



## **Instructions for Placing Manufactured Home Seals**

### **Printing and Affixing Seals**

- It is the responsibility of the inspector having jurisdiction to print and place the seals in accordance with Ohio Administrative Code (O.A.C.) 4781-7-01(B)(3).
- The seals enclosed with this document are formatted to be printed on AVERY #5164 shipping labels or a similar product.

### **Unused Seals**

- If a seal is paid for and not used or placed on a home for any reason, it must be printed and returned to the Department of Commerce's Division of Industrial Compliance, with the word "abandoned" on the face of the seal in permanent ink.

### **Reporting Requirements**

- Once seals have been properly placed on an installed home that has passed inspection, the information on those completed permits must be entered into the seal report by the end of the month in which the home passed final inspection.
- The seal report can be found at <https://apps.das.ohio.gov/OMHCSealReport/>
- Once the seal report has been updated, please notify the Division of Industrial Compliance by either calling 614-644-2231 or emailing [ic@com.state.oh.us](mailto:ic@com.state.oh.us).
- Please be aware that failure to timely record seal information can result in disciplinary action against your inspector certification, including possible suspension, revocation, and/or fines. See *OAC 4781-7-02(I)(11) and 4781-7-02(J)*.