

Manufactured Housing

Certification Renewal Training



Joel Harper
CEO



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Course Information

This course qualifies and has been approved by the Department of State for credit for continuing education for the manufactured housing certification program.

3 hours, Manufactured Housing Continuing Education

Course number: mfg0009105

Course provider: NYHA

Location: Online

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Attendees must be in the webinar within these parameters to receive credit

- Joining – Before the scheduled start time to 15 minutes after the scheduled start time.
- Leaving – more than 10 minutes before the end time of actual presentation.

Joining and leaving outside of the above timeframes will prohibit attendees from receiving course credit.

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Course Development

Utilized Installation Instruction Manual for



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

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
Assistant Director – Inspection & 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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What is a Manufactured Home?

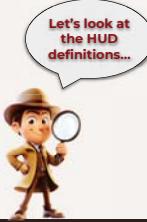
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What is a Manufactured Home?

• A structure designed as a **dwelling**

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Dwelling and Dwelling Unit

 **Let's look at the HUD definitions...**

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

Manufacturers may not design or build HUD code homes for multifamily or other non-single family residential use.

Retailers may not sell HUD code homes for purposes other than single family use

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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) 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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What is a Manufactured Home?

- 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 a Manufactured Home?



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What is an attached Manufactured Home?

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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

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What is a Manufactured Home?



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What is a Manufactured Home?





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What is a Manufactured Home?

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What is a Manufactured Home?

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What is a Manufactured Home?



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What is a Mobile Home?

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

- A structure designed as a **dwelling**
- Built before June 15, 1976

And...

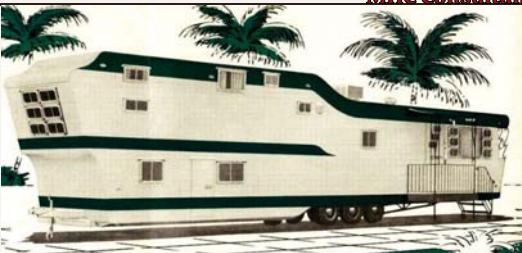
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What is a Mobile Home?

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



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

TERMOGRAPHIC PICTURE WINDOWS	VARIETY OF INTERIOR AND EXTERIOR	DOUBLE BOTTLE GAS TANKS AND RACK	ADequate STORAGE SPACE
LARGE ELECTRIC WATER HEATER	COLOR SCHEMES PLANNED WITH YOU	APARTMENT SIZE DELUXE GAS RANGE	POWER FRESH AIR VENTS
DELUXE ELECTRIC REFRIGERATOR	BY OUR INTERIOR DECORATOR	LADY BAGGAN IN KITCHEN CABINETS	
ALUMINUM SCREEN DOORS	ELECTRIC BRAKES ON ALL AXLES	RUBBER FLOORING	

Smokin' in Southern California

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What is a *Factory Manufactured Home* ?

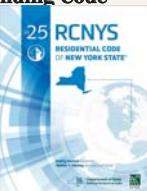
- AKA: Modular Home
- A structure designed as a dwelling
- Transportable in sections
- Intended for permanent foundation
- Constructed in a manufacturing facility
- Frame on modular

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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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?



What is a Park Model Home?



What is a CrossMod®?

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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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TRAILERS!

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TRAILERS!

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You point with pardonable pride when you own a *New Moon*

It's a tiny trailer for tiny houses, carefully arranged to make the most of every inch of available space. It's a trailer that's built to last, with a sturdy frame and a reliable suspension system. It's a trailer that's built to last, with a sturdy frame and a reliable suspension system. It's a trailer that's built to last, with a sturdy frame and a reliable suspension system. It's a trailer that's built to last, with a sturdy frame and a reliable suspension system.

New Moon Homes, Inc.
TODAY'S THE DAY YOU'LL OWN A NEW MOON!

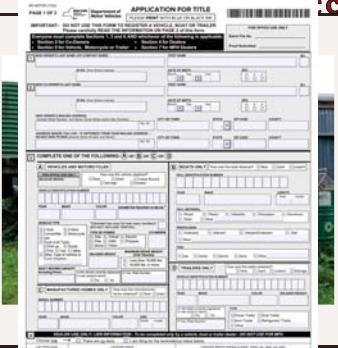
MGM'S NEW HIT! * *The Long Long Trail* * GEORGE BALL-ARNAL

DECEMBER, 1954

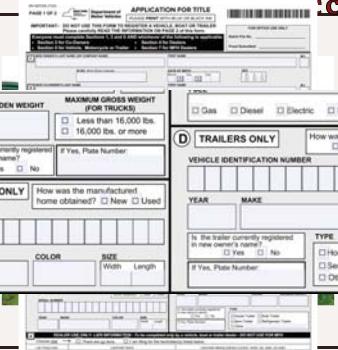
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APPLICATION FOR TITLE
PAGE 1 OF 2

MAXIMUM GROSS WEIGHT
(FOR TRUCKS)

UNLADEN WEIGHT

ADULT SEATING CAPACITY
(including Driver)

C MANUFACTURED HOMES ONLY

How was the manufactured home obtained? New Used

VEHICLE IDENTIFICATION NUMBER

YEAR MAKE COLOR UNLADEN WEIGHT

Is the trailer currently registered in new owner's name? Yes No

TYPE

House Trailer Boat Trailer
 Semi Trailer Refrigerator Trailer
 Other

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APPLICATION FOR TITLE
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MHC Consultants LLC**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...

MHC Consultants LLC**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...

At all times while certification is in effect;

MHC Consultants LLC**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...

