

Manufactured Homes

Article 21-B Introductory Course

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Joel Harper
CEO

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Course Information

This course has been developed MHC Consultants and approved by the Department of State for training credit as follows:

3 hours, Manufactured Housing

Course number: mfg0009500

Course provider: MHC Consultants LLC

Course location: Online

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Course Attendance Issues

The Division of Building Standards and Codes will not give course attendees credit for a course without the meeting the required milestones:

Arriving more than 15 minutes after training start time,
leaving before the training end time,
missing more than 15 minutes of training time(out of room,
ie;phone call),
or failing to successfully complete a required quiz, if applicable.

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**Course Development**

Utilized Installation Instruction Manual for

**CHAMPION[®]
HOMES****www.titanhomesny.com**

Thank you to: Ed Ostrander, General Manager; Mike Perri, Service Manager; Jacob Nelson, Quality Control;
Champion Home Builders, Titan Homes Division - Sangerfield, NY

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Course Development



www.blevinsinc.com

Thank you to: Fred Smith and Tiffany Lawrence for providing manuals, tech specs and demonstration equipment

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Course Development



www.skylinehomes.com

Thank you to: John Jacon for providing images and technical assistance

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Course Development



Department of State
Building Standards & Codes

Thank you to: Christopher Therrian for providing images and technical assistance

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Course Development



William Sherman
Administrator – Manufactured Housing
Division of Building Standards and Codes



Department of State
Building Standards & Codes

Special thank you to: William Sherman for his invaluable assistance in the creation of this program, and for asking me a question one time at a meeting.

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THIS COURSE IS CONTENT HEAVY!

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- Manufactured Home
 - Mobile Home
- Factory Manufactured Home
 - Park Model Home
 - Trailer

It's only a name, right?

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- Manufactured Home
- Mobile Home
- Factory Manufactured Home
- Modular Home
- Trailers

WRONG

It's only a name, right?

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What is a *Manufactured Home* ?

- A structure designed as a dwelling

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Dwelling and Dwelling Unit

Dwelling "means any structure that contains one to a maximum of four dwelling units, designed to be permanently occupied for residential living purposes."

Dwelling unit "means a single unit that provides complete independent living facilities for one or more persons, where the occupancy is primarily permanent in nature, including permanent provisions for separate living, sleeping, cooking, eating, and sanitation."

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What is a *Manufactured Home* ?

- A structure designed as a dwelling
 - Transportable in one or more sections
 - 8 feet wide (or more) or
 - 40 feet long (or more) in the traveling mode
 - 320 square feet or larger
 - Built on a permanent chassis
 - With or without a permanent foundation
 - Pre-installed plumbing, heating, hvac
 - Built after June 15, 1976
- And...

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Bearing a seal signifying conformance to the design and construction requirements of the Department of Housing and Urban Development, Manufactured Home Construction and Safety Standards, 24 CFR Part 3280 (HUD Code)



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What is an attached Manufactured Home?



What is an attached Manufactured Home?

An attached manufactured home is two or more adjacent manufactured homes that are structurally independent from foundation to roof and with open space on at least two sides, but which have the appearance of a physical connection (i.e. zero lot line)

Appendix BA 103

What is a Manufactured Home?



What is a Manufactured Home?





What is a Manufactured Home?



What is a Manufactured Home?



What is a Manufactured Home?



"A manufactured home is not a motorhome or trailer, and although it is often called a "mobile home," it is not that either."

What is a *Mobile Home* ?

- A structure designed as a dwelling
 - Transportable in one or more sections
 - Built on a permanent chassis
 - With or without a permanent foundation
 - Pre-installed plumbing, heating, hvac
 - Built before June 15, 1976
- And...

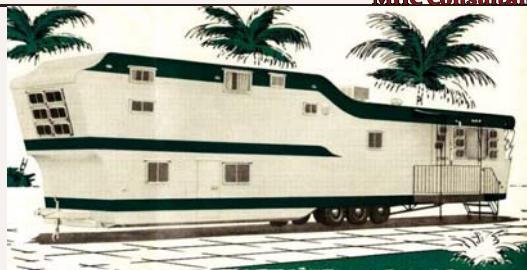
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May or may not contain a label certifying compliance with NFPA, ANSI or a specific state standard .

For the purpose of these provisions, a mobile home shall be considered a manufactured home.



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CHECK THIS LIST OF STANDARD EQUIPMENT FOUND IN EVERY SMOKER MOBILE HOME

THERMOFAXE PICTURE VIEWERS	VARIETY OF HURLOCK AND EXTENS	DOUBLE SLEEPER GAS TANKS AND RACE	ADDITIONAL STORAGE SPACE
LARGE ELECTRIC WATER HEATER	COLOR SCHEDULES PLANNED WITH YOU	APARTMENT SIZE DELUXE GAS RANGE	FRESH FRESH AIR VENTS
DELUXE ELECTRIC REFRIGERATOR	BY YOUR INTERIOR DECORATION	LAST SEVEN IN KITCHEN CABINETS	
ALUMINUM SCREEN DOORS	ELECTRIC BRACES ON ALL AXLES	HARD TUBED PLYWOOD WALLS	

Specializing in Custom Building

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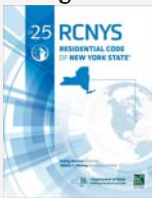
What is a *Factory Manufactured Home* ?

- AKA: Modular Home
- A structure designed as a dwelling
- Transportable in sections
- Intended for permanent foundation
- Constructed in a manufacturing facility
- Frame on modular

And...

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- Bearing a NYS Insignia of Approval signifying conformance to design and construction requirements of the NYS Uniform Fire Prevention and Building Code



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Image courtesy of Skyline Champion



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What is a CrossMod ® ?

A CrossMod® is a marketing term for a HUD code home that meets the requirements of the Fannie Mae and Freddie Mac MH Advantage program.

- Multi-Section, not single
- No metal siding
- Eaves 6" or greater
- One of the following:
 - Dormer and covered porch (Min 72 sq. Ft.)
 - Dormer and attached garage or carport
 - Covered porch (Min 72 sq. Ft. And attached garage or carport)
- Low profile finished floor set not to exceed 30" from bottom of floor joist to exterior grade for front or other entry elevation barring site topography

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What is a CrossMod ® ?

