



Department  
of Commerce



## Renewal Reminder for Installer Licensees



All materials for license renewal should be uploaded to your eLicense account, including:

- Continuing education certificate of completion
- Proof of current insurance coverage
- Workers' compensation certificate – if licensee has employees

Total licensing fees (without a late renewal fee) are \$253.50 and may be paid online in the eLicense system.

If you would like a wall certificate/wallet card of your renewed license, please contact our office upon receipt of an e-mail from the eLicense system, notifying you of a successful license renewal. Requests can be e-mailed to [MHPProgram@com.state.oh.us](mailto:MHPProgram@com.state.oh.us).

## Reminders



### Severe Weather Events Affecting Manufactured Home Parks

As Ohio enters the spring season, the Division of Industrial Compliance (DIC) wants to remind everyone to report any damage a manufactured home park sustains from a severe weather event (e.g., tornado).

DIC will inspect the park to determine what, if any, steps are necessary to return the park

back into compliance with the rules for manufactured home park operators ([Chapter 4781-12 of the Ohio Administrative Code](#)) and will work with affected park operators to make sure any unsafe or unhealthy conditions are remedied quickly.

To report a manufactured home park damaged by a severe weather event, please call 614-644-2223, option 4, option 1, or send an e-mail to [communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us)

## Manufactured Home Park Street Maintenance



Now that it appears that winter is finally behind us, manufactured home park operators should be reviewing the conditions of their park streets and fixing any existing problems (e.g., potholes, cracks, depressions) they discover.

Manufactured home park operators are required to maintain park streets in safe, passable, and good condition year-round. Road defects can cause a lot of damage and can even be life safety issues, as they can impede the ability of first responders to quickly and adequately access and exit the park.

No matter what time of year a street maintenance violation arises, the Division of Industrial Compliance expects manufactured home park operators to cure those violations in a timely fashion. If a manufactured home park operator waits until the issue is caught during an inspection or until a small crack or pothole becomes a bigger problem, the park operator may end up having to do road repairs during colder or rainier weather, when they are costlier and more difficult. Instead, for their own benefit and the safety of park residents and visitors, park operators should identify and address any street defects now.

Failure to maintain the roads of a manufactured home park may result in the Division taking enforcement action against a manufactured home park operator, which can include a hearing and a fine.

## COVID-19 UPDATE

One of the goals of Ohio's vaccination plan is to make sure that every Ohioan has nearby access to a vaccine provider no matter where they live in our state. There are more than 1,200 providers across the state in all 88 counties. There are also 11 stationary and four mobile clinics offering vaccines.

Remember to continue to wear your mask, wash your hands, and practice social distancing.

The Ohio Department of Health is continuously reviewing COVID-19 data, and providing updates daily. For more information on COVID-19 visit <https://coronavirus.ohio.gov>.

**WEAR A MASK**



**WASH HANDS OFTEN**



**SOCIAL DISTANCE**



## Contacts

### Installers

Ohio Construction Industry Licensing Board

### Dealers/Brokers

Division of Real Estate & Professional

614-644-2223 option 4, option 2 or  
[MHPProgram@com.state.oh.us](mailto:MHPProgram@com.state.oh.us)

### **Inspectors**

Board of Building Standards  
614-644-2613 or  
[Michael.Lane@com.state.oh.us](mailto:Michael.Lane@com.state.oh.us)

### **Installation Inspection/Seal Reports**

Bureau of Building Code Compliance  
614-644-2231 or  
[Bryant.Hillman@com.state.oh.us](mailto:Bryant.Hillman@com.state.oh.us)

### **Parks (including park complaints)**

Ohio Construction Industry Licensing Board  
614-644-2223 option 4, option 1 or  
[communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us)

Licensing  
614-466-3412 or  
[Webreal@com.state.oh.us](mailto:Webreal@com.state.oh.us)

### **Salespersons**

Division of Real Estate & Professional  
Licensing  
614-466-3412 or  
[Webreal@com.state.oh.us](mailto:Webreal@com.state.oh.us)

### **Dispute Resolution**

Division of Industrial Compliance Legal  
Section  
614-644-3297 or  
[Aaron.Johnston@com.state.oh.us](mailto:Aaron.Johnston@com.state.oh.us)

[Click here to visit our Manufactured Homes website!](#)

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