At all times while certification is in effect;

At all times while certification is suspended; and

MHC Consultants LLC**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...

At all times while certification is in effect;

At all times while certification is suspended; and

At all times following the expiration or revocation of certification until the expiration of time frame under which a homeowner can file a complaint...

MHC Consultants LLC**Financial Security**

"A person or business entity certified...

...time frame under which a homeowner can file a compliant...

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

1. 21-B Order satisfied; or
2. 21-B Judgment satisfied; or
3. Appeal timeframe has expired

MHC Consultants LLC**Corporations, LLC's, LLP's**

- These business entities applying for recertification must employ...
 - (l) at least one certified person
 - That employee must apply for limited certification
 - meeting the appropriate experience and education requirements
- Payment of appropriate application fees

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Individuals Applying for Certification

- Meets the appropriate experience and education requirements.
- Payment of appropriate application fees
- DBA's
 - DOS is now issuing certifications in the name of DBA's

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YOUR ATTENDANCE HERE TODAY DOES NOT AUTOMATICALLY GRANT CERTIFICATION

You must file appropriate application(s) (s)...

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Renewal Applications

- Paperwork

Renewal of Dealer Certification

Applicant's Information: Individual General Partnership Corporation LLC LP LLP

Trade Name: Manufactured Housing Community Consultants LLC

Address: 160 Wilkinson Rd, Fairport, NY 14450

City, State, Zip: Fairport, NY 14450

Telephone: (585) 794-7545

Fax: ()

Email: joel@consultwithmhc.com

Mailing Address if different than above: (Location of retail sales lot this application applies to, if different than above:)

Financial Security: in the form of: Supply Bond - Deposit Account Control Agreement - Letter of Credit in the amount of \$25,000 satisfying the requirements of 10/11/2006 12/12/2006 version of this.

Page 1 of 1

MHC Consultants LLC

Renewal Applications

- Address Change
- Entity Type

Provide current information in this application. If any information provided in this application differs from application for initial certification, check this box and describe the change(s) in an attached document.

Check applicable box: Applicant is a: Individual Trade Name General Partnership Corporation LLC LP LLP

Financial Security: in the form of: Supply Bond - Deposit Account Control Agreement - Letter of Credit in the amount of \$25,000 satisfying the requirements of 10/11/2006 12/12/2006 version of this.

Page 1 of 1

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Renewal Applications

- Address Change
- Entity Type
- **Applicant's Information**

Applicant's Name: Manufactured Housing Community Consultants LLC

DBA (if any):

Street Address: 160 Wilkinson Rd

City, State, Zip: Fairport, NY 14450

Mailing Address if different than above:

Location of retail sales lot this application applies to, if different than above:

Applicant's Certification No.: 1RETOXXXX

Telephone: (585) 794-7545

Fax: ()

Email: joel@consultwithmhc.com

Financial Security: in the form of: Supply Bond - Deposit Account Control Agreement - Letter of Credit in the amount of \$25,000 satisfying the requirements of 10/11/2006 12/12/2006 version of this.

Page 1 of 1

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Renewal Applications

• Page 2

• Business Statement

• Attestation/Authorized Signature

By signing this application, I certify that as of the date of this application, I am not under an obligation to pay child support OR if I am under an obligation to pay child support, I am not four or more months in arrears in the payment of child support or making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties, or my child support obligation is the subject of a pending court proceeding, or I am receiving public assistance or supplemental security income.

I affirm that I have read and understood the provisions of Article 21-B of the Executive Law and the rules and regulations promulgated thereunder, and that the information given above is true to the best of my knowledge and belief. I further certify, under the penalties of perjury, that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued.

Signature of Applicant or Authorized Representative
Printed Name of Applicant or Authorized Representative
Joel Harper

April 29, 2024
Title
CEO

Page 2 of 2

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Applications Attestation

You certify that as of the date of application you are

- Under no obligation to pay child support
OR
- If under a child support payment obligation
Not more than 4 months in arrears or are making payments under plan
- Have Workers' Compensation & Disability Benefits Coverage
OR
- Qualify for and have exemption from coverage requirements

MHC Consultants LLC

Application Attestation

You certify that as of the date of application you are

Under no obligation to pay child support;

If under an obligation to pay child support

- Not more than 4 months in arrears or are making payments under plan

And...

Have NYS Workers' Compensation & Disability Benefits coverage;
or

Qualify for and have exemption from coverage requirements



MHC Consultants LLC**Application Attestation**

You certify that as of the date of application you are
Under no obligation to pay child support; or
If under an obligation to pay child support
– Not more than 4 months in arrears or are making payments
under plan

And...

Have NYS Workers' Compensation & Disability Benefits coverage;

or

Qualify for and have exemption from coverage requirements



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MHC Consultants LLC**Application Attestation**

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Under no obligation to pay child support; or
If under an obligation to pay child support
– Not more than 4 months in arrears or are making payments
under plan

And...

Have NYS Workers' Compensation & Disability Benefits coverage;

or

Qualify for and have exemption from coverage requirements



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MHC Consultants LLC**Limited Renewal Applications**

- Limited Type
- Applicants Information
- Continuing Education Course
- Employer
- Attestation/Signature



MHC Consultants LLC**Pay the Application Filing Fees**

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

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MHC Consultants LLC**TOP REASONS WHY:**

- The check amount is wrong. Licensing recommends individual checks for individual applications.