Definition continued:

- One of the Following Energy Standards
 - U-Value of 0.076 or less
 - 2009 International Energy Conservation Code
 - Energy STAR
- Finished Drywall throughout including closets
- All cabinets must be solid wood or veneered
- No plastic features in bathrooms

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What is a Park Model Home?

- A structure designed as a **temporary** dwelling
Seasonal Use
 - Transportable by LD truck
 - Built on a single chassis
 - 400 Sq. Ft. or less
- And...

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What is a Park Model Home?

- A structure designed as a **temporary** dwelling
Seasonal Use
 - Transportable by LD truck
 - Built on a single chassis
 - 400 Sq. Ft. or less
- And...

May or may not contain a label certifying compliance with ANSI A119.5 "Recreational Vehicle" standard.



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What is a Park Model Home?

- A structure designed as a **temporary** dwelling
Seasonal Use
- Transportable by LD truck
- Built on a single chassis

ANSI A119.5, Standard for Park Model Recreational Vehicles, is developed by the Recreational Vehicle Industry Association (RVIA) and defines a Park Model Recreational Vehicle as, "A single living recreational vehicle that is primarily designed and completed in a single chassis, mounted on wheels, to provide temporary living quarters for recreational, camping or seasonal use, [and] is certified by the manufacturer as complying with all applicable requirements of ANSI A119.5..."

May or may not contain a label certifying compliance with ANSI A119.5 "Recreational Vehicle" standard.



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What is a Park Model Home?

• A structure designed as a temporary dwelling

Seasonal Use

• Transportable by LD truck

Built on a single chassis

ANSI A119.5, Standard for Park Model Recreational Vehicles, is developed by the Recreational Vehicle Industry Association (RVIA) and defines a Park Model Recreational Vehicle as a single living recreational vehicle that is primarily designed and completed in a single chassis, mounted on wheels, to provide temporary living quarters for recreational, camping or seasonal use, [and] is certified by the manufacturer as complying with all applicable requirements of ANSI A119.5. . . .

May or may not contain a label certifying compliance with ANSI A119.5

"Recreational Vehicle" standard.

CONSTRUCTION


RVIA

ANSI A119.5

PARK MODEL RV


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[illegible]

SALES TAX
State of Tennessee
Department of Revenue
Date: 06/01/2006

Vehicle Information
Vehicle Identification Number (VIN):
Make:
Model:
Year:
Color:
Type:
Gross Weight:
Gross Weight (for trucks):
Gross Weight (for trailers):
Gross Weight (for boats):
Gross Weight (for other):

UNLADEN WEIGHT
MAXIMUM GROSS WEIGHT (FOR TRUCKS)
16,000 lbs. or more
16,000 lbs. or less
16,000 lbs. or less (for trucks)

MANUFACTURED HOMES ONLY
How was the manufacturer home obtained?
☐ New ☐ Used

TRAILERS ONLY
How was the trailer obtained?
☐ New ☐ Used ☐ Leased ☐ Salvage

VEHICLE IDENTIFICATION NUMBER
YEAR MAKE COLOR UNLADEN WEIGHT

TYPE
☐ House Trailer ☐ Boat Trailer
☐ Semi Trailer ☐ Refrigerator Trailer
☐ Other

SALES TAX
State of Tennessee
Department of Revenue
Date: 06/01/2006

Vehicle Information
Vehicle Identification Number (VIN):
Make:
Model:
Year:
Color:
Type:
Gross Weight:
Gross Weight (for trucks):
Gross Weight (for trailers):
Gross Weight (for boats):
Gross Weight (for other):

UNLADEN WEIGHT
MAXIMUM GROSS WEIGHT (FOR TRUCKS)
16,000 lbs. or more
16,000 lbs. or less
16,000 lbs. or less (for trucks)

MANUFACTURED HOMES ONLY
How was the manufacturer home obtained?
☐ New ☐ Used

TRAILERS ONLY
How was the trailer obtained?
☐ New ☐ Used ☐ Leased ☐ Salvage

VEHICLE IDENTIFICATION NUMBER
YEAR MAKE COLOR UNLADEN WEIGHT

TYPE
☐ House Trailer ☐ Boat Trailer
☐ Semi Trailer ☐ Refrigerator Trailer
☐ Other

★

APPLICATION FOR TITLE

UNLADEN WEIGHT

MAXIMUM GROSS WEIGHT (FOR TRUCKS)

ADULT SEATING CAPACITY (Including Driver)

MANUFACTURED HOMES ONLY

TRAILERS ONLY

VEHICLE IDENTIFICATION NUMBER

YEAR

MAKE

COLOR

SIZE

Width

Length

TYPE

House Trailer

Boat Trailer

Demi Trailer

Refrigerator Trailer

Other

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Federal Legislation - MH Improvement Act 2000

Signed by President William Clinton 12/27/2000

Amended Manufactured Housing Construction and Safety Standards Act 1974

Appoint Manufactured Housing Consensus Committee (MHCC)

- Equivalent of NYS Codes Council

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Amended Manufactured Housing Construction and Safety Standards Act 1974

- Appoint MHCC

Modernized Construction Requirements

- Including creation of a model MH installation standard

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Amended Manufactured Housing Construction and Safety Standards Act 1974

- Appoint MHCC
- Modernized Construction Requirements

Creating new mandates including

- MH Installation Program
- Dispute Resolution Program

Installation program shall include

- An installation standard
- Training and licensing of installers
- Inspection program of homes

Installation program shall include**Dispute program shall include**

- Avenue to resolve disputes between Man/Ret/Inst
- Correction or repair of defects in MH
- Timeframe to file complaint (1yr from Installation)
- Notification to consumer

Installation program shall include

Dispute program shall include

- Avenue to resolve disputes between Man/Ret/Inst
- Correction or repair of defects in MH
- Timeframe to file complaint (1yr from Installation)
- Notification to consumer

Each state must adopt legislation establishing respective program by December 27, 2005

State Legislation – NY Manufactured Housing Advancement Act 2005

Signed by Governor George Pataki 10/11/2005
Implement provisions of Federal MHIA 2000

**Article 21-B of Executive Law of NY
“Manufactured Homes”**

Article 21-B of Executive Law of NY

Established requirements for:

- Certifications
- Warranty Seals & Quarterly Reporting
- Dispute Resolution
- Training & Continuing Education
- NYS DOS Responsibilities

