prior to any new or used homes that are to be installed or re-installed after August 1, 2009 July 1, 2010. The process and procedure may also be required by a LAHJ for manufactured homes in the LAHJ's respective jurisdiction:

1. Complete and return to CCLD the, "Manufactured Home Installation Plan Review Application".
 - a. If mechanical, electrical, or plumbing items for installation of home are to be completed by other than the licensed installer or homeowner, indicate the information as indicated on the application.
 - b. Upon review of the entire submittal package the applicant will receive a notice of additional information needed to be submitted, or letter of approval indicating a project approval number.
 - c. If approved always refer to the project approval number when requesting inspection for installation or requesting information on the specific project from CCLD staff. Installation plan review will be invoiced to the party submitting plans for review and approval.
 - d. After a compliant set of plans ready for final review are submitted, a letter of approval to begin installation will be issued within 10-days to the applicant.
 - e. Letters of approval will be issued separately to the parties doing installation work based on the contracts and documents received. Example, if a licensed installer is doing footings, blocking and anchoring and complete plans and details for these items are reviewed and approved the letter of approval will be only for those items to commence at the site of occupancy.
2. **Installation of the home may not commence until approval is granted from CCLD or the LAHJ. Attach to the plan review application** the following minimum documentation for review.
 - a. Letter or certificate of approval/acceptance for the project from the local zoning officer.

- b. Dimensioned site plan which includes at a minimum the lot size, property lines, building floor size (for all buildings on the property), set-back distances from property lines and other buildings on the property, proposed elevations of home foundation and home finished floor, and grading and drainage plan for the site.
- c. Support and anchoring plan indicating footing locations and sizes and anchor locations including equipment model number. Submit copies of manufacturers DAPIA approved support and anchoring requirements for model specific homes or you may use CCLD generic drawings (available on CCLD web-site) for homes without specific manufacturers DAPIA approved plans for support and anchoring.
- d. Frame pier support section cut on the generic diagrams (available on CCLD web-site) with information inserted from the manufacturers DAPIA approved installation manuals or from MSBC 1350 generic pier support information if the manufacturers DAPIA approved information is not available.
- e. Drawings indicating all deck, stair, landing, guardrail and handrail construction details indicating compliance to MSBC and the International Residential Code (IRC). May be submitted on generic drawings (available on CCLD web-site).
- f. If skirting is to be installed on the home submit documentation indicating type of material and ventilation amounts and methods for the under home area.

Part III-Installation Inspections

The following is the policy and procedure for obtaining manufactured home installation inspections under CCLD jurisdiction. Included is policy and procedure for installer certification of installation and correction or re-inspection process for non-compliances found at the time of CCLD inspections.

1. 10-days prior to proposed completion of the installation or re-installation the licensed installer shall notify CCLD to arrange inspection of the installation. Prior to contacting CCLD make sure that if other parties are involved in the installation or re-installation that items in other parties control would also be available for inspection or verification.
2. Alternate foundation designs when submitted and approved such as engineered slab designs will require a site inspection prior to concrete placement for the slab. Visual identification by the inspector of record for soil conditions at site, grading and or fill/compaction requirements, bar and/or wire fabric placement must be inspected.
3. When an installer has completed all items listed and contracted for the home installation or re-installation, the licensed installer may apply the metal installation label to the manufactured home (in a location near the construction label). Do not complete the "Certificate of Installation" until CCLD staff or the LAHJ has completed the inspections required, at that time the installer will be notified to complete the certificate and submit to CCLD.

- a. Note: If one licensed installer performs anchoring contract and a different licensed installer performs the foundation and or blocking piers of the installation, each installer would affix an installation label and complete a certificate of installation for items covered in the contract for installation. Only a licensed installer shall be allowed to purchase installation labels.
4. Upon completion of inspection by CCLD staff, a licensed installer will be notified that the installation items inspected pass inspection for compliance, or a correction notice of items to be corrected will be issued, or a notice of failure of the installation with items cited and re-inspection will be required.
 - a. If installation passed inspection for compliance, installer proceeds and completes installation certificate and submits to CCLD.
 - b. Correction notice issued for non-compliances requires correction of items within 40-days of receiving notification. Correction notices shall be issued to the responsible party for the correction as per the written contracts and letters of approval. When items are corrected, the installer is required to sign for items completed, complete installation certificate and return both documents to CCLD. Some of the items may be subject to re-inspection at CCLD inspector's discretion. Three consecutive violations of the same nature for a licensed installer will subject that licensed installer to 100% inspection of all installations until CCLD determines the licensed installer complies with all installation rules and regulations. Licensed installers placed on 100% of installation inspection shall be invoiced for inspections required after the initial site and footing inspection.
 - c. A "Notice of Failure of Installation" requires correction within 40-days of receiving notification. Upon correction of items cited, the installer shall notify CCLD that installation is ready for re-inspection. After re-inspection and receiving notification that the installation complies to code, the installer shall complete and submit the installation certification. Re-inspection time and expenses will be invoiced to the licensed installer of record. Notice of failure of installation will deem the manufactured home as unsafe and not habitable and the home is not to be occupied prior to passing the re-inspection of the installation. Two consecutive failures of installation shall subject the licensed installer to 100% inspection of all installations until CCLD determines that the licensed installer complies with all installation rules and regulations.
5. For installation items that are **completed by the homeowner**, the following procedure applies.
 - a. Homeowners shall notify CCLD 10-days prior to items requiring inspection to arrange inspection of the items.
 - b. Homeowners completing installation items shall be subject to inspection for all items completed. Example;
 - i. Lot grading and pre-pouring of footings or slabs.
 - ii. Rough in inspection of poured footings or foundation system, mate line connections prior to close-up on multi-section homes, anchoring, utility hook-up, and etc.

- iii. Final inspection of home with minimum of final grading, skirting installation, utility testing or verification, exterior stairs and landings, etc.
- c. Homeowners shall be invoiced for time and expenses for all inspections completed.
- d. Correction notices will be issued for non-compliances and require correction within 40-days of written notice issued. Re-inspection will be required for all correction notices.
- e. Notice of failure of installation may be issued for items concerning life safety violations or for violations which may result in damages to the home which are in the category of HUD defined serious defect or imminent safety hazards. Notice of failure will require correction within 40-days of receiving written notice of failure and re-inspection of corrections when completed will be required. Notice of failure of the installation will deem the manufactured home un-safe and not habitable and the home is not to be occupied prior to passing the re-inspection of the installation.
- f. Upon completion and passing inspection of installation CCLD will issue the homeowner a certificate of installation.

Inspection of all manufactured home installations (new and used homes) within the State of MN shall commence on July 1, 2010.