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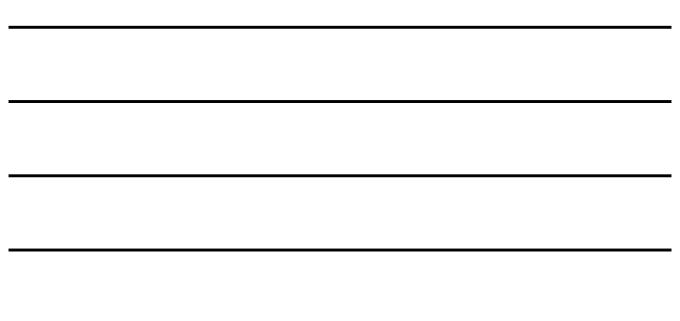
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TOP REASONS WHY:

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- License number. Your current number must be on the form. VERIFY IT'S CORRECT!
- ALWAYS include the course completion certificate! Double check to make sure that the name on your certificate matches your application. A legal name on one and a nickname on the other will be rejected.
- Just as your limited certification expires, so does the entity's. DON'T FORGET TO RENEW IT!
- Previous experience detail. Licensing wants much more detail. Saying general contracting is not enough detail.
- **On length of employment, putting current.**

Regulation: Part 1210 Certification.

- Multiple Categories
Such as:
Manufacturer & Retailer
Retailer & Installer
Retailer & Mechanic
- Installer with a Limited Mechanic

Regulation: Part 1210 Certification.

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 NY
 Skyline Homes, Champion Homes, Redman Homes, Titan Homes, Atlantic Homes and others
- or CMH Homes, Inc.
- Multiple retail sales centers in NY

MHC Consultants LLC**Manufacturer Responsibilities****CFR 3282 Procedural and Enforcement Regulations**

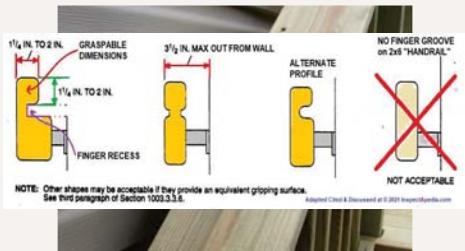
- Remedial Actions to Consumer Complaints
 - Must INVESTIGATE within 30 days
 - Is it a MANUFACTURING PROBLEM and does it require action
- In addition, RESEARCH factory records
 - Is there a "CLASS" of homes
 - If so, PLAN of notification and correction

MHC Consultants LLC**HUD 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.

MHC Consultants LLC**HUD Retailer Responsibilities**

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MHC Consultants LLC**HUD Retailer Responsibilities**

- Manufacturer's Warranty Seal
- To notify the manufacturer of any defects or non-compliance.
- Retailer must notify the manufacturer of any consumer complaint on any non-complying defect.

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HUD Retailer Responsibilities

- Complete purchaser cards

PLEASE DETACH AND RETURN WARRANTY REGISTRATION			
OWNER/PURCHASER STREET ADDRESS CITY _____ STATE _____ ZIP _____ PHONE _____	TO BE COMPLETED AFTER THIRD SALE	CLUSTER HOME MANUFACTURED HOME CENTER ROUTE 1, BOX 1000 WILMINGTON, DE 19808	
RETAILER/SELLER STREET ADDRESS CITY _____ STATE _____ ZIP _____ PHONE _____	TO BE COMPLETED AFTER SECOND SALE	CLUSTER HOME MANUFACTURED HOME CENTER ROUTE 1, BOX 1000 WILMINGTON, DE 19808	
DATE OF HOME STREET ADDRESS CITY _____ STATE _____ ZIP _____ PHONE _____	TO BE COMPLETED AFTER FIRST SALE	CLUSTER HOME MANUFACTURED HOME CENTER ROUTE 1, BOX 1000 WILMINGTON, DE 19808	
DATE OF MPH _____ SERIAL NO. _____			
MEASUREMENTS			
WIND SPEED	DESIGN WIND ZONE	DESIGN ROOF LOAD	THERMAL ZONE
100 MPH	WIND ZONE 4 (12 MPH)	SOUTH/WEST	ZONE I
110 MPH	WIND ZONE 5 (15 MPH)	SOUTH/EAST	ZONE II
120 MPH	WIND ZONE 6 (18 MPH)	NORTH/WEST	ZONE III
130 MPH	WIND ZONE 7 (21 MPH)	NORTH/EAST	ZONE IV

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HUD Retailer Responsibilities

Dispute Resolution Notice

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

U.S. DEPARTMENT OF STATE

Information February 2016

RETAILER DISPUTE RESOLUTION NOTIFICATION

Discrete Resolution (DR) is the U.S. Department of Housing and Urban Development (HUD) measure that enables the resolution of disputes between manufacturers, retailers, or installers concerning defects in manufactured homes. DR is a mandatory program that is part of the Home Quality Protection Program. For additional information about these programs, see Section 4204 of the Home Quality Protection Program and the "Consumer Manual" to be provided to the consumer. The Consumer Manual is a copy of the "Consumer Manual" that is provided to the manufacturer, or any other persons, warranty program.

In New York State, companies for the resolution of disputes should be directed to the New York State Office of General Counsel, New York State Department of State, Division of Building Standards and Codes, One Commerce Plaza, Albany, NY 12220-0001. Telephone: (518) 474-4073, Fax: (518) 486-4887.