§602 Certification

On and after July 1, 2006, no person or business entity shall... Manufacture, Sell, Install or Service unless

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§602 Certification

On and after July 1, 2006, no person or business entity shall... Manufacture, Sell, Install or Service unless

- The person or business is certified **and**

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§602 Certification

On and after July 1, 2006, no person or business entity shall... Manufacture, Sell, Install or Service unless

- The person or business is certified **and**
- At least 1 certified person is on-site

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Certification Types

Manufacturer: Any person or business entity engaged in manufacturing or producing manufactured homes

Manufacturer

Installer: Any person or business entity, including, but not limited to, a retailer or mechanic, who installs or sets up a manufactured home for a buyer

Manufacturer

Installer

Retailer: Any person or business entity engaged in the in the Retail selling or offering for sale, brokering or distribution of manufactured homes

Manufacturer
Installer
Retailer

Mechanic: Any person or business entity engaged in the business of performing **service** on manufactured housing

Service: The modification, alteration or repair of the structural systems of a manufactured home

§604 Powers of the Department

Establish program Rules & Regulations

• **19 NYCRR Part 1210**

Issue/Deny Certifications

Receive complaints, conduct investigations

Maintain an Online Registry

• List certified parties

• Record of violations & fines

State Administrative Agency

§609 State Administrative Agency Requirements

Carry out the state plan and enforce the National Manufactured Housing Construction and Safety Standards Act

Manufacturers and Retailers are subject to Federal requirements

Authorized to enter at reasonable times... Any factory, warehouse, or establishment where manufactured housing is stored or held for sale

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As a condition of receiving and retaining any certification...the certified party agrees to submit to the jurisdiction copies of records, reports or certifications in connection with any disputes or resolution of disputes.

To accept service of any notice, complaint, or other paper provided by the Dept. of State

To be bound by any consent order, decision, or final decision and order made by the Dept. of State

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Definition: Installation

- Affixation of a manufactured home to a foundation or supports at a building site

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Definition: Installation

- Affixation of a manufactured home to a foundation or supports at a building site
- Assembly and fastening of structural components...including the completed roof system; and

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Definition: Installation

- Affixation of a manufactured home to a foundation or supports at a building site
- Assembly and fastening of structural components...including the completed roof system; and
- The connection to electric, oil, water, gas, sewage and any necessary systems for the use of the manufactured home for dwelling purposes.

Promulgated Regulation: 19 New York Codes Rules and Regulations Part 1210 "Manufactured Homes Regulations"

Implements the provisions of Article 21-B

Applies to... Manufacturers, Retailers, Installers & Mechanics

***Factory manufactured homes**

A4112-2013 (3/25/2014) Recommended: Assembly Government Operations
S3223-2013 (3/25/2014) Amended & Recommended: Senate Housing, Construction & Community Development

Established rules and regulations for

Training & Continuing Education
Certification & the standards for
Application Fees
Resolution of disputes
And More...

Application Fees

Entity	Initial	Renewal
Manufacturer	\$200	\$200
Retailer	\$200	\$200
Installer	\$200	\$200
Mechanic	\$100	\$100
Limited	\$25	\$25
Owner Occupant	\$25	N/A

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Corporations, LLC's, LP's

- These business entities applying for certification must employ...
 - (1) at least one certified person
 - That employee must apply for limited certification & meet the experience and education requirements
- Provide appropriate Financial Security
- Fee: \$200 + \$25 for each employee

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Individuals/DBA's

- Individuals applying for certification must...
 - Meet the experience and education requirements
 - Provide appropriate Financial Security
- Fee \$200, + \$25 for each additional employee

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Multiple Categories

Such as:

- Manufacturer & Retailer
- Retailer & Installer

A limited certification must be assigned to each category

Installer with a Limited Mechanic

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Multiple Locations (manufacturers/retailers)

Operating more than one plant or sales location

- Such as Skyline Champion Corporation
 - 36 manufacturing facilities throughout US
 - 9 currently certified for NYSkyline Homes, Champion Homes, Redman Homes, Titan Homes, Atlantic Homes and others
- or CMH Homes, Inc.
 - Multiple retail sales centers in NY

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- Each location shall be certified
- **A limited certification must be assigned to each site.**
- One representative can be assigned to more than one site.

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Owner Occupant Certification

- Complete 21-b and Installer Course
- Identify the home and location
- Valid until completion or 1yr, whichever is earlier
 - not renewable
- Owner/occupant or co-owner/co-occupant
- Not authorized to act as Mechanic
- Not authorized to complete another installation

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Qualifications

- **Manufacturer**
 - HUD Approval
 - Provide Financial Security
 - Completion this course

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- **Retailer**
 - Provide Financial Security
 - 1 yr. full time employment in MH industry or substantially similar
 - High school graduate or equivalent
 - Completion this course

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• Installer

- Provide Financial Security
- 2 yrs. full time employment installing MH or substantially similar
Or have Substantial involvement in 20 MH installations
- High school graduate or equivalent
- Completion of this course & 13 additional hrs
- Examination

• Installer

- Provide Financial Security
- 2 yrs. full time employment installing MH or substantially similar
Or have Substantial involvement in 20 MH installations
- High school graduate or equivalent
- Completion of this course & 13 additional hrs
- Examination

**You must apply within 6
months of passing the
examination**

• Mechanic

- Provide Financial Security
- 1 yr. full time employment servicing MH or substantially similar
- High school graduate or equivalent
- Completion this course & 3 additional hrs
- Examination

• Mechanic

- Provide Financial Security
- 1 yr. full time employment servicing MH or substantially similar
- High school graduate or equivalent
- Completion this course & 3 additional hrs
- Examination

You must apply within 6 months of passing the examination

Limited Certification

- Individuals applying for limited certification must...
- Meet the experience and education requirements
 - Have appropriate Financial Security provided by **EMPLOYER**
- Fee \$25 for each employee

Limited Certification

- Individuals applying for limited certification must...
- Meet the experience and education requirements
 - Have appropriate Financial Security provided by **EMPLOYER**
- Fee \$25 for each employee

Individual Limited Certification as ...	Employer Certified as ...
Manufacturer	Manufacturer
Retailer	Retailer
Installer	Installer
Mechanic	Installer or Mechanic

Financial Security

"A person or business entity certified...

must maintain an acceptable deposit account, letter of credit or surety bond in full force and effect...

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"must maintain an acceptable _____ in full force and effect...

