



**Florida**  
**Department of Highway Safety**  
**and Motor Vehicles**  
*Division of Motorist Services*  
*Manufactured Housing Section*

<b>PROCEDURE:</b>	<b>SUBJECT:</b>
MHS - 22	MANUFACTURED/MOBILE HOME INSTALLATION INSPECTIONS
<b>DESCRIPTION AND USE:</b>	
This procedure concerns the inspection of manufactured/mobile homes.	

**I. PROVISIONS OF LAW:**

- A. **320.8325** Mobile homes, manufactured homes, and park trailers; uniform installation standards; injunctions; penalty. (1) The department shall adopt rules setting forth uniform standards for the installation of mobile homes, manufactured homes, and park trailers and for the manufacture of components, products, or systems used in the installation of mobile homes, manufactured homes, and park trailers. The rules shall ensure that the home or park trailer is installed on a permanent foundation that resists wind, flood, flotation, overturning, sliding, and lateral movement of the home or park trailer. No entity, other than the department, has authority to amend these uniform standards. The owner of the mobile home, manufactured home, or park trailer shall be responsible for the installation in accordance with department rules.
  
- B. Florida Administrative Code (FAC) 15C-1 and 15C-2 provide the installation requirements for the installation of mobile/manufactured homes in Florida. FAC 15C-1 and 15C-2 also provides for DHSMV approval for all product used in the installation of manufactured/mobile homes.

*Revisions to this procedure: 11/12/15- New Procedure to document current processes and establish new Inspection Forms.*

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## MANUFACTURED HOUSING SECTION

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- C. Section 215.559 Florida Statutes (F.S.) provides that: "A Hurricane Loss Mitigation Program is established in the Division of Emergency Management."

Section 215.559 (2) (b) 1. provides that "The Manufactured Housing and Mobile Home Mitigation and Enhancement Program" is established. The program shall require the mitigation of damage to or the enhancement of homes for the areas of concern raised by the Department of Highway Safety and Motor Vehicles in 2004-2005 Hurricane Reports on the effects of the 2004 and 2005 hurricanes on manufactured homes in this state.

215.559 (2) The program shall be a grant program that ensures that entire manufactured home communities and mobile home parks may be improved wherever practicable. The moneys appropriated for this program shall be distributed directly to Tallahassee Community College for uses set forth under this subsection.

Tallahassee Community College will coordinate with the Department of Highway Safety and Motor Vehicles for a quality assurance inspection on ten percent of all retrofitted homes.

### II. Installation Inspections:

#### A. Installation Inspection during Complaint Investigation:

1. If the home installation is complete, the Installer Section staff member will investigate all aspects of the installation covered by rule chapter's 15C-1 and 15C-2. This will be completed by performing an inspection on the installation of the mobile/manufactured home. The Inspection Report Form will be used to document violations during the on site inspection. The results of the inspection will be documented on the appropriate Inspection Report form. The completed Inspection Report will be submitted by the Installation Staff Inspector within three (3) working days.

If the home installation is not complete because the Installer has abandoned the job, the Installer Section staff member will perform the inspection of the installation. The results of the inspection will be documented on the appropriate Inspection Report. The Inspection Report will be submitted by the Installation Staff Inspector within three (3) working days.

If the home is a **new** home the Inspection Report for **new homes** will be completed. If the home is a **used** home, the Inspection Report for **used homes** will be completed.

The Inspection Report will include, the installer information, permit information, all information regarding the home, the violations found and any other information deemed necessary.

**(See Attachment A "Inspection Report New Homes" on pages 7 through 11, Attachment B "Inspection Report Used Homes on pages 12 through 16, and Attachment C "Florida Administrative Code 15C- 1 & 2" pages 17 through 20")**

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### All Inspections will include the following:

- a. Site preparation.
- b. Piers/Foundations including shimming.
- c. Tie downs including the anchors and straps.
- d. Sealing against air and water infiltration.
- e. Utility connection.
- f. Data Plate Information.
- g. Installation decal(s).
- h. Verification that the anchor products used for the installation are those approved by the bureau.

### B. RANDOM INSPECTIONS:

1. Installer section staff members will perform random inspections of installed new and used manufactured/mobile homes. The Installer Section staff member will inspect all aspects of the installation covered by rule chapter's 15C-1 and 15C-2. This will be completed by performing an inspection on the installation of the mobile/manufactured home. The Inspection Report Form will be used to document violations during the on-site inspection. The results of the inspection will be documented on the appropriate Inspection Report form. The completed Inspection Report will be submitted by the Installation Staff Inspector within three (3) working days.

If the home is a **new** home the Inspection Report for **new homes** will be completed. If the home is a **used** home; the Inspection Report for **used homes** will be completed. The Inspection Report will be submitted by the Installation Staff Inspector within three (3) working days.

The Inspection Report will include, the installer information, permit information, all information regarding the home, the violations found and any other information deemed necessary.