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Dispute Resolution Notice

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U.S. DEPARTMENT OF STATE

Information February 2016

RETAILER DISPUTE RESOLUTION NOTIFICATION

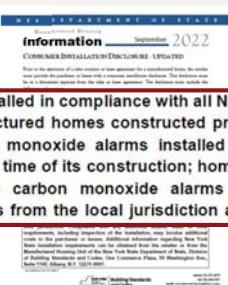
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MHC Consultants LLC	
HUD Retailer Responsibilities	
Installation Disclosure Notice	
<ul style="list-style-type: none"> • Federal Requirement • Obtain Consumer Acknowledgement • Maintain copy for Retailer records 	
	

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MHC Consultants LLC	
HUD Retailer Responsibilities	
Installation Disclosure Notice	
<ul style="list-style-type: none"> • Federal Requirement 	
<p>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 required, including inspection of the installation, new installation, and final inspection. For more information, contact the New York State Department of State, Division of Manufacturing Housing Unit or the New York State Department of State, Division of Consumer Protection, One Commerce Plaza, 30 Washington Ave, Suite 1500, Albany, NY 12223-0001.</p>	
	

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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 (DPIA) (new homes only). All manufactured homes must be

MHC Consultants LLC

Display of homes

- Provide temporary blocking per manufacturer's instructions

112

MHC Consultants LLC

Display of homes

- Provide temporary blocking per manufacturer's instructions

113

Retailer Responsibilities

- Provide tem



114

Retailer Responsibilities

- Provide te



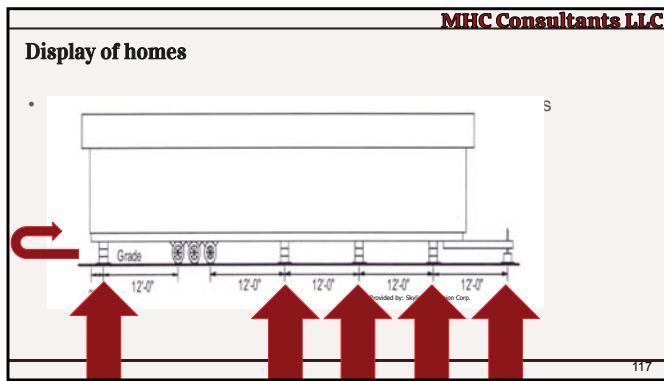
115

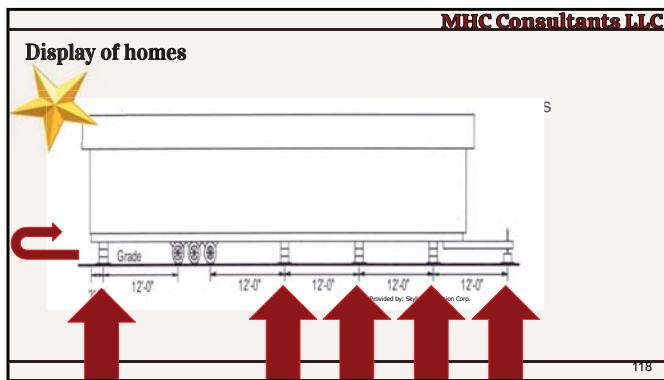
Retailer Responsibilities

- Provide temporary blocking per manufacturer's instructions



116







MHC Consultants LLC**Preemption Exercise**

The LAHJ requires:

Are fault protection provided in the home

Shipped loose assembled drain lines insulated

122

MHC Consultants LLC**Preemption Exercise**

The LAHJ requires:

Are fault protection provided in the home

Shipped loose assembled drain lines insulated

123

MHC Consultants LLC**Preemption Exercise**

The LAHJ requires:

Are fault protection provided in the home

Shipped loose assembled drain lines insulated

50 psf roof snow load

124

MHC Consultants LLC**Preemption Exercise**

The LAHJ requires:

Are fault protection provided in the home

Shipped loose assembled drain lines insulated

50 psf roof snow load

125

MHC Consultants LLC**Preemption Exercise**

The LAHJ requires:

Are fault protection provided in the home

Shipped loose assembled drain lines insulated

50 psf roof snow load

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

126

MHC Consultants LLC**Preemption Exercise**

The LAHJ requires:

Are fault protection provided in the home

Shipped loose assembled drain lines insulated

50 psf roof snow load

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

127

MHC Consultants LLC**Preemption Exercise**

The LAHJ requires:

Arc fault protection provided in the home

Shipped loose assembled drain lines insulated

50 per roof snow load

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

Carbon monoxide alarm in the home

128

MHC Consultants LLC**Preemption Exercise**

The LAHJ requires:

Arc fault protection provided in the home

Shipped loose assembled drain lines insulated

50 per 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?

129

MHC Consultants LLC**HUD Code Changes**

- Changes to 24 CFR 3280, 3282, and 3285 went into effect September 15th.
- 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, allowing the use of more modern design approaches and installations of alternative materials that 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.

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HUD Code Changes continued

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Other Important Updates

Other Important Updates

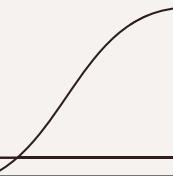
The All Electric Building Act says that manufactured homes, as defined in subdivision 7 of section 601 of the executive law, have an exemption for allowing the installation and use of fossil fuel equipment and building systems.

★

Other Important Updates

The new Uniform Fire Prevention and Building Code is went into effect 12/31/25.

Some highlights:



★

UFPBC Update

Additionally the Appendix has been revised, reorganized, and renumbered.