1. At all times while certification is in effect;

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"must maintain an acceptable _____ in full force and effect...

- 1. At all times while certification is in effect;*
- 2. At all times while certification is suspended; and*

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"must maintain an acceptable _____ in full force and effect..."

1. At all times while certification is in effect;
2. At all times while certification is suspended; and
3. At all times following the expiration or revocation of certification until the expiration of timeframe under which a homeowner can file a complaint...

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"must maintain an acceptable _____ in full force and effect..."

If a complaint has been filed, until such time as the complaint is resolved.

1. 21-b order satisfied;
2. 21-b judgement satisfied;
3. Appeal timeframe has expired.

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Surety Bond, Deposit Account Control Agreement or Letter of Credit

in amount of:

- \$50,000 – Manufacturer
- \$25,000 – Retailer
- \$10,000 – Installer
- \$5,000 – Mechanic

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Duration

Certification valid 2 years

- Renewal
 - Continuing Education 3 hrs prior
 - Complete Application process



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Manufacturer's Reporting

- Quarterly or monthly
- DOS form
- Home information
- Retailer shipped to
- Authorized Signature
 - Name & Address

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Manufacturer's Warranty Seals

Guarantee from the Manufacturer

- Approved by HUD
- Construction per HUD codes
- Certified by DOS

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- Permanently attached
 - Largest closet in the largest bedroom



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Manufacturer Responsibilities

CFR 3282 Procedural and Enforcement Regulations

- Remedial Actions to Consumer Complaints
 - Must INVESTIGATE within 30 days
 - Is it a MANUFACTURING PROBLEM and does it require action
- In addition, RESEARCH factory records
 - Is there a "CLASS" of homes
 - If so, PLAN of notification and correction

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Retailer Responsibilities

- The structure must be suitable for the climate zones of the project site.
- Retailers cannot alter a home in any manner that would disqualify it as complying with the HUD code. This is through installation or when it is given over for delivery.

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- The structure must be suitable for the climate zones of the project site.
- Retailers cannot install a structure that would disqualify it as a delivery point. This is through installation of a delivery point.



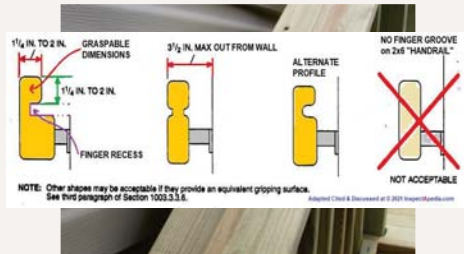
110

- The structure must be suitable for the climate zones of the project site.
- Retailers cannot install a structure that would disqualify it as a delivery point. This is through installation of a delivery point.



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HUD Retailer Responsibilities



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- 

	TO BE COMPLETED AFTER FIRST SALE	TO BE COMPLETED AFTER SECOND SALE	TO BE COMPLETED AFTER THIRD SALE
1. <i>General</i>			
2. <i>Particulars</i>			
3. <i>Comments</i>			

Dispute Resolution Notice

- [illegible]

Dispute Resolution Notice

- Federal Requirement
- Obtain Consumer Acknowledgement
- Maintain copy for Retailer records



HUD Retailer Responsibilities

Installation Disclosure Notice

- Federal Requirement
- Obtain Consumer Acknowledgement
- Maintain copy for Retailer records



HUD Retailer Responsibilities

Installation Disclosure Notice

- Federal Requirement
- Obtain Consumer Acknowledgement
- Maintain copy for Retailer records



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HUD Retailer Responsibilities

Installation Disclosure Notice

- Federal Requirement

homes (new or pre-owned) are required to be installed in compliance with all New York State installation requirements. All manufactured homes constructed prior to July 12, 2021, are required to have carbon monoxide alarms installed in accordance with the Uniform Code in effect at the time of its construction; homes constructed on or after this date shall have carbon monoxide alarms in accordance with the HUD Code. Building permits from the local jurisdiction are

NEW YORK STATE

Manufactured Housing

InformationSeptember 2022

CUSTOMER INSTALLATION DISCLOSURE - UPDATED

Read the statement of a salesperson or their agent prior to construction. The retailer must provide the purchaser or tenant with a customer installation disclosure. The disclosure must be a document separate from the sales or lease agreement. The disclosure must include the following information:

Comply with the provisions of the Uniform Code. Additional information regarding New York State Manufactured Housing Code can be obtained from the website of the New York State Manufactured Housing List of the New York State Department of State, Division of Building, Planning and Codes, One Commerce Plaza, 90 Washington Ave., Suite 1400, Albany, NY 12243-0001.

The New York State Department of State, Division of Building, Planning and Codes

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HUD Retailer Responsibilities

Installation Disclosure Notice

- Federal Requirement

inspected by the local Code Enforcement Official. Any "Alternative Tie-Down and/or Foundation Systems" that deviate from the manufacturer's installation manual must be designed by a NYS Design Professional (pre-owned and new homes) and approved by the manufacturer and Design Approval Primary Inspection Agency (DAPIA) (new homes only). All manufactured homes must be

NEW YORK STATE

Manufactured Housing

InformationSeptember 2022

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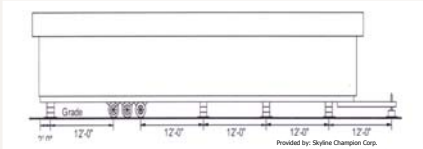
The New York State Department of State, Division of Building, Planning and Codes

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Display of homes

- Provide temporary blocking per manufacturer's instructions



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Display of homes

- Provide temporary blocking per manufacturer's instructions



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Retailer Responsibilities

- Provide temporary blocking per manufacturer's instructions



123

Retailer Responsibilities

- Provide temporary blocking per manufacturer's instructions



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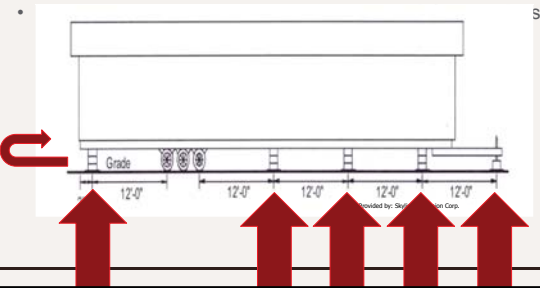
Retailer Responsibilities

- Provide temporary blocking per manufacturer's instructions



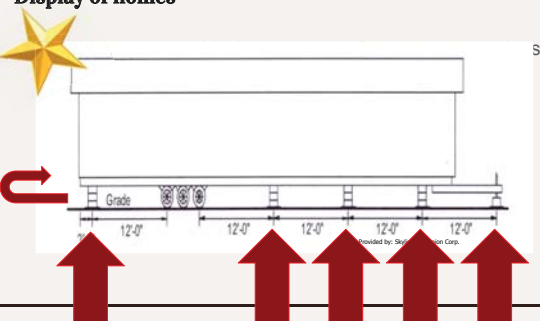
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Display of homes



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Display of homes



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Preemption

No state or local authority may establish any standard regarding construction or safety which is not identical to...