**(See Attachment A "Inspection Report New Homes" on pages 7 through 11, Attachment B "Inspection Report Used Homes on pages 12 through 16, and Attachment C "Florida Administrative Code 15C- 1 & 2" pages 17 through 20")**

### All Inspections will include the following:

- a. Site preparation.
- b. Piers/Foundations including shimming.
- c. Tie downs including the anchors and straps.
- d. Sealing against air and water infiltration.
- e. Utility connection.
- f. Data Plate Information.
- g. Installation decal(s).
- h. Verification that the anchor products used for the installation are those approved by the bureau.

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### **C. Re-inspections.**

Once a mobile/manufactured home installation inspection is completed, violations noted and the appropriate report has been submitted, Tampa office staff will send the installer via Fed Ex a copy of the inspection report. The installer is required to correct the violations noted in the Inspection Report and return written confirmation within five (5) working days of receipt of notification.

Note: If the Installer does not respond to the original five day letter. A second notice is sent to the Installer requesting corrections within 48 hours.

When the Tampa office receives written confirmation from the Installer that the violations have been corrected, the field inspector is notified so they may then schedule a re-inspection of the Installation to ensure that all violations have been properly corrected.

Installer Licensing Staff will scheduled the re-inspection within three (3) working days of receipt of the written notification from the Installer.

If the violations have not been corrected or are not properly corrected, the Installer Staff Member will note this on the Inspection Report and forward this information to the Tampa Office. The Installer will be sent a second written notification and will be required to correct the violations and return written confirmation that the corrections are completed within 48 hours.

If the Installer does not properly correct the violations found, the Inspection Report will be reviewed for possible administrative disciplinary action against the Installer.

### **D. Mobile Home Installation Enhancement Retrofit Inspection.**

1. Section 215.559, Florida Statutes, established the Hurricane Loss Mitigation Program in the Division of Emergency Management.

A portion of the funding for this program was allocated to pay for Licensed Installers to complete inspections of mobile/ manufactured homes to determine if retrofitting for improvement of tie-downs is needed.

The mobile home Tie-Down Program goal is to reduce property damage from high wind events. A tie down system is designed to secure manufactured homes to the ground. Where feasible, tie-down retrofit services provided through this program must comply with the rules of the Department of Highway Safety and Motor Vehicles, Manufactured Housing, Installer Licensing Section, Chapter 15C-1, General. All materials and supplies must be on the DHSMV approved products list. No substitutes will be allowed.

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This program provides funding for the payment of inspection of tie-downs. Pre-Inspection of the homes will be conducted by licensed Installer only after the program administrator receives a completed and signed grant application. This program is referred to as the mobile home tie-down program, also known as “retrofitting”. Tallahassee Community College is the program administrator.

Tie-down retrofit services completed by Licensed Installers provided through this program must comply with the rules of the Department and Highway Safety and Motor Vehicles, Chapter 15C-1. All materials must be on the DHSMV approved products list. No substitutes will be allowed.

All work must be in compliance with the rules of the Department of Highway Safety and Motor Vehicles Chapter 15C-1, Florida Administrative Code.

The contractor/installer must certify that work was done in compliance with the pre-installation work write up subject to physical impediments and in compliance with the rules of the Department of Highway Safety and Motor Vehicles, Chapter 15C-1, FAC.

The licensed installer is responsible for coordinating with the Department of Highway Safety and Motor Vehicles, Manufactured Housing, Installer Licensing to conduct a quality assurance inspection on ten percent (10%) of all retrofitted homes.

### **2. Retrofitting Inspection:**

After contact from the licensed installer, a DHSMV Public Safety Consultant will coordinate to perform inspection of 10% of the retrofitted homes and complete a “Retrofit Program Inspection Report” form. (See C Attachment on page 21.)

### **E. Time Allotted for On-Site Installation Inspection Process.**

It is has been determined that 2 ½ to 3 hours is sufficient time to complete the on site inspection of the installation of a new or used manufactured/mobile home. (This does not include travel time to and from the site).

There will be occasions when excessive violations extend the length of time required to perform the on-site inspection.

Other factors that may extend the allotted time may be the presence of the homeowner, Installer, manufacturer representatives or local building officials which may require on site explanation of violations. An inspection exceeding 3 hours should be the exception rather than the rule.

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**IV. Review of Inspection Reports.**

The supervisor or designee shall review completed Inspection Reports submitted by field staff. The reviewer shall note the date of the review and sign their name as reviewer on the Inspector Report in the designated area.

The review should be completed within five (5) working days of receipt of the Inspection report.

If any questions arise after review of the inspection report, the reviewer will contact the Installer section staff member who completed the form for clarification and correction if necessary.