Section	2020 Appendix E	2025 Appendix BA
Scope	AE101	BA101
Permits	AE103	BA105
Definitions	AE201	BA103
Foundation Systems	AE402	BA114
Skirting & Perimeter Enclosures	AE403	BA115
Exits	AE405	BA118

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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..."
- Foundation must meet UFPBC

	MHC Consultants LLC
Installer Responsibilities <ul style="list-style-type: none"> • Foundation inspected & approved by LAHJ • Installation meets UFPBC <ul style="list-style-type: none"> – BA401 "...installation instructions provided by the manufacturer." – Including connections to utilities • Alternative Construction Inspections – notify Manuf. 	

	MHC Consultants LLC
Installer Responsibilities <ul style="list-style-type: none"> • Foundation inspected & approved by LAHJ • Installation meets all aspects of UFPBC • Covering the work of others (subcontractors) <ul style="list-style-type: none"> – Oversight – Documentation 	

	MHC Consultants LLC
Do NOTs <ul style="list-style-type: none"> • 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. 	

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Do NOT's

- Do not place a warranty seal if the installation

IS NOT COMPLETE

ie: deck, stairs, handrails, etc.

"You just bought the noncompliance"

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Warranty Seals

• Guarantee from the Manufacturer

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



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Warranty Seals

- Guarantee from the Manufacturer

• Guarantee from the Installer

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



Also req. for "Owner-occupant"

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Warranty seals

- Permanently attached
 - Largest closet in the largest bedroom



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

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If it happens at the site The LAHJ has the right

Including:

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



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No CO shall be issued !!!

- After January 1, 2006

• UNLESS:

- Manufacturer's seal is attached

AND



MHC Consultants LLC

No CO shall be issued !!!

- After January 1, 2006

• UNLES

1210.16(g) No authority having jurisdiction
shall issue a CofO for any MH unless...

- Ma
- “the installer's warranty seal...has been attached to such manufactured home;”

AN



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No CO shall be issued !!!

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



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

- Independent inspection of the installation must be made

<p>No CO shall be issued if:</p> <ul style="list-style-type: none"> • After January 1, 2024 • UNLESS: <ul style="list-style-type: none"> – Manufacturer's seal is present – Installer's seal is present <p>• The government seal is not present:</p> <ul style="list-style-type: none"> – Independent inspection must be made 	 <p>C Consultants LLC</p> <p>the Installer's Seal</p> <p>be made</p>
---	---

<p>C. of O. and Warranty Seals</p> <ul style="list-style-type: none"> • Pay attention to 1210.18(b) <ul style="list-style-type: none"> – A complaint...filed with the DOS 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. 	<p>MHC Consultants LLC</p>
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<ul style="list-style-type: none"> • Installation: May 15, 2024 	<p>MHC Consultants LLC</p>
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MHC Consultants LLC

• Installation: May 15, 2024

• May 25, 2025

164

MHC Consultants LLC

• Installation: May 15, 2024
• **Date of CO: July 29, 2024**

• May 25, 2025

165

MHC Consultants LLC

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

166

MHC Consultants LLC

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

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MHC Consultants LLC

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

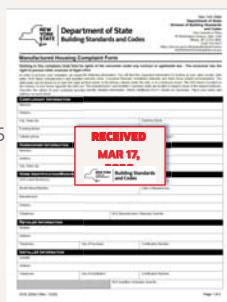
“..whichever is later.”

168

MHC Consultants LLC

- 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.”



169

<p>• Installation: M</p> <p>• Date of CO: Ju</p> <p>• Warranty Expi</p> <p>• May 25, 202</p> <p>• August 8, 2</p> <p>• August 11, :</p>	<div style="text-align: center;">  Department of State Building Standards and Codes </div> <p>Manufactured Housing Complaint Form</p> <p><small>This form is to be used to report any violation of the manufactured housing code or any other applicable law. The consumer has the right to pursue other avenues of legal redress.</small></p> <p>Consumer Information</p> <p>Consumer Name: <input type="text"/> Date of Birth: <input type="text"/></p> <p>Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p> <p>Telephone: <input type="text"/> Email: <input type="text"/></p> <p>Manufactured Home Information</p> <p>Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p> <p>Model Number: <input type="text"/> Manufacture Date: <input type="text"/></p> <p>Serial Number: <input type="text"/> Date of Manufacture: <input type="text"/></p> <p>Manufacture: <input type="text"/> MFG Location: <input type="text"/></p> <p>Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p> <p>Telephone: <input type="text"/> Email: <input type="text"/></p> <p>Building Standards Information</p> <p>Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p> <p>Telephone: <input type="text"/> Email: <input type="text"/></p> <p>Comments</p> <p>RECEIVED MAR 17, <input type="text"/> Building Standards <input type="text"/> Page 1 of 2</p>
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- Installation: May 15, 2024
- Date of CO:
- Warranty Expiration: August 1, 2025
 - May 25, 2025 “*whichever is later,*”
 - **August 11, 2026**

MHC Consultants LLC

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Installer's Reporting

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



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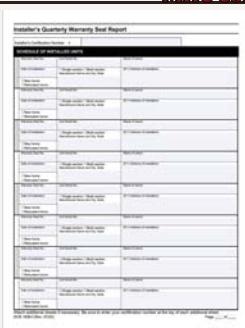
Installer's Reporting

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"/>	

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Installer's Reporting

- Home details 
 - Warranty Seal No.
 - Owner



MHC Consultants LLC

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 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 set forth herein meet the standards of the New York State Uniform Fire Prevention and Building Code.

