

Manufactured Housing

Certification Renewal Training



Joel Harper
CEO



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No part of this presentation may be used for the purpose of AI training.

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

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.

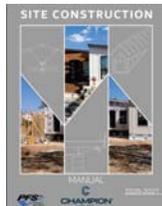


Course Development

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

★ **MHC Consultants LLC**

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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www.skylinehomes.com

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

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Course Development



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

Course Development



William Sherman
Assistant Director – Inspection & Manufactured Housing
Division of Building Standards and 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.

What is a Manufactured Home?

What is a Manufactured Home?

· A structure designed as a **dwelling**



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."

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

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...



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)



What is a Manufactured Home?





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?



What is a Manufactured Home?



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...

What is a Mobile Home?

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





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

THERMOPANE PICTURE WINDOWS	VARIETY OF INTERIOR AND EXTERIOR	SHOWER SCREEN GAS TANKS AND RACK	ADDITIONAL STORAGE SPACE
LARGE ELECTRIC WATER HEATER	COLOR SCHEMES PLANNED WITH YOU	APARTMENT SIZE SECURE GAS RANGE	POWER FRESH AIR VENTS
SHOWER ELECTRIC BATHROOM	BY THE HISTORIC DECORATOR	LEAF SEAT IN KITCHEN CABINETS	
ALUMINUM SCREEN DOORS	ELECTRIC BRAKES ON ALL AXES	HARD RUBBER PLYWOOD WALLS	

Manufactured in a Clean Building.

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...

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

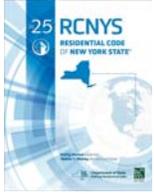


Image courtesy of Skyline Champion



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...

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.**





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.**



What is a Park Model Home?

- A structure designed as a **temporary** dwelling
Seasonal Use
- Transportable by LD truck
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What is a Park Model Home?



What is a Park Model Home?



★
What is a CrossMod ® ?

★
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

★
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



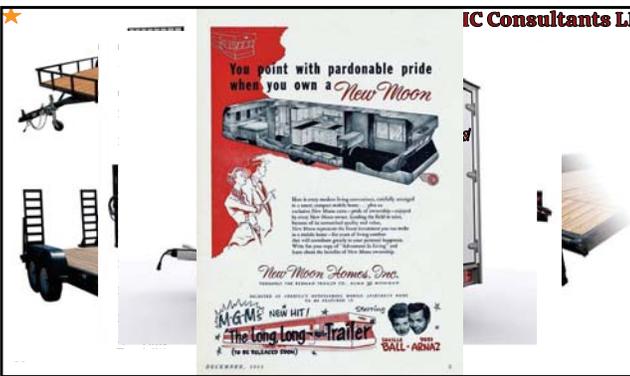




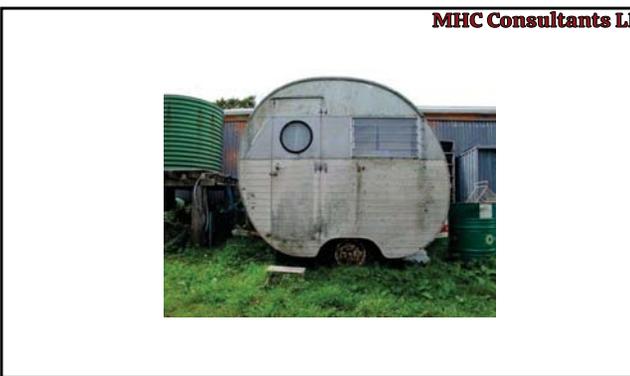
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★

APPLICATION FOR TITLE

CONSULTANTS LLC

SECTION 1: GENERAL INFORMATION

SECTION 2: VEHICLE IDENTIFICATION

SECTION 3: MANUFACTURED HOMES ONLY

SECTION 4: TRAILERS ONLY

SECTION 5: ADDITIONAL INFORMATION

★

APPLICATION FOR TITLE

CONSULTANTS LLC

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SECTION 4: TRAILERS ONLY

SECTION 5: ADDITIONAL INFORMATION

(A red arrow points to the 'MANUFACTURED HOMES ONLY' section.)