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**Attachment A**

**NEW HOME INSPECTION REPORT**

Date of Inspection: \_\_\_\_\_ County: \_\_\_\_\_  
Name of those in attendance: \_\_\_\_\_

Installer: PH: \_\_\_\_\_ Home Owner: PH: \_\_\_\_\_  
Mailing address, if home location different put in notes  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License # : IH \_\_\_\_\_ **Mobile Home Description:**  
Permit Number: \_\_\_\_\_ MFG: \_\_\_\_\_ Single: \_\_\_\_\_  
Soil bearing claimed: \_\_\_\_\_ W x L: \_\_\_\_\_ Double: \_\_\_\_\_  
Soil bearing actual: \_\_\_\_\_ HUD: \_\_\_\_\_ Triple: \_\_\_\_\_  
Probe test claimed: \_\_\_\_\_ VIN: \_\_\_\_\_ New: \_\_\_\_\_  
Probe test actual: \_\_\_\_\_ Decal #: \_\_\_\_\_ Used: \_\_\_\_\_  
Type/LSD/Lateral/No. \_\_\_\_\_ Date Installed: \_\_\_\_\_ W.Z. \_\_\_\_\_  
Anchor Mfg. & Length: \_\_\_\_\_ Date of Mfg. or model year: \_\_\_\_\_  
Pier spacing claimed: \_\_\_\_\_ Pad size claimed: \_\_\_\_\_  
Pier spacing actual: \_\_\_\_\_ Pad size actual : \_\_\_\_\_  
Sidewall tie spacing: \_\_\_\_\_ CL Pad size claimed: \_\_\_\_\_  
Installer called for inspections: \_\_\_\_\_ CL Pad size actual: \_\_\_\_\_  
List the widths of center line opening: \_\_\_\_\_  
Describe why this investigation took place: \_\_\_\_\_

Describe the site preparation: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Installer signature required:**  
This is my acknowledgement of having repaired all items listed below.  
Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Violations:**

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**Attachment A**

**NEW HOME INSPECTION REPORT**

**Home Owner:** \_\_\_\_\_

**Installer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Violations (Continued)

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**Attachment A**  
**NEW HOME INSPECTION REPORT**

Home Owner: \_\_\_\_\_ Installer: \_\_\_\_\_ Date: \_\_\_\_\_

√	n/a	New mobile/Manufactured Homes Inspect to Manufacturers installation inst. Rule, Statute, and HUD Code
		<b>Rule 15C-2.0073(8)</b> Requires the permit to be obtained prior to the home being moved to the job site.
		<b>Rule 15C-2.0073 (7)(d)</b> Requires the installer’s decal affixed to the home prior to the home being delivered to job site.

**Site Preparation:**

		<b>Rule 15C-1.0102(3)</b> Requires the site to be prepared for proper drainage. <b>HUD Code 3285.203 (c)</b> All drainage must be diverted away from the home a minimum of ½” per foot. (10’)
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**Installation:**

		<b>Rule 15C-1.0102(1)</b> Requires new home installation to be to the <b>Manufacturer’s Installation Instructions</b> unless otherwise specified in the Rules.
		<b>Rule 15C-1.0102(2)</b> Requires anchors, piers and tie down components to be listed and installed to the manufacturer’s installation instructions.

**Footers and Piers**

		<b>Rule 15C-1.0103(1) (a)</b> Requires pier footers for new homes to carry the weight as shown in the <b>manufacturer’s Installation Instructions.</b>
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**Piers (Single)**

		<b>Rule 15C-1.0103(1)(a)</b> Requires piers to be centered under the I-Beam. <b>Manufacturer’s Installation Instructions</b>
		<b>Rule 15C-1.0103(1)(b)</b> Requires piers to be perpendicular to the I-Beam. <b>Manufacturer’s Installation Instructions.</b>
		<b>Rule 15C-1.0103(1)(b)</b> Requires I- Beam piers within 2’ on either end of the home and not to exceed 8’ o.c. spacing. <b>(Required by FAC., HUD and Manufacturers.)</b>

**Centerline Piers**

		<b>HUD 3285.310 (c)</b> Requires centerline piers on each end of the home and spaced at Maximum 10 ft. on center including open spans for new homes. Reference <b>Manufacturer’s Installation Instructions.</b>
		<b>Rule 15C-1.0103(1)(c)</b> Requires openings in the centerline, 4 ft. or greater, to have piers on either side of the <b>HUD 3285.310 Note 6</b> , openings and within 6” of the openings column supports and installed correctly.
		<b>Rule 15C-1.0102(1)</b> Requires new home installation to be to the <b>Manufacturer’s Installation Manual</b> as it relates to centerline or centerline shear wall blocking and perimeter or perimeter shear wall blocking.

**Pier Spacing**

		<b>Rule 15C-1.0103(1)</b> Requires piers to be installed in accordance with the <b>Manufacturer’s Installation Instructions</b> <b>HUD 3285.310 (a)</b> Pier spacing depends upon soil bearing capacity and footing size.
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**Pier Cap Block**

		<b>Rule 15C-1.0103(1)(b)</b> Requires cap blocks to be either 4 in. solid concrete or 2 x 8 pressure treated wood plank that <b>HUD 3285.306 figure A</b> completely covers the top of the pier. Also to <b>Manufacturer’s Installation Instructions</b>
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**Shim Installation**

		<b>Rule 15C-1.0103(1)(b)</b> Requires shims to be centered and driven tight from both sides. <b>HUD 3285.306 figure A</b> Require shims to be installed in pairs, installed in opposite directions, and driven tight.
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**Anchors, Ties and Stabilizer Plates**