 Signature of Installer or Authorized Representative John Hancock	Title Managing Member Daytime Telephone (518) 474-4073
---	---

Page 2 of 2

MHC Consultants LLC

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

PERIODS

The quarter reported
 March 31
 April 30th
 July 30th
 October 30th

DOS 1836-f (Rev. 07/22) 

Installer's Certificate

Name (as it appears on the DOS 1836-f)
 DBA (doing business as)
 Number and Street

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

For Manufacturers and Installers

Installer's Report

- Updated form 
- General Stuff
 - DOS form 
 - Name and address
 - Quarterly reports

C Consultants LLC

Manufacturers are required to file a Manufacturer's Warranty Seal for every home it builds for sale or manufacture. Installers are required to file an Installer's Warranty Seal for each home it installs in New York State. Order from the Installer's Warranty Seal for each form it installs in New York State.

Manufacturers are required to file the quarterly reports to the Department of State identifying homes installed in New York State. Order from the Manufacturer's Warranty Seal Reports may be downloaded online or a quarterly or monthly basis. Manufacturer's Warranty Seal Reports may be downloaded online or a quarterly or monthly basis. Order from the Manufacturer's Warranty Seal Reports may be downloaded online or submitted electronically utilizing the DOS form.

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 series Manufacturer's Quarterly Warranty Seal Report Manufacturer's Monthly Warranty Seal Report	
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For Manufacturers and Installers
C Consultants LLC

Installer
Warranty Seal Report Form

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

<div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;"> Warranty Seal Report Form </div> <p>Please select the type of warranty report to be submitted:</p> <p><input checked="" type="checkbox"/> Manufacturer's Quarterly Report</p> <p><input type="checkbox"/> Manufacturer's Quarterly Warrantee Report</p> <p><input type="checkbox"/> Manufacturer's Monthly Warrantee Report</p> <p><input type="checkbox"/> Manufacturer's Monthly Warrant Report</p>	<div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;"> Users and Installers </div> <p>Manufacturer's Quarterly Warrantee Report</p> <p>Manufacturer's Monthly Warrantee Report</p> <p>Manufacturer's Monthly Warrant Report</p>	<div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;"> Warranty Seal Report Form </div> <p>Please select the type of warranty report to be submitted:</p> <p><input checked="" type="checkbox"/> Manufacturer's Quarterly Report</p> <p><input type="checkbox"/> Manufacturer's Quarterly Warrantee Report</p> <p><input type="checkbox"/> Manufacturer's Monthly Warrantee Report</p> <p><input type="checkbox"/> Manufacturer's Monthly Warrant Report</p>
<p>Inst</p> <p>• U</p> <p>• G</p> <p>Installer's Quarterly Warranty Seal Report</p> <p>Use this form to electronically submit the quarterly report of the Installer's Quarterly Warranty Seal Report. For documentation whether, when, or how to file the forms, please see http://www.dos.ny.gov/industry/industry.html. This form will assist in the tracking of payment requests and a follow-up message from the Department of State after it processes your submission awaiting payment. Please use this form for quarterly reporting. Failure to complete quarterly reporting may be subject to penalties as prescribed by Article 21-B.</p> <p>Installer's Certification Number:</p> <p>Name (as it appears on the Certification):</p> <p>DBA (using business or) Name:</p> <p>Number and Street:</p>		
<p>Manufacturers and Installers</p> <p>Manufacturer's Quarterly Warranty Seal Report</p> <p>Use this form to electronically submit the application of the Manufacturer's Quarterly Warranty Seal Report. For documentation whether, when, or how to file the forms, please see http://www.dos.ny.gov/industry/industry.html. This form will assist in the tracking of payment requests and a follow-up message from the Department of State after it processes your submission awaiting payment. Please use this form for quarterly reporting. Failure to complete quarterly reporting may be subject to penalties as prescribed by Article 21-B.</p> <p>Manufacturer's Certification Number:</p> <p>Name (as it appears on the Certification):</p> <p>DBA (using business or) Name:</p> <p>Number and Street:</p>		

Accomplishing the Unusual. **MHC Consultants LLC**
Physical focus of sound community with reverence

Warranty Seal Report Form



Great! Your data was sent successfully. Thanks.

Powered by ArcGIS Survey123



Accomplishing the Unusual. **MHC Consultants LLC**
Physical focus of sound community with reverence

Installer Quarterly Warranty Seal Report for Manufactured Housing Community

Consultants LLC [\(External\)](#) [Inbox](#)

dos.mQuarterlyInstallerReports <QuarterlyInstallerReports@dos.ny.gov>

to me [x](#)

Dear Manufactured Housing Community Consultants LLC,

This email confirms your electronic submission of the Installer Quarterly Warranty Seal Report for Manufactured Housing Community Consultants LLC on Thursday, November 6, 2025 3:59 PM. A transcript of your submission is attached for your records.

If you have any questions, please contact the Division office by replying to this email or using contact information provided below.

Manufactured Housing Unit

Division of Building Standards and Codes
New York Department of State
99 Washington Avenue, Suite 1160
Albany, NY 12231
(518) 474-4073
www.dos.ny.gov



MHC Consultants LLC

Installer's Reporting

- Postmarked by date indicated
- USPS
 - Priority Mail
 - Certified Mail



Tracking # 

MHC Consultants LLC

Enforcement Actions

Failure to file Quarterly Report

- Violation Article 21-B
- Plea Agreement Settlement Letter
 - Fine amount \$100
 - Returned by indicated date – case closed
- Failure or request for hearing then
- Referred to Office of Administrative Hearings
 - Fine Increased!!!
 - OAH moves ahead this hearing process

MHC Consultants LLC

Condition of Certification

... shall be deemed to agree

- to submit to the jurisdiction of the DOS
- to accept service of any notice, complaint, or other paper provided by the DOS
- be bound by any consent order, decision, or final decision and order made

MHC Consultants LLC

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))

MHC Consultants LLC**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

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MHC Consultants LLC**Informal Resolution**

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

**Department of State**
Administrative Hearings

192

MHC Consultants LLC**Formal Resolution in front of a Law Judge**

- Complainant v. Respondent



193

MHC Consultants LLC

Formal Resolution in front of a Law Judge



- Complainant v. Respondent



194

MHC Consultants LLC

Formal Resolution in front of a Law Judge



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

195

MHC Consultants LLC

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***

196

MHC Consultants LLC

Appeal to the Secretary of State, Walter T. Mosley



197

MHC Consultants LLC

Judicial Review

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



198

MHC Consultants LLC

Enforcement Actions

Civil Penalties

- Violations of Executive Law 21-B
- 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



or

199

MHC Consultants LLC**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."