★ **Consultants LLC**

APPLICATION FOR TITLE

UNLADEN WEIGHT: Less than 16,000 lbs. 16,000 lbs. or more

MAXIMUM GROSS WEIGHT (FOR TRUCKS): Less than 16,000 lbs. 16,000 lbs. or more

ADULT SEATING CAPACITY (Including Driver): Yes No

MANUFACTURED HOMES ONLY: How was the manufactured home obtained? New Used

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

VEHICLE IDENTIFICATION NUMBER

YEAR MAKE COLOR SIZE Width Length

TYPE: House Trailer Boat Trailer Semi Trailer Refrigerator Trailer Other

★ **Consultants LLC**

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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..."

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"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;

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"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

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...

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

Corporations, LLC's, LLP's

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

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

Renewal Documents

Approx. 90 Days prior to your expiration
Mailed to your address of record
Don't rely entirely on DOS



Renewal Documents

Approx. 90 Days prior to your expiration
Mailed to your address of record
Don't rely entirely on DOS

**As a courtesy,
not a requirement**



Renewal Documents

Certified Retailer Certification is Due to Expire on 04/26/2026  

Due Apr 26 - Complete and return renewal application

dos.sm:Manufactured.Housing.Licensing -dos.sm.Manufactured.Housing.Licensing@dos.ny.gov Fri, Feb 21, 12:33 PM

Dear Licensee,
Our records indicate that your certification(s) as a Certified Retailer of manufactured homes is due to expire on 04/26/2026. Pursuant to Article 21-B of the Executive Law and 19 NYCRR 1210, Manufactured Homes, please find the renewal application included with this letter that must be completed and returned to our office along with the appropriate fee and any other documentation requested.
Effective April 1, 2017, the Department of State, Division of Licensing Services is responsible for the review and issuance of new and renewal Manufactured Housing Certifications. As a result of internal processing changes, you may notice that our application forms have changed. Specifically, the

YOUR ATTENDANCE HERE TODAY DOES NOT AUTOMATICALLY GRANT CERTIFICATION

You must file appropriate application(s)...

NEW YORK STATE
Division of Licensing Services

Renewal of Limited Certification

This application for renewal of a Limited Certification may be submitted only by a person who is employed by a person who is a manufacturer or wholesaler (or a certified contractor) in New York State Department of State or a Manufacturer/Wholesaler agreement or person in custody or person holding a Limited Certification in connection with a contract for which he or she is acting as an employee of the or her certified employer.

Applicant's Information

Applicant is a Manufacturer Retailer Installer Mechanic

Applicant's Name: _____
 Applicant's Certification No: _____
 Title: _____
 City, State, Zip: _____
 Mailing Address (if different from above): _____

Renewal Applications

- Paperwork

NEW YORK STATE
Division of Licensing Services

Renewal of License Certification

This application for renewal of a License Certification may be submitted only by a person who is employed by a person who is a manufacturer or wholesaler (or a certified contractor) in New York State Department of State or a Manufacturer/Wholesaler agreement or person in custody or person holding a License Certification in connection with a contract for which he or she is acting as an employee of the or her certified employer.

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Applicant's Name: _____
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Renewal Applications

- Address Change
- Entity Type

NEW YORK STATE
Division of Licensing Services

Renewal of License Certification

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Applicant's Information

Applicant is a Manufacturer Retailer Installer Mechanic

Applicant's Name: _____
 Applicant's Certification No: _____
 Title: _____
 City, State, Zip: _____
 Mailing Address (if different from above): _____

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

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

Renewal Applications

- Address Change
- Entity Type
- Applicant's Information

Applicant's Name: Manufactured Housing Community Consultants LLC	Applicant's Certification No.: 1RETXXXX
DBA (if any):	Telephone: (585) 794-7545
Street Address: 150 Wilkinson Rd	Fax:
City, State, Zip: Fairport, NY 14450	E-mail: joel@consultwithmhc.com
Mailing Address if different than above:	
Location of retail sales lot this application applies to, if different than above:	

Renewal Applications

- Address Change
- State of Formation
- Applicant's Information
- Employee(s)

Name	Certification No.	Certification Expiration Date
Julie Harper	1RETXXXXL001	4/26/2026
Joel Harper	1RETXXXXL002	4/26/2026

If Applicant is an individual completed continuing education as required

Course Name	Course Location (County)	Course Completion Date
-------------	--------------------------	------------------------

Renewal Applications

- Address Change
- State of Formation
- Applicant's Information
- Employee(s)
- Financial Security

Financial Security in the form of Surety Bond Deposit Account Control Agreement Letter of Credit in the amount of \$25,000 satisfying the requirements of 19 NYCRR 1210.05(a) remains in effect.