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Preemption

No state or local authority may establish any standard regarding construction or safety which is not identical to...

New homes are 'CERTIFIED' to comply with provisions of ...
Manuf. certifies to LAHJ, retailer and purchaser
Retailer & Installer certify to LAHJ and purchaser



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Preemption

No state or local authority may establish any standard regarding construction or safety which is not identical to...

New homes are 'CERTIFIED' to comply with provisions of ...
Manuf. certifies to LAHJ, retailer and purchaser
Retailer & Installer certify to LAHJ and purchaser

A home not in compliance with the Standards is not preempt



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Preemption Exercise

The LAHJ requires:
Shipped loose assembled drain lines insulated

Preemption Exercise

The LAHJ requires:
~~Shipped loose assembled drain lines insulated~~

Preemption Exercise

The LAHJ requires:
~~Shipped loose assembled drain lines insulated~~
50 psf roof snow load

Preemption Exercise

The LAHJ requires:

~~Shipped loose assembled drain lines insulated~~

~~50 psf roof snow load~~

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Preemption Exercise

The LAHJ requires:

~~Shipped loose assembled drain lines insulated~~

~~50 psf roof snow load~~

#6 copper wire to bond chassis of a multi-section home

137

Preemption Exercise

The LAHJ requires:

~~Shipped loose assembled drain lines insulated~~

~~50 psf roof snow load~~

~~#6 copper wire to bond chassis of a multi-section home~~

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Preemption Exercise

The LAHJ requires:

~~Shipped loose assembled drain lines insulated~~

~~50 psf roof snow load~~

~~#6 copper wire to bond chassis of a multi-section home~~

Carbon monoxide alarm in the home

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Preemption Exercise

The LAHJ requires:

~~Shipped loose assembled drain lines insulated~~

~~50 psf roof snow load~~

~~#6 copper wire to bond chassis of a multi-section home~~

Carbon monoxide alarm in the home

What year was the home built?

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HUD Code Changes

- **Changes to 24 CFR 3280, 3282, and 3285 went into effect September 15th, 2025.**
- The following are some highlights of those changes, and do not include all changes to the Code.

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HUD Code Changes continued

- **Up to four unit manufactured homes:** Changes to regulatory language allow single family manufactured homes to offer up to four dwelling units while ensuring comprehensive fire safety to occupants by adding benchmarks and guidelines that meet Manufactured Housing Construction and Safety standards.
- **Open floor plans, truss designs, and specifications for attics:** The updated requirements for exterior door separation and structural design enable open floorplans that maintain fire safety, clarify unclear provisions, and enable optimization of truss design. In addition, the final rule includes more clarity regarding structural design requirements for attics.
- **Ridge roof designs:** Revised definitions and regulatory language allow certain specified roof ridge designs (peak cap and peak flip roof assemblies) without a requirement for specific on-site inspections by a HUD-approved agency, except for certain exclusions. This type of roof installation is common through the industry and uses technology that is time-tested. This update is beneficial for manufacturers and consumers by incorporating more recent design practices into the regulations and eliminating unnecessary inspections and associated costs.
- **Materials that facilitate modern design approaches and improve quality:** Updates to reference standards for materials (wood, steel, piping) and products align with other building standards, allow the use of more modern design approaches and installation of alternative materials, and improve the quality and safety of homes for consumers.
- **Accessibility improvements:** Modifications to standards for accessible showers comply with national disability standards for roll in showers. This eliminates the need for HUD alternative construction approval and reduce cost and burdens for manufacturers and consumers.
- **Modern and energy-saving appliances:** Updated and newly added standards allow for the use of more modern and energy efficient appliances, including gas-fired tankless water heaters, eliminating the need for HUD alternative construction approvals for use of such appliances.
- **Additional process efficiencies that save time and reduce costs:** Improved language stipulating prerequisites for the process of obtaining installation licenses increase flexibility for installers; updates to water system piping testing procedures decrease on-site testing time; and utilization of appliance QR codes for manuals and information will reduce paperwork and bookkeeping.

HUD Code Changes continued

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155

Installer Responsibilities

- **Foundation inspected & approved by LAHJ**
 - **1210.16(e)(2)** “include, without limitation, a warranty that the foundation or supports...were inspected and approved by the governmental agency...responsible for enforcing the uniform code in the jurisdiction in which the manufactured home was installed...”

156



- **Installation meets UFPBC**
 - BAI13.1 “*New Manufactured Homes* shall be installed on a foundation system constructed in accordance with this appendix (Appendix BA) and the *installation instructions*.”
 - Including connections to utilities



157

★

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• Installation meets UFPBC

– BA113.1 "New Manufactured Homes shall be installed on a foundation system constructed in accordance with this appendix (Appendix BA) and the *installation instructions*."

• Alternative Construction Inspections – notify Manufacturer

• Covering the work of others (subcontractors)

– Oversight

– Documentation

158

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Installer Important Do NOTs

• Do not place a warranty seal if you cannot warrant the work of others.

• Do not place a warranty seal if you cannot do the work correctly. Find someone who can!

• The Installer of Record cannot select or omit any part of the work required to make the home suitable for use as a dwelling.

159

MHC Consultants LLC

• Do not place a warranty seal if the installation

IS NOT COMPLETE

ie: deck, stairs, handrails, etc.