200

MHC Consultants LLC**Violations found during Retail Lot Audit**

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

201

MHC Consultants LLC**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*.

202

Suspension and Revocation of Certifications

- Substantial violation of Article 21-B or this Part
- Material misstatement in any application
- Fraud or fraudulent practices
- Dishonest or misleading advertising
- Untrustworthiness or incompetency
- Failed to comply with Article 21-B order
- Ceased to satisfy the financial responsibility
- Manufacturer ceased to be approved by HUD
- Failed to complete continuing education requirements

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"If you don't have time to do it right, when will you have time to do it over?" – John Wooden

John Robert Wooden is considered the greatest NCAA basketball head coach of all time.

★

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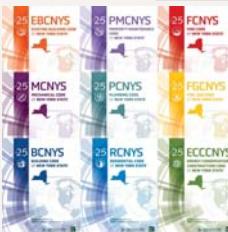
**Residential Code, Appendix BA:
Manufactured Housing Used as Dwellings**

2020 Residential Code of New York State
Effective: May 12, 2020-December 30,2025



★

New Code



2025 Uniform Code

Based on 2024 I-Codes Published in State Register: 10/1/25

90 Day Transitional Period

Effective Date: 12/31/25

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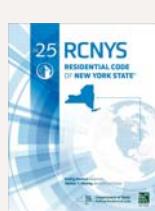
UFPBC Update



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★

UFPBC Update



Changes to the 2025 Residential Code of New York State.

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UFPBC Update

The overall layout and appearance of the Uniform Code has been modified.



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★

UFPBC Update

APPENDIX
BA

MANUFACTURED HOUSING USED AS DWELLINGS

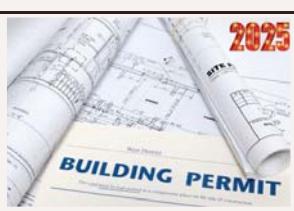
The appendices were reorganized and renamed to improve clarity and organization. Appendices related to building planning and construction were given the group B designation, and the Manufactured Housing appendix was renamed Appendix BA.

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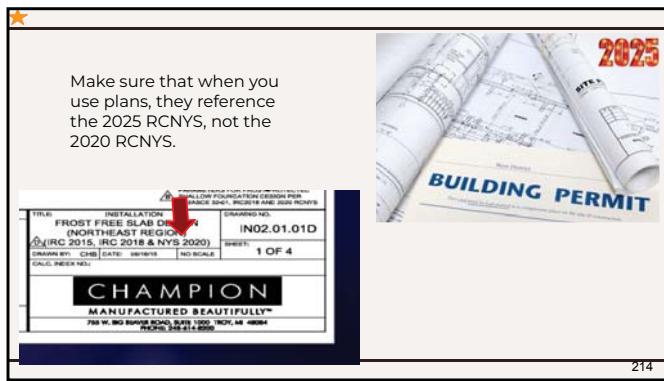
Make sure that when you use plans, they reference the 2025 RCNYS, not the 2020 RCNYS.

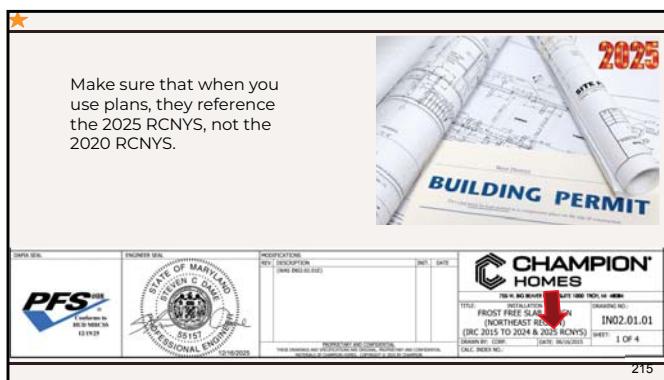


2025

BUILDING PERMIT

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Residential Code, Appendix BA:
BA102.5 Existing Occupancy

- The use or occupancy of any existing manufactured home shall not be changed unless such change in use or occupancy is made to conform to all applicable provisions of this code. Upon any change in use or occupancy, the manufactured home shall cease to be classified as such



Modifications
Complying
with



EBCNYS
Equal
Whatever
You need

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Residential Code, Appendix BA:
BA102.7 Relocations

- Relocated manufactured homes **SHALL** have a manufacturers label certifying compliance with applicable HUD Manufactured Home Construction and Safety Standards, and a data plate, affixed in the manufacturing facility..."



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A statement "This manufactured home is designed to comply with the federal mobile home construction and safety standards in force at the time of manufacture."

Reference to structural zone and wind zone.

Data relative to the heating, insulation zone, and outdoor design temperature.





