



Department
of Commerce



eLicense Accounts for Park Operators, Installers, and Inspectors



The Division of Industrial Compliance wants to remind all manufactured home park operators, installers, and inspectors that they need to ensure that they have an active eLicense account for the State of Ohio's [eLicense Portal](#) at all times to be able to manage and renew their license/certificate.

Before managing or renewing a license/certificate, an active individual eLicense account must be linked to the appropriate license/certificate in the eLicense Portal. Only the Division of Industrial Compliance's staff may link an eLicense account to a license/certificate, so, if you do not see your license/certificate on your eLicense Dashboard or have any questions about managing or renewing your license/certificate on the eLicense Portal, please reach out to the Division of Industrial Compliance by e-mail (communityinspections@com.state.oh.us) or by telephone (614-644-2223, option 4).

eLicense Accounts for Dealers, Brokers and Salespeople

The Division of Real Estate and Professional Licensing also uses the eLicense Ohio Professional Licensure System for dealers, brokers and salespeople. This portal may be used for new applications, to renew licenses and to request license changes. In fact, current dealers, brokers and salespeople are now required to renew their licenses online, using the eLicense Portal. Dealers, brokers and salespeople can go to the eLicense portal at: [eLicense Portal](#), to create and manage their online accounts. They may also visit the homepage located at: https://elicense.ohio.gov/oh_homepage. Please remember that eLicense passwords are only valid for 12 months and may need reset to access an account.

Should you have difficulty accessing an existing eLicense account, please contact the eLicense help desk at 1-855-405-5514. For assistance creating a new account, or using

your eLicense account, please contact Michelle Johnson with the Division of Real Estate and Professional Licensing for assistance. She can be reached at 614-466-4100 or by email at webreal@com.state.oh.us.

Manufactured Home Park Street Maintenance



During the warmer temperatures in summer and fall, 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 have to do road repairs during colder or rainier weather which can be costlier and more difficult. Instead, park operators should identify and address any street defects for their own benefit and the safety of park residents and visitors.

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.

Contacts

Installers

Ohio Construction Industry Licensing Board
614-644-2223 option 4, option 2 or
MHPprogram@com.state.oh.us

Inspectors

Board of Building Standards
614-644-2613 or
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

Parks (including park complaints)

Ohio Construction Industry Licensing Board
614-644-2223 option 4, option 1 or
communityinspections@com.state.oh.us

Dealers/Brokers

Division of Real Estate & Professional Licensing
614-466-3412 or
Webreal@com.state.oh.us

Salespersons

Division of Real Estate & Professional Licensing
614-466-3412 or
Webreal@com.state.oh.us

Dispute Resolution

Division of Industrial Compliance Legal Section
614-644-3297 or
Aaron.Johnston@com.state.oh.us

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