"You just bought the noncompliance"

160

Installer's Warranty Seals Guarantee from the Installer

- Installed per code
- Installer Certified by DOS
- Foundation approved

Also req. for "Owner-occupant"

STATE OF NEW YORK
DEPARTMENT OF STATE
INSTALLER'S WARRANTY SEAL

☐ New manufactured home ☐ Rebuilt manufactured home

A. Warranty Seal Number: 887654 SAMPLE

B. Name of Installer: _____

C. Installer Certification Number: _____

D. Date of Installation: _____

E. Home Serial Number: _____

F. HUD Label Number: _____

G. Municipality Issuing Permit: _____

H. Installation address: _____

I. City, State Zip: _____

Signature: _____

VOID IF REMOVED. This SEAL certifies installer's compliance with the Regulations for Manufactured Homes in accordance with Title 19 New York Codes, Rules and Regulations Part 1212.

161

- Permanently attached
 - Largest closet in the largest bedroom



162

Installer's Warranty Seals No CO shall be issued !!!

- After January 1, 2006
- UNLESS:
 - Manufacturer's seal is attached

AND



163

Installer's Warranty Seals
No CO shall be issued !!!

- After January 1, 2006

- UNLESS
 - Manufacturer's
 - Manufacturer's

1210.16(g) No authority having jurisdiction shall issue a CofO for any MH unless...
"the installer's warranty seal...has been attached to such manufactured home;"

AND



164

The government entity shall NOT RELY on the Installer's Seal

Independent inspection of the installation must be made



165

The government entity shall NOT RELY on the Installer's Seal
Independent inspection of the installation must be made



166

The go

Indep

nts LLC

al

ade

167

manufactured.housing@dos.ny.gov

MHC Consultants LLC

If it happens at the site the LAHJ has the right to inspect

Including:

- work outside of HUD Code
- not authorized by manufacturer
- non DAPIA repairs

LAHJ =

Local Authority Having Jurisdiction

204



- If an owner contracts work themselves, they are still required to hire a certified *entity* to oversee the work and affix a warranty seal.

Application for Warranty Seal

<https://dos.ny.gov/code/manufactured-homes>

Warranty Seal Fees

	Purchase price from DOS	Maximum Allowed Attachment Fee
Manufacturer's Seal	\$125	\$150
Installer Seal**	1 – 5: \$35 6 or more: \$25	\$50

** Not for sale to "Limited Certificate" installer, and only one for "Owner-occupant" installer

Installer's Quarterly Reporting

- Quarterly
- General Stuff
 - Authorized signature
 - Name and address
 - Reporting period
- Home details
 - Warranty Seal No.
 - Owner
 - Certification that installation meets UFBC

208

Installer's Quarterly Reporting

- Quarterly
- General Stuff
 - Authorized signature
 - Name and address
 - Reporting period
- Home details
 - Warranty Seal No.
 - Owner
 - Certification that installation meets UFBC

209

Installer's Quarterly Reporting

- Quarterly
- General Stuff

No Homes installed this Quarter?	If you have not installed any homes in the State of New York for this reporting period mark an X in the box and mark NONE in Schedule of Installed Units section and then mail this report.	<input type="checkbox"/>
Has your address or business information changed?	If so, call the Dept. of State at (518) 474-4073 or mark an X in the box and enter new information above.	<input type="checkbox"/>
Final Report?	If so, mark an X in the box if you are discontinuing your business operations and this is your final report. Attach your Certification and unused warranty seals to this report.	<input type="checkbox"/>
Accountability for Unused Warranty Seals Physical count of unused warranty seals remaining: <input type="text"/>		

210

MHC Consultants LLC

Installer's Reporting

Authorized signature

Certification that installation meets NYSUPFBC

Accountability for Unused Warranty Seals	
Physical count of unused warranty seals remaining +	<div style="border: 1px solid black; display: inline-block; width: 80px; height: 30px; line-height: 30px;">12</div>

The undersigned Installer certifies that it is certified as an installer by the New York State Department of State pursuant to Article 14-0 of Executive Law, that the information contained herein is correct to the best of its knowledge, information and belief and this report is filed pursuant to 19 NYCRR 1210, Manufactured Homes. The undersigned further certifies that all manufactured home installations filed herein meet the standards of the New York State Uniform Fire Prevention and Building Code.

 <small>Print Name of Installer or Authorized Representative</small> John Hancock	<small>Title</small> Managing Member <small>Company Telephone</small> (518) 474-4073
---	---

Page 2 of 2

Installer's Reporting

Authorized signature

Certification that installation meets NYSUFPBC

Accountability for Unused Warranty Seals	
Physical count of unused warranty seals remaining ▶	12

The undersigned Installer certifies that it is certified as an installer by the New York State Department of State pursuant to Article 21-b of Executive Law, that that the information contain herein is correct to the best of its knowledge, information and belief and this report is filed pursuant to 19 NYCRR 1210, Manufactured Homes. The undersigned further certifies that all manufactured home installations listed herein meet the standards of the New York State Uniform Fire Prevention and Building Code.

Signature of Installer or Authorized Representative
Printed Name of Installer or Authorized Representative
John Hancock

Title	Managing Member
Daytime telephone	(518) 474-4073

MHC Consultants LLC

New York State
 Department of State
 Division of Building Standards
 and Codes
 One Commerce Plaza
 Albany, NY 12231-0001
 (518) 474-6073
 Fax: (518) 486-4487
 www.dos.ny.gov

Where to mail reports and attachments

New York State Department of State
 Division of Building Standards and Codes
 One Commerce Plaza, Suite 1160
 99 Washington Avenue
 Albany, NY 12231

Or via email to: quarterlyinstallerreports@dos.ny.gov

Installer's Company Name (as it appears on the contract) _____
 DBA (doing business as) _____
 Number and Street _____
 City _____ State _____ Zip _____

Quarterly Report Periods:
 1st Quarter reported March 31
 2nd Quarter reported April 30th
 3rd Quarter reported July 30th
 4th Quarter reported October 30th

☐ Postmarked by October 30th
 4th Quarter: October 1 – December 31

Installer's

Where to mail reports and attachments

New York State Department of State

Division of Building Standards and Codes

One Commerce Plaza, Suite 1160

99 Washington Avenue

Albany, NY 12231

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DOS 1836-f (Rev. 07/22)

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Building Standards
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One Commerce Plaza
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(518) 474-4073
Fax: (518) 486-4487
www.dos.ny.gov

PERIODS

the quarter reported

March 31
April 7

30

July 3

September 30
October

December

☐ Postmarked by: October 30th
4th Quarter: October 1 – December 31

Installer's Report

- Updated form
- General Stuff
 - DOS form
 - Name and addy
 - Quarterly report

C Consultants LLC

For Manufacturers and Installers

Manufacturers are required to file a Manufacturer's Warranty Seal for each item it would like sale or installation in, or shipment to New York State. Click here for Manufacturer's Warranty Seal may be downloaded below.