		<b>Rule 15C-1.0102(4)</b> Requires anchors to be installed to the anchor manufacturer’s installation instructions. <b>HUD 3285.402 (b) (1)</b> Ground anchors must be installed in accordance with their listing.
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**Frame Ties**

		<b>Rule 15C-1.0104(2)</b> Requires frame ties at 5’4” on center and within 2’ of each of the home and correctly installed.
		<b>Rule 15C-1.0102(1)</b> Requires centerline frame ties for new home installation to be to the <b>Manufacturer’s Installation instructions.</b> <b>HUD 3285.401 (b) To the Manufacturers Installation Instructions.</b>

**Longitudinal Systems**

		<b>Rule 15C-1.0102(2)</b> Requires all new homes to have longitudinal tie-downs or other approved longitudinal stabilizing devices (LSD) and correctly installed. <b>Systems need approval by Manufacturer.</b>
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**Lateral Arm Systems**

		<b>Rule 15C-1.0102(2)</b> Requires lateral arm systems to be installed to <b>manufacturer’s installation instructions.</b>
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**Attachment A**  
**NEW HOME INSPECTION REPORT**

Home Owner: \_\_\_\_\_ Installer: \_\_\_\_\_ Date: \_\_\_\_\_

<b>√</b>	<b>n/a</b>	<b>New mobile/Manufactured Homes Inspect to Manufacturers installation inst. Rule, Statute, and HUD Code</b>
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***Centerline Ties***

		<b>Rule 15C-1.0104(4)(b)</b> Requires centerline ties where specified by the <b>manufacturer</b> , or where designated.
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***Sidewall Ties***

		<b>Rule 15C-1.0104(5)</b> Requires sidewall ties on all homes at locations specified by the <b>manufacturer</b> .
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		<b>Rule 15C-1.0102(4)</b> Requires straps to anchor bolts to be properly wrapped ( 3 to 5). ( <b>Product manufacturer</b> )
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***Bolts***

		<b>Rule 15C-1.0102(4)</b> Requires all anchor bolts to be properly seated in the anchor head's square hole.
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***Stabilizer Plates***

		<b>Rule 15C-1.0102(2)</b> Requires stabilizer plates to be installed to the <b>manufacturer's installation instructions</b> .
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***Miscellaneous***

		<b>Rule 15C-2.0073(6)</b> Requires a gasket to be installed between multi- section homes. <b>Per manufacturers inst. inst.</b>
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		<b>Rule 15C-2.0073(6)</b> Requires the bottom board to be sealed and/or repaired. Per <b>manufacturer's inst. inst.</b>
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***Fastening Multi-Floor Sections Together***

		<b>Rule 15C-1.0102(1)</b> Requires new homes to be fastened together according to the <b>manufacturer's installation instructions</b> .
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***Plumbing***

		<b>Rule 15C-2.0072(4)(b)</b> Requires the proper connection of all drainage under the home to an existing tap.
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***Electrical***

		<b>Rule 15C-2.0073(4)(a)</b> Requires the proper connection of electric connections between the sections of the home and includes the bonding wire. Electrical wires must not be exposed.
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***HVAC Ducts***

		<b>Rule 15C-1.0102(1)</b> Requires new homes HVAC ducts to be installed properly.
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		<b>HUD 3280.715(7)</b> Duct must be insulated with material having a minimum thermal resistance of <b>R-8</b> in all thermal zones.
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***Vapor Barrier***

		<b>Rule 15C-1.0102(1)</b> Requires a vapor barrier to be installed correctly under new homes.
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Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

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**Attachment A  
NOTES PAGE**

**Installer:** \_\_\_\_\_

**Homeowner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:**

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**Attachment B**

**USED HOMES INSPECTION REPORT**

Date of Inspection: \_\_\_\_\_ County: \_\_\_\_\_

Name of those in attendance: \_\_\_\_\_

Installer: PH: \_\_\_\_\_

Home Owner: PH: \_\_\_\_\_

Mailing address, if home location is different put in notes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License # : **IH** \_\_\_\_\_

**Mobile Home Description**

Permit Number: \_\_\_\_\_

MFG: \_\_\_\_\_ Single: \_\_\_\_\_

Soil bearing claimed: \_\_\_\_\_

W x L: \_\_\_\_\_ Double: \_\_\_\_\_

Soil bearing actual: \_\_\_\_\_

HUD: \_\_\_\_\_ Triple: \_\_\_\_\_

Probe test claimed: \_\_\_\_\_

VIN: \_\_\_\_\_ New: \_\_\_\_\_

Probe test actual: \_\_\_\_\_

Decal #: \_\_\_\_\_ Used: \_\_\_\_\_

Type/LSD/Lateral/No. \_\_\_\_\_

Date Installed: \_\_\_\_\_ W.Z. \_\_\_\_\_

Anchor Mfg. & Length: \_\_\_\_\_

Date of Mfg. or model year: \_\_\_\_\_

Pier spacing claimed: \_\_\_\_\_

Pad size claimed: \_\_\_\_\_

Pier spacing actual: \_\_\_\_\_

Pad size actual : \_\_\_\_\_

Sidewall tie spacing: \_\_\_\_\_

CL Pad size claimed: \_\_\_\_\_

Installer called for inspections: \_\_\_\_\_

CL Pad size actual: \_\_\_\_\_

List the widths of center line opening: \_\_\_\_\_

Describe why this investigation took place: \_\_\_\_\_

Describe the site preparation: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Installer signature required:**

This is my acknowledgement of having repaired all items listed below.

