



Richland County Courthouse

RICHLAND COUNTY DEPARTMENT OF BUILDING REGULATIONS

1495 WEST LONGVIEW AVENUE • SUITE 202A
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www.richlandcountyoh.us/c&p.htm

Manufactured Homes Permit Application Checklist

App. No: _____
Date: _____
Clerk Initials: _____

Note: Manufactured Homes Rules and Regulations do not apply to industrialized units (IU). IU drawings will have an OBBS seal on them. IU drawings should be accepted like a typical set of residential drawings.
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- All residential information including details for deck, stairways and garage, zoning, and stormwater required.
- Residential Building and Electrical Permit Fees.
- A check for \$75.00 made payable to Ohio Manufactured Homes Commission (in addition to regular fees).
- Names and license numbers of all contractors and installers.
- Remind applicant that a plumbing permit is required from the Health Dept.
- Check and application sent to OMHC on day application and money are received.
- When seal is received from OMHC, make a copy of the seal. Put the copy in the permit file and attach the original seal to the application.

Reminders:

- When final inspection is scheduled, pull the seal and attach to the inspection ticket.
- Final inspection shall be performed after final plumbing inspection.
- Install seal when final inspections pass.
- Make note on inspection ticket of day seal was placed. The OMHC seal is the C/O
- Make note on the OMHC quarterly report for project. Report is Microsoft Excel Spreadsheet located in M:\Manufactured Homes Commission\Reports directory (see Steve with questions).

THIS CHECKLIST IS TO BE ATTACHED TO PERMIT APPLICATION