Installers are required to file an installer's Warranty Seal for each home it installs in New York State. Click here for Installer's Warranty Seal may be downloaded below.

Manufacturers are required to file reports by the Department of State identifying items sold for sale or installation in, or shipment to New York State during the reporting period; these reports can be filed online quarterly or monthly basis. Manufacturer's Warranty Seal Reports may be downloaded before or submitted electronically affiling the link below.

Installers are required to file quarterly reports to the Department of State identifying homes installed in New York State during the reporting period; installer's Quarterly Warranty Seal Reports may be downloaded before or submitted electronically affiling the link below.

	Click Here, Manufacturer's Warranties Seals	Download
Quarterly	Click Here, Installer's Warranties Seals	Download
Monthly	Installer's Quarterly Warranties Seal Report This form can be submitted online	Download
Quarterly	Installer's Quarterly Warranties Seal Report - additional sales	Download
Monthly	Manufacturer's Quarterly Warranties Seal Report This form can be submitted online	Download
Quarterly	Manufacturer's Monthly Warranties Seal Report This form can be submitted online	Download

Installer's Report

- Updated form c
- General Stuff
 - DOS form
 - Name and add
 - Quarterly repoi













For Manufacturers and Installers

Manufacturers are required to affix a Manufacturer's Warranty Seal to each home it builds for sale or installation in, or shipment to New York State. Order form for Manufacturer Warranty Seals may be downloaded below.

Installers are required to affix an Installer's Warranty Seal to each home it installs in New York State. Order form for Installer Warranty Seals may be downloaded below.

Manufacturers are required to file reports to the Department of State identifying toys built for sale or installation in, or shipment to New York State during the reporting period; these reports can be filed on a quarterly or monthly basis. Manufacturer's Warranty Seal Reports may be downloaded below or submitted electronically utilizing the link below.

Notifiers are required to file quarterly reports to the Department of State identifying names installed in New York State during the reporting period. In-state's Quarterly Women's Seal Reports may be downloaded below or submitted electronically utilizing the link below.

- | | | |
|---|---|---|
|  | Order Form, Manufacturer's Warranty Seal |  |
|  | Order Form, Installer's Warranty Seal |  |
|  | Installer's Quarterly Warranty Seal Request
This form can be submitted online |  |
|  | Installer's Quarterly Warranty Seal Request...additional
seals |  |
|  | Manufacturer's Quarterly Warranty Seal Request
This form can be submitted online |  |
|  | Manufacturer's Monthly Warranty Seal Request
This form can be submitted online |  |

ing Standards
does[illegible]

★

For Manufacturers and Installers

C Consultants LLC

Installer's Report

Updated form

General Stuff

DOS form

Name and add

Quarterly repor

Manufacturers are required to affix a Manufacturer's Warranty Seal for each furnace it builds for sale or installation in or shipment to New York State. Order form for Manufacturer Warranty Seal may be downloaded below.

Installers are required to affix an Installer's Warranty Seal to each furnace it installs in New York State. Order form for Installer Warranty Seal may be downloaded below.

Manufacturers are required to file reports to the Department of State identifying homes built for sale or installation in, or shipment to New York State during the reporting period. These reports can be filed on a quarterly or monthly basis. Manufacturer's Warranty Seal Reports may be downloaded below or submitted electronically utilizing the link below.

Installers are required to file quarterly reports to the Department of State identifying homes installed in New York State during the reporting period. Installer's Quarterly Warranty Seal Reports may be downloaded below or submitted electronically utilizing the link below.

Order Form Manufacturer's Warranty Seal

Order Form Installer's Warranty Seal

Installer's Quarterly Warranty Seal Report

Installer's Quarterly Warranty Seal Report...additional

Manufacturer's Quarterly Warranty Seal Report

Manufacturer's Monthly Warranty Seal Report

Download

Download

Download

Download

Download

Download

Reporting Standards

Test Report

★

For Manufacturers and Installers

C Consultants LLC

Installer's

Warranty Seal Report Form

Updated form

General Stuff

DOS form

Name and add

Quarterly repor

Please select the type of warranty report to be submitted.*

Installer's Quarterly Warranty Seal Report

Manufacturer's Quarterly Warranty Seal Report

Manufacturer's Monthly Warranty Seal Report

Submit

Powered by ArcGIS Survey123

★

For Manufacturers and Installers

C Consultants LLC

Installer's

Warranty Seal Report Form

Updated form

General Stuff

DOS form

Name and add

Quarterly repor

Please select the type of warranty report to be submitted.*

Installer's Quarterly Warranty Seal Report

Manufacturer's Quarterly Warranty Seal Report

Manufacturer's Monthly Warranty Seal Report

Submit

Manufacturer's Quarterly Warranty Seal Report

Manufacturer's Monthly Warranty Seal Report

Manufacturer's Certification Number*

Name (as it appears on the Certification*)

DBA (doing business as) Name

Number and Street*

- Updated form on D
- General Stuff
 - DOS form
 - Name and address
 - Quarterly reporting

Installer's Quarterly Warranty Seal Report

AHC Consultants LLC

You must electronically submit the application of the Installer's Quarterly Warranty Seal Report. For direction about whether, when, or how to file this form, please see:

[How do I prepare my quarterly warranty seal report?](#) You will receive an acknowledgment of your submission and a follow-up message from the Department of State after it processes your submission unless confirming acceptance or returning for issues. Failure to complete quarterly reporting may be subject to penalties as prescribed by Article 21-B.

Installer's Certification Number*

(XXXXXXXX)

Name [as it appears on the Certification]

Mechanical Contracting Company, Inc./d/b/a M/C Co., Inc.

DBA/Licensing business act Name

Number and Street#

One Industrial Rd.