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Violations:**

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**Attachment B**

**USED HOME INSPECTION REPORT**

**Home Owner:** \_\_\_\_\_

**Installer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Violations: (Continued)

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**Attachment B**  
**USED HOME INSPECTION REPORT**

Home Owner: \_\_\_\_\_ Installer: \_\_\_\_\_ Date: \_\_\_\_\_

√	n/a	Rule, Statute and/or HUD Code
		<b>Rule 15C-2.0073(8)</b> Requires correct permits to be pulled prior to the home being moved to the site.
		<b>Rule 15C-2.0073 (7)(d)</b> Requires the installation of the installer’s decal prior to the home being installed.

**Site Preparation:**

		<b>Rule 15C-1.0102(3)</b> Requires the site to be prepared for proper drainage so that no water will accumulate under the home.
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**Installation:**

		<b>Rule 15C-1.0102(1)</b> Requires used home installation to be to Rule 15C-1 & 2 unless the manufacturer’s installation manual is available.
		<b>Rule 15C-1.0102(2)</b> Requires anchors, piers and tie down components to be listed and installed to the manufacturer’s installation instructions.

**Footers and Piers**

		<b>Rule 15C-1.0103(1) (a)</b> Requires pier footers for used homes to carry the weight as shown on Table A.
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**Piers (Single)**

		<b>Rule 15C-1.0103(1)(a)</b> Requires piers to be centered under the I-Beam.
		<b>Rule 15C-1.0103(1)(b)</b> Requires piers to be perpendicular to the I-Beam.
		<b>Rule 15C-1.0103(1)(a)</b> Requires I- Beam piers within 2’ on either end of the e home and not to exceed 8’ o.c. spacing.

**Centerline Piers**

		<b>Rule 15C-1.0103(1)(c)</b> Requires centerline piers on each end of the home and spaced at 8 ft. on center except in open spans for used homes.
		<b>Rule 15C-1.0103(1)(c)</b> Requires openings in the centerline, 4 ft. or greater, to have piers on either side of the openings and within 6” of the openings column supports and installed correctly.

		<b>Rule 15C-1.0103(1)(c)</b> Requires centerline openings greater than 15’ to get the equivalent of three (3) 4” x 16” x 16” footers. The equivalent is a 24 x 24 plastic pad.
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**Pier Spacing**

		<b>Rule 15C-1.0103(1)(a)</b> Requires piers to be installed in accordance with Table A (Footing size chart) for used homes
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**Pier Cap Block**

		<b>Rule 15C-1.0103(1)(b)</b> Requires cap blocks to be either 4 in. solid concrete or 2 x 8 pressure treated wood plank that completely covers the top of the pier.
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**Shims**

		<b>Rule 15C-1.0103(1)(b)</b> Requires shims to be centered and driven tight from both sides.
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**Anchors, Ties and Stabilizer Plates**

		<b>Rule 15C-1.0102(4)</b> Requires anchors to be installed to the anchor manufacturer’s installation instructions.
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**Frame Ties**

		<b>Rule 15C-1.0104(2)</b> Requires frame ties at 5’4” on center and within 2’ of each end of the home and correctly installed.
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**Longitudinal Systems**

		<b>Rule 15C-1.0102(2)</b> Requires all used homes to have longitudinal tie-downs or other approved longitudinal stabilizing devices (LSD) and correctly installed.
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**Lateral Arm Systems**

		<b>Rule 15C-1.0102(2)</b> Requires lateral arm systems to be installed to product manufacturer’s installation instructions.
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**MANUFACTURED HOUSING SECTION**

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**Attachment B**  
**USED HOME INSPECTION REPORT**

Home Owner: \_\_\_\_\_ Installer: \_\_\_\_\_ Date: \_\_\_\_\_

√	n/a	Rule, Statute and/or HUD Code
<i>Centerline Ties</i>		
		<b>Rule 15C-1.0104(b)</b> Requires centerline ties where specified by the manufacturer, or where designated.
<i>Sidewall Ties</i>		
		<b>Rule 15C-1.0104(5)</b> Requires sidewall ties on all homes at locations specified by the manufacturer.
		<b>Rule 15C-1.0102(4)</b> Requires straps to anchor bolts to be properly wrapped ( 3 to 5).
<i>Bolts</i>		
		<b>Rule 15C-1.0102(4)</b> Requires all anchor bolts to be properly seated in anchor head's square hole.
<i>Stabilizer Plates</i>		
		<b>Rule 15C-1.0102(2)</b> Requires stabilizer plates to be installed to the product manufacturer's installation instructions.
<i>Miscellaneous</i>		
		<b>Rule 15C-2.0073(6)</b> Requires a gasket to be installed between multi- section homes.
		<b>Rule 15C-2.0073(6)</b> Requires the bottom board to be sealed and/or repaired.
<i>Fastening Multi-Floor Sections Together</i>		
		<b>Rule 15C-1.0102(1)</b> Requires used homes to be fastened together according to the requirements of this rule, Including floors, roof and end walls.
<i>Plumbing</i>		
		<b>Rule 15C-2.0072(4)(b)</b> Requires the proper connection of all drainage under the home to an existing tap.
<i>Electrical</i>		
		<b>Rule 15C-2.0073(4)(a)</b> Requires the proper connection of electric connections between the sections of the home and includes the bonding wire. Electrical wires must not be exposed.
<i>HVAC Ducts</i>		
		<b>Rule 15C-1.0102(1)</b> Requires the home's HVAC ducts to be installed properly.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