MHC Consultants LLC**Relocation -Exception**

- Mobile homes manufactured **BEFORE** June 15, 1976, need not comply with these provisions if they have been inspected by an agency or individual acceptable to the *building official* to determine that they are:
 - Structurally sound
 - Free of heating and electrical system hazards
- Written documentation signed by the agency or individual performing the inspection shall be submitted to the *building official*

MHC Consultants LLC**Residential Code, Appendix BA:
BA104 Permits and Inspections**

- Permit shall be obtained to install, alter, remodel, repair or add accessory buildings or structures to a manufactured home...

MHC Consultants LLC**Residential Code, Appendix BA:
BA 104 Permits and Inspections**

- Permit shall be obtained to install, alter, remodel, repair or add accessory buildings or structures to a manufactured home...
- Application for permit shall include the identity of the person or entity certified pursuant to Part 1210 or be obtained by the homeowner...

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Residential Code, Appendix BA:	
BA 104 Permits and Inspections	
<ul style="list-style-type: none"> • Permit shall be obtained to install, alter, remodel, repair or add accessory buildings or structures to a manufactured home... • Application for permit shall include the identity of the person or entity certified pursuant to Part 1210 or be obtained by the homeowner... • Work shall be inspected – including, but not limited to the foundation, support, anchorage, connection of multi-sectional homes, and building service equipment. 	

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Residential Code, Appendix BA:	
BA 103 Definitions	
To partner with the definition in Article 21-b	
<ul style="list-style-type: none"> • Manufactured Home Installation (and Setting). Construction that is required for the installation of a manufactured home, including the construction of the foundation system, required structural connections thereto and the installation of on-site water, gas, electrical and sewer systems and connections thereto that are necessary for the normal operation of the manufactured home. 	

	MHC Consultants LLC
Residential Code, Appendix BA:	
BA 103 Definitions	
To partner with the definition in Article 21-b	
<ul style="list-style-type: none"> • Manufactured Home Installation (and Setting). Construction that is required for the installation of a manufactured home, including the construction of the foundation system, required structural connections thereto and the installation of on-site water, gas, electrical and sewer systems and connections thereto that are necessary for the normal operation of the manufactured home. 	
Article 21-b: Installation means “the affixation of a manufactured home to a foundation or supports at a building site; the assembly and fastening of structural components of ...”	

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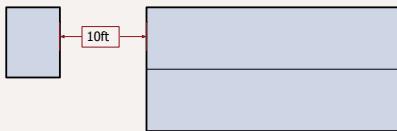
I'm not installing it, I'm only moving, blocking and leveling...



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**Residential Code, Appendix BA:
BA 112 Location on property**

- MH and accessory buildings shall be located in accordance with R302.1 or any other law or regulation regarding separation distances (local laws/zoning ordinances)

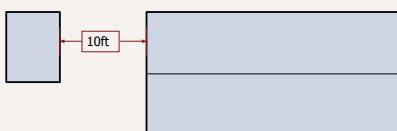


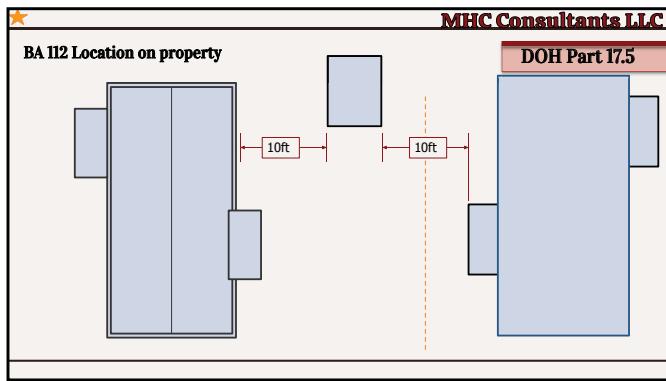
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**Residential Code, Appendix BA:
BA 112 Location on property**

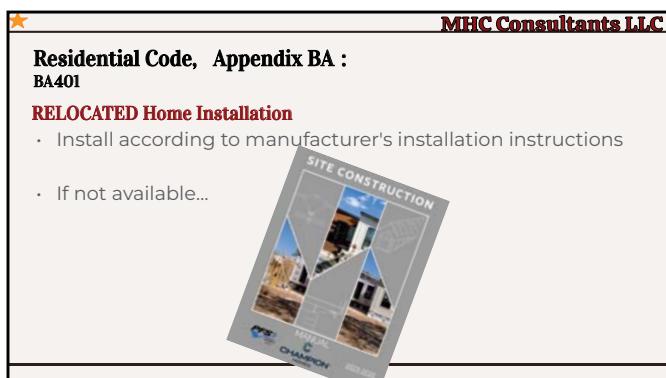
- MH and accessory buildings shall be located in accordance with R302.1 or any other law or regulation regarding separation distances (local laws/zoning ordinances)

Such as perhaps Part
17.5 which requires
10' minimum spacing
between homes and
accessory buildings
or structures









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Residential Code, Appendix BA:
BA113

RELOCATED Home Installation

- Install according to manufacturer's installation instructions
- If not available...
 - HUD Model Installation Standard (24-CFR-3286)



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Residential Code, Appendix BA:
BA113

RELOCATED Home Installation

- Install according to manufacturer's installation instructions
- If not available...
 - HUD Model Installation Standard (24-CFR-3286)
 - NFPA 225 (2021) Manufactured Home Installation



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Residential Code, Appendix BA:
BA114Footings & Foundations

Footings and foundations shall be constructed...and in all cases **shall** extend below the frost line.