City*

Spartanburg

State**

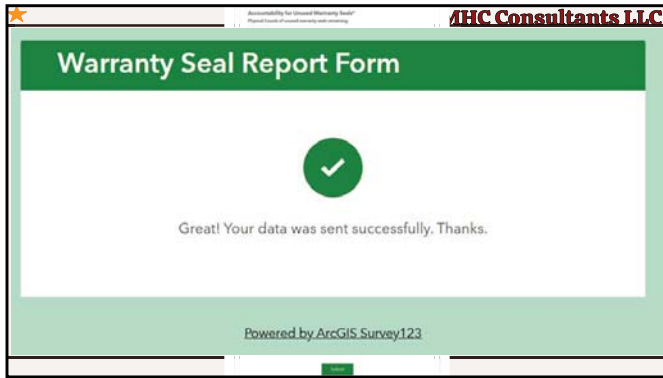
SC

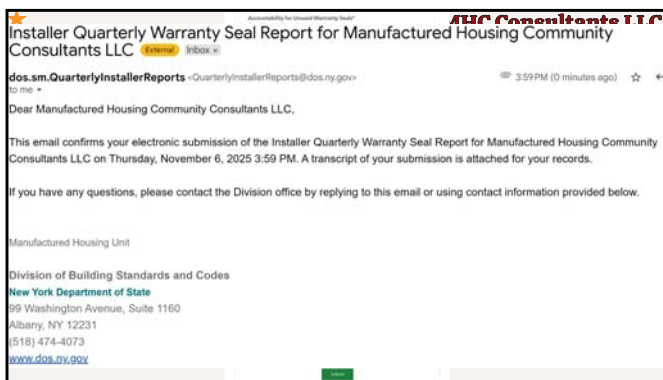
- Updated form on D
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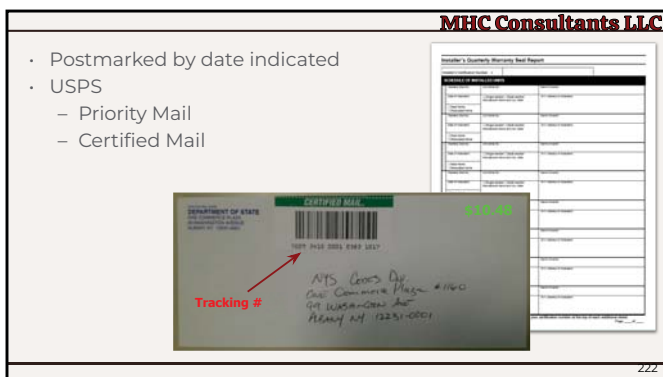
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- Updated form on E
- General Stuff
 - DOS form
 - Name and address
 - Quarterly reporting

[illegible]







Resolution of Disputes

§1210.18 (a) "Any homeowner, retailer, manufacturer, installer, mechanic, or lending entity may file a complaint with the Department of State seeking resolution of an allegation that a substantial defect exists in the delivered condition, installation, service or construction of a manufactured home."



226

Substantial defect shall mean "a defect or a number of defects or other conditions in the delivered condition, installation, service, or construction of a manufactured home which collectively can reasonably be expected to cost five hundred dollars or more to cure."

227

Dispute Resolution Complaint Filing Timeframe

§1210.18(b) "A complaint relating to the delivered condition, installation, service or construction of a manufactured home shall be filed with the Department of State within 1 year & 10 days after the date of service, installation, issuance of a certificate of occupancy, or the expiration of a warranty, whichever is later."

228

MHC Consultants LLC

- Installation: May 15, 2024

229

MHC Consultants LLC

Installation: May 15, 2024

- May 25, 2025

230

MHC Consultants LLC

- Installation: May 15, 2024
- Date of CO: July 29, 2024

- May 25, 2025

231

- Installation: May 15, 2024
- Date of CO: July 29, 2024
- May 25, 2025
- **August 8, 2025**

- Installation: May 15, 2024
- Date of CO: July 29, 2024
- **Warranty Expiration: August 1, 2025**
- May 25, 2025
- August 8, 2025

- Installation: May 15, 2024
 - Date of CO: July 29, 2024
 - Warranty Expiration: August 1, 2025
 - May 25, 2025
 - August 8, 2025
 - **August 11, 2026**
- "...whichever is later."*

- Installation: May 15, 2024
 - Date of CO: July 29, 2024
 - Warranty Expiration: August 1, 2025
- “...whichever is later.”
- May 25, 2025
 - August 8, 2025
 - **August 11, 2026**

- Installation: May 15, 2024
 - Date of CO:
 - Warranty Expiration: August 1, 2025
- “...whichever is later.”
- May 25, 2025
 - **August 11, 2026**

Dispute Resolution Process

Department of State Review

- Complaint valid or not
- Notification to parties involved
- Parties have 30 days to respond to DOS notification (1210.18(e))

Informal Resolution

- The Codes Div. shall be permitted, but not required, to attempt to resolve any complaint informally
- Process may be commenced at any time after complaint filed

238

Informal Resolution

- If Codes Division elects out or attempts are unsuccessful, referred to Office of Administrative Hearings



Department of State
Administrative Hearings

239

Formal Resolution in front of a Law Judge

- Complainant v. Respondent

240

Formal Resolution in front of a Law Judge



- Complainant v. Respondent



241

Formal Resolution in front of a Law Judge



- Complainant v. Respondent
- Order compensation
- Apportion liability between multiple parties, where appropriate.

242

Formal Resolution in front of a Law Judge



- Complainant v. Respondent
- Order compensation
- Apportion liability between multiple parties, where appropriate.
- ***Compensation shall not be limited to financial security amounts***

243

Appeal to the Secretary of State, Walter T. Mosley



244

Judicial Review

- Article 78 of Civil Practice Law and Rules
- New York Supreme Court
- Review agency actions
- Make determination



245



Enforcement Actions

Civil Penalties

- Violations of Executive Law 21-B

or

- Violations of 24 CFR (As of July 14, 2025)
 - Up to **\$3,650** per single violation
 - Up to **\$4,562,282** for a series of related violations



246

**Additional Enforcement Actions**

- Sale of units to Uncert'd Retailer
- Business during Lapse of Cert
- Business while not Certified period
 - “Nothing...shall excuse any person or business entity required to be certified from the obligation of obtaining such certification.”

247

• Violations found during Retail Lot Audit

- Temporary Storage
- Dispute Notices
- Purchaser Cards
- Delivery Inspections
- Notifications to Manufacturer of complaints or non conformances

248

• Violations found during Dispute Resolution

Additional action will be brought by DOS against the responsible party for any non-compliance concerning Manufacture, Sale, Installation or Service, not related to original complaint.

249