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**Attachment B\  
NOTES PAGE**

**USED HOME INSPECTION REPORT**

**Installer:** \_\_\_\_\_

**Homeowner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:**

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**Attachment C**  
**RULE 15C -1 & 2**  
**Before Installation 4000**

4000.00	NO JURISDICTION	<b><u>No Jurisdiction</u></b>
4001.00	NO VIOLATIONS	<b><u>No Violations</u></b>
4101.00	Rule 15C-2.0073(8) requires correct permits to be pulled prior to the home being moved to site.	
4101.02	Rule 15C-2.0073(8) requires a drawing of pier locations, pad sizes and soil bearing capacity and requires the installation to follow the information provided in the permit.	<b>Permits</b>
4102.01	Rule 15C-2-0073(7)(d) requires the installation of the installer's decal prior to the home being installed.	
4102.02	Rule 15C-2.0072(7)(e) requires the decal to be placed next to the HUD label or rear end of home.	<b>Decal</b>
4103.01	Rule 15C-1.0102(3) requires the under-home grade to be cleaned of all vegetation & organic materials: i.e., stumps, roots, etc. except grass not exceeding 3 inches in height.	<b>Site Preparation</b>
4103.02	Rule 15C-1.0102(3) requires the site to be prepared for proper drainage so that no water will accumulate under the home	
4104.01	Rule 15C-1.0102(1) requires new home installation to be to the manufacturer's installation manual unless otherwise specified in the Rules.	<b>Installation</b>
4104.02	Rule 15C-1.0102(1) requires used home installation to be to Rule 15C-1 & 2 unless the manufacturer's installation manual is available.	
4105.01	Rule 15C-1.0102(2) requires anchors, piers and tie down components to be listed & installed to the manufacturer's installation instructions.	<b>Listed</b>
<b><u>Footers and Piers – 4200</u></b>		
4201.01	Rule 15C-1.0102(3) requires footers to be installed on stable soil to a depth equal to their height, except on clear compacted fill dirt.	
4201.02	Rule 15C-1.0102(2) requires ABS pads to be installed to the manufacturer's installation instructions.	<b>Footers</b>
4201.03	Rule 15C-1.0103(1)(a) requires pier footers for new homes to carry the weight shown in the manufacturer's installation manual	
4202.01	Rule 15C-1.0102(6) requires concrete blocks to meet the Standard Specification for Load Bearing Concrete Masonry Units, ASTM C-90.	<b>Concrete Blocks</b>
4203.01	Rule 15C-1.0103(1)(a) requires piers to be centered under the I-beam.	
4203.02	Rule 15C-1.0103(1)(b) requires piers to be perpendicular to the I-beam and open cells vertical.	
4203.03	Rule 15C-1-0103(1)(a) requires I-beam piers within 2' on either end of the home & not exceed 8 ft. spacings.	
4203.04	Rule 15C-1.0102(6) requires a single blocked pier to carry a weight not to exceed 8000 pounds.	<b>Piers (Single)</b>
4203.05	Rule 15C-1.0103(1)(d) requires a single blocked pier not to exceed 36" in height- corner piers not to exceed 24" in height.	
4204.01	Rule 15C-1.0103(1)(d) requires piers to over 36" and corner piers over 24" to be double blocked with blocks interlocked.	
4204.02	Rule 15C-1.0103(1)(e) requires double stacked piers over 52" to comply with local authority (engineering).	<b>Piers (Double)</b>
4205.01	Rule 15C-1.0103(1)(c) requires centerline piers on each end of the home and spaced at 8 ft. on center except in open spans and installed perpendicular.	
4205.02	Rule 15C-1.0103(1)(c) requires openings in the centerline, 4 ft. or greater to have piers on either side of the openings and within 6" of the openings column supports and installed correctly.	
4205.03	Rule 15C-1.0103(1)(c) requires centerline openings greater than 15' to get the equivalent of three (3) 4"x 16" x16" footers. The equivalent is a 24 x 24 plastic pad.	<b>Centerline Piers</b>
4205.04	Rule 15C-1.0102(1) requires new home installation to be to the manufacturer's installation manual as it relates to centerline or centerline shearwall blocking.	