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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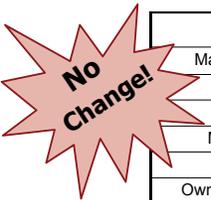


Limited Renewal Applications

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



Pay the Application Filing Fees



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





TOP REASONS WHY:

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



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- **Just as you limited certification expires, so does the entity's. DON'T FORGET TO RENEW IT!**



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- **Previous experience detail. Licensing wants much more detail. Saying general contracting is not enough detail.**



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

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

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.

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.

HUD Retailer Responsibilities

- Complete purchaser cards

PLEASE DETACH AND RETURN
MORTGAGE REGISTRATION

CONSUMER/PURCHASER
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE _____
RETAILER/SELLER DATE SOLD _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE _____

DISBURSER/LOAN
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE _____
STATE OF MORTGAGE _____ SERIAL NO. _____

MODEL NO. _____ SERIAL NO. _____

1. PERSONAL WIND ZONE	2. DESIGN ROOF LOAD	3. THERMAL ZONE
WIND ZONE 1 TO 100 MPH	ROOF LOAD 10 PSF	ZONE 1
WIND ZONE 9 TO 100 MPH	WIND LOAD 10 PSF	ZONE 2
WIND ZONE 9 TO 100 MPH	WIND LOAD 10 PSF	ZONE 3
ZONE 4	ZONE 4	ZONE 4

TO BE COMPLETED AFTER FIRST SALE

TO BE COMPLETED AFTER SECOND SALE

TO BE COMPLETED AFTER THIRD SALE

BUSINESS REPLY MAIL

MAILING LABEL

MAILING LABEL

MAILING LABEL

HUD Retailer Responsibilities

Dispute Resolution Notice

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

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

February 2016

information

RETAILER EMPLOYEES NOTIFICATION

Notice: Federal HUD, the U.S. Department of Housing and Urban Development (HUD) requires the inclusion of manufacturer home purchase cards in purchases of the residential of the United States. Please include a copy of this information in your records.

The use of the terms described in this notice:

THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) Manufactured Home Dispute Resolution Program is available to resolve disputes among manufacturers, retailers, or installers concerning matters in manufactured homes. Many states also have a consumer assistance or dispute resolution program. For additional information about these programs, see sections titled "Dispute Resolution Process" and "Additional Information (HUD) Manufactured Home Dispute Resolution Program" in the Consumer Manual required to be provided to the purchaser. These programs are not warranty programs and do not replace the manufacturer's, or any other person's, warranty program.

In New York State, complaints for the resolution of disputes should be directed to the Manufactured Housing Unit of the New York State Department of State, Division of Building Standards and Codes, One Commerce Plaza, 99 Washington Ave., Suite 1400, Albany, NY 12241-0501. Telephone: 518-474-4874, Fax: 518-488-4887.

Dispute Resolution Notice

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



U.S. DEPARTMENT OF JUSTICE
 INFORMATION September 2016
 RETAILER INSTALLATION DISCLOSURE UPDATED
 This document is a notice to consumers of their rights to a written form, the credit card purchase agreement, which contains installation details. This document is a consumer notice from the site to your agreement. The document was made by the U.S. Department of Justice.

The U.S. Department of Justice and the U.S. Department of Justice (DOJ) have issued a new Dispute Resolution Program to resolve disputes between consumers and retailers. This program is available to consumers who purchase products from retailers. It provides a process for resolving disputes between consumers and retailers. For additional information about these programs, see [Retailer Dispute Resolution Program](#) and [Consumer Dispute Resolution Program](#). Additional information about these programs is available at [www.ftc.gov](#).

Additional information about these programs is available at [www.ftc.gov](#). If you are a retailer, you should be provided to the consumer. These programs are not available to consumers who do not purchase the manufacturer, or any other person, warranty program.

In New York State, consumers for the purchase of a new product should be provided to the consumer. This document is a notice to consumers of their rights to a written form, the credit card purchase agreement, which contains installation details. This document is a consumer notice from the site to your agreement. The document was made by the U.S. Department of Justice.