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**Attachment C**

**RULE 15C -1 & 2**

4206.01 Rule 15C-1.0103(1)(c)	requires perimeter piers on either side of doors, fireplaces, bay windows and any opening greater than 48".	_____
4206.02 Rule 15C-1.0103(1)(c)	requires perimeter openings greater than 15 ft.to get the equivalent of three (3), 4" x 16" x 16" footers.	
4206.03 Rule 15C-1.0103(1)(c)	requires 14' wide units or greater with an I-beam span of less than 82" to have perimeter piers at 8' o.c.	<b>Perimeter Piers</b>
4206.04 Rule 15C-1.0103(1)(c)	requires 12' wide units with an I-beam spread of less than 75½ " to have perimeter piers at 8' o.c.	
4206.05 Rule 15C-1.0102 (1)	requires new home installation to be to the manufacturer's installation manual as it relates to perimeter or perimeter shearwall blocking	_____
4207.01 Rule 15C-1.0103(1)(a)	requires piers to be installed in accordance with Table A (footing size chart) for used homes and manufacturer's installation instructions for new homes.	<b>Pier Spacing</b>
4207.02 Rule 15C-1.0102(6)	requires load bearing supports or devices to be installed to evenly distribute the load.	_____
4208.01 Rule 15C-1.0103(1)(d)	defines pier height as the measurement from the top of the footer to the top of the cement block stack.	<b>Pier Height</b>
4209.01 Rule 15C-1.0103(1)(h)	requires the min. height between the finished grade and the bottom of the I-beam to be 18". Except 25% of home may be below 18" but not below 12" (ground to I-beam)	<b>Home Height</b>
4210.01 Rule 15C-1.0103(1)(b)	requires cap blocks to be either 4 in. solid concrete or 2 x 8 pressure treated wood block and completely over the top of the pier	<b>Caps</b>
4211.01 Rule 15C-1.0103(1)(b)	requires shims to be centered and driven tight from both sides.	
4211.02 Rule 15C-1.0103(1)(b)	requires shims between the I-beam and 4" concrete cap blocks.	
4211.03 Rule 15C-1.0103(1)(b)	requires the shims to be between ¼" and 1 ½" thick by 3 ½" wide minimum and 6" long minimum.	_____
<b><u>Anchors, Ties and Stabilizer Plates – 4300</u></b>		
4301.01 Rule 15C-1.0102(4)	requires anchors to be installed to the anchor manufacturer's installation instructions. (4 ft. – torque reading of 276 or higher) or (5 ft. – torque reading of 275 or lower.)	<b>Anchors</b>
4301.02 Rule 15C-1.0102(4)	requires anchors to be in 2' of undisturbed soil (min.) with remaining soil compacted in 6" layers.	
4301.03 Rule 15C-1.0102(1)	requires new home installation to be to the manufacturer's installation manual as it relates to anchor lengths.	_____
4302.01 Rule 15C-1.0104(2)	requires frame ties at 5'4" on center and within 2' of each end of the home correctly installed.	
4302.02 Rule 15C-1.0102(2)	requires frame clamps to be properly installed to the top of the I-beam.	<b>Frame Ties</b>
4302.03 Rule 15C-1.0102(2)	requires frame ties to be 45 degrees (40-50 degrees) or to the inside I-beam.	
4302.04 Rule 15C-1.0102(1)	requires new home installation to be to the manufacturer's installation manual as it relates to centerline frame ties.	
4303.05 Rule 15C-1.0102(2)	requires a frame tie at each lateral arm location and to be correctly installed.	_____
4303.01 Rule 15C-1.0102(2)	requires all new and used homes to have longitudinal tie-downs or other approved longitudinal stabilizing devices (LSD) and correctly installed.	
4303.02 Rule 15C-1.0102(2)	requires LSD systems to have two per section of home and correctly installed.	
4303.03 Rule 15C-1.0102(2)	requires LSD system to be tightly fitted to the galvanized pan and the I-beam.	<b>Longitudinal Systems</b>
4303.04 Rule 15C-1.0102(2)	requires LSD systems to have the proper number of self tapping screws.	
4303.05 Rule 15C-1.0102(2)	requires LSD system galvanized base pan embedded/staked into the ground.	
4303.06 Rule 15C-1.0202(2)	requires LDS systems longitudinal arms to have the correct angle.	_____
4304.01 Rule 15C-1.0102(2)	requires lateral arm systems to have the proper number of arms per the home length.	
4304.02 Rule 15C-1.0102(2)	requires lateral arm systems to be tightly fitted to the galvanized pan and I-beam.	<b>Lateral Arm Systems</b>
4303.03 Rule 15C-1.0102(2)	requires lateral arm systems to have the proper number of self tapping screws.	
4303.04 Rule 15C-1.0102(2)	requires lateral arm system's galvanized base pan embedded into the ground.	
4304.05 Rule 15C-1.0102(2)	requires lateral arm's centerline anchors to be sized to torque probe test.	
4304.06 Rule 15C-1.0102(2)	requires frame ties at each lateral arm location.	
4304.07 Rule 15C-1.0102(2)	requires lateral arms to be used only when sidewall ties are spaced at 5'4" _____	

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**Attachment C  
RULE 15C -1 & 2**

4305.01 Rule 15C-1.0104(4)(b) requires centerline ties where specified by the manufacturer or where designated on the home. Brackets cannot be bent up or left with no strap/anchor.	<b>Centerline Ties</b>
4305.02 Rule 15C-1.0104(4)(b) requires centerline ties within 2' of each end of each section of the home on new and used units. Where necessary, an approved bracket shall be added by the installer.	
4306.01 Rule 15C-1.0104(5) requires sidewall ties on all homes at locations specified by the manufacturer, regardless of their location. Brackets cannot be bent up out of the way – straps cannot be cut off.	<b>Sidewall (roof) Ties</b>
4306.02 Rule 15C-1.0104(4)(d) requires strapping to be looped through bracket slots with 2 crimps evenly spaced and with radius clips installed. Must be tight.	
4306.03 Rule 15C-1.0104(5)(g) requires vertical ties and/or roof ties to be anchored to the ground.	
4307.01 Rule 15C-1.0104(4)(d) does not allow straps to be laced through bracket slots.	<b>Lacing</b>
4308.01 Rule 15C-1.0104(4)(d) requires radius clips at all attachments to brackets.	<b>Radius Clip</b>
4309.01 Rule 15C-1.0104(5)(g) requires damaged cut off or removed straps to be lengthened with a replacement strap. A 12" overlap with 2 crimping seals each having 2 crimps evenly spaced is required.	<b>Straps</b>
4309.02 Rule 15C-1.0102(4) requires straps to anchor bolts to be properly wrapped.	
4309.03 Rule 15C-1.0107(4)(b) requires straps to brackets to have one seal with two crimps.	
4309.04 Rule 15C-1.0102(4) requires all anchor bolts to be properly seated in anchor head's square hole.	<b>Bolts</b>
4310.01 Rule 15C-1.0102(5) requires stabilizer plates and to be a minimum of 180 sq. in.	<b>Stabilizer Plates</b>
4310.02 Rule 15C-1.0102(5) requires stabilizer plates be installed flush with ground.	
4310.03 Rule 15C-1.0102(2) requires stabilizer plates to be installed to the manufacturer's instructions	
<b><u>Miscellaneous - 4000</u></b>	
4401.01 Rule 15C-2.0073(6) requires a gasket to be installed between multi section homes- a weather sealing requirement.	<b>Gasket &amp; Gap Filler</b>
4401.02 Rule 15C-1.0102(1) requires new home multi section home's gap to be filled with wood filler.	
4402.01 Rule 15C-2.0073(6) requires the complete weather sealing of the home, which includes vinyl/ metal siding.	<b>Weather Sealing</b>
4402.02 Rule 15C-2.0073(6) requires the complete weather sealing of the home which includes fascia and soffit.	
4402.03 Rule 15C-2.0073(6) requires the complete weather sealing of the home, which includes roofing.	
4403.01 Rule 15C-2.0073(6) requires the bottom board to be sealed and/or repaired; weather sealing requirement.	<b>BB Sealing</b>
4404.01 Rule 15C-1.0102(1) requires new homes to be fastened together according to the manufacturer's installation instructions.	
4404.02 Rule 15C-1.0104(6) requires used homes to be fastened 24" o.c. at the floor or to installation instructions if available.	
4404.03 Rule 15C-1.0104(6) requires new homes to be fastened at the endwalls to the manufacturer's installation instructions- If not addressed in the manual every 24" o.c.	<b>Fastening Multi Sections</b>
4404.04 Rule 15C-1.0104(6) requires used homes to be fastened 24" o.c. at the endwalls or to manufacturer's installation instructions if available.	
4404.05 Rule 15C-1.0104(6) requires used homes to be fastened 24" o.c. at the roof and a 30 gauge metal strip 8" wide (the length of the home) with roofing nails fastened at 2" o.c. on both sides.	

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**Attachment C**  
**RULE 15C -1 & 2**

4405.01 Rule 15C-2.0072(4)(b)	requires the proper connection of all drainage under the home to an existing tap.	
4405.02 Rule 15C-2.0072(4)(c)	requires the proper connection of the water to the home from an existing tap. Crossover water lines must not be exposed.	<b>Plumbing</b>
4405.03 Rule 15C-1.02012(1)	requires water heater drip pan/pressure relief to be installed to manufacturer's installation manual on new homes.	
4406.01 Rule 15C-2.0072(4)(a)	requires the proper connection of electric connections between the sections of the home and includes the bonding wire. Electrical wire must not be exposed.	<b>Electrical</b>
4407.01 Rule 15C-2.0072(6)	requires the home to maintain its level for up to one year. installation warranty.	<b>Level</b>
4408.01 Rule 15C-1.0102(1)	requires new homes HVAC ducts to be installed properly.	<b>HVAC</b>
4409.01 Rule 15C-1.0102(1)	requires new home's fireplace to be installed to the manufacturer's installation manual.	<b>Fireplace</b>
4410.01 Rule 15C-1.0102(1)	requires a vapor barrier to be installed correctly under new homes.	<b>Vapor Barrier</b>
4411.01 Rule 15C-1.0102(1)	requires new home's dryer ducts to be installed correctly and terminate outside of the skirting.	<b>Dryer Duct</b>