U.S. DEPARTMENT OF JUSTICE
 INFORMATION September 2016

HUD Retailer Responsibilities

Installation Disclosure Notice

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

U.S. DEPARTMENT OF JUSTICE
 INFORMATION September 2022
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U.S. DEPARTMENT OF JUSTICE
 INFORMATION September 2022

HUD Retailer Responsibilities

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 INFORMATION September 2022
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 This is the notice of a retailer's or lessor's agreement to a consumer form, the credit card purchase agreement, which contains installation details. This document is a consumer notice from the site to your agreement. The document was made by the U.S. Department of Justice.

The U.S. Department of Justice and the U.S. Department of Justice (DOJ) have issued a new Dispute Resolution Program to resolve disputes between consumers and retailers. This program is available to consumers who purchase products from retailers. It provides a process for resolving disputes between consumers and retailers. For additional information about these programs, see [Retailer Dispute Resolution Program](#) and [Consumer Dispute Resolution Program](#). Additional information about these programs is available at [www.ftc.gov](#).

Additional information about these programs is available at [www.ftc.gov](#). If you are a retailer, you should be provided to the consumer. These programs are not available to consumers who do not purchase the manufacturer, or any other person, warranty program.

In New York State, consumers for the purchase of a new product should be provided to the consumer. This document is a notice to consumers of their rights to a written form, the credit card purchase agreement, which contains installation details. This document is a consumer notice from the site to your agreement. The document was made by the U.S. Department of Justice.

U.S. DEPARTMENT OF JUSTICE
 INFORMATION September 2022

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



HUD Retailer Responsibilities

Installation Disclosure Notice

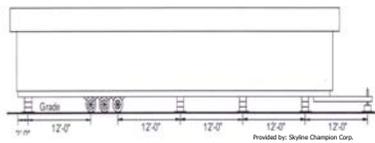
- Federal Requirement

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



Display of homes

- Provide temporary blocking per manufacturer's instructions



Display of homes

- Provide temporary blocking per manufacturer's instructions



Retailer Responsibilities

- Provide temporary blocking instructions



Retailer Responsibilities

- Provide temporary blocking instructions

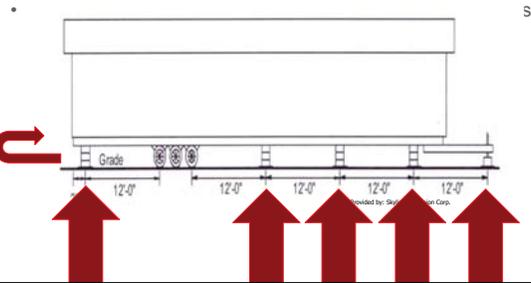


Retailer Responsibilities

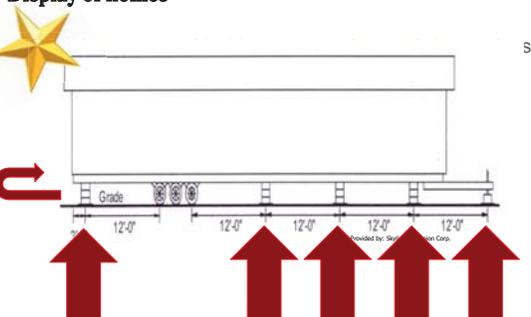
- Provide temporary blocking per manufacturer's instructions



Display of homes



Display of homes



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

Preemption Exercise

The LAHJ requires:

~~Arc fault protection provided in the home~~

Shipped loose assembled drain lines insulated

Preemption Exercise

The LAHJ requires:

~~Arc fault protection provided in the home~~

~~Shipped loose assembled drain lines insulated~~

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

~~Shipped loose assembled drain lines insulated~~

50 psf roof snow load

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

~~Shipped loose assembled drain lines insulated~~

~~50 psf roof snow load~~

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

Preemption Exercise

The LAHJ requires:

~~Arc fault protection provided in the home~~

~~Shipped loose assembled drain lines insulated~~

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Preemption Exercise

The LAHJ requires:

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~~Shipped loose assembled drain lines insulated~~

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

Carbon monoxide alarm in the home

Preemption Exercise

The LAHJ requires:

~~Arc 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~~

Carbon monoxide alarm in the home

What year was the home built?

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.**

HUD Code Changes continued

- **Tip 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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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

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



Installer Responsibilities

- Foundation inspected & approved by LAHJ
- **Installation meets UFPBC**
 - BA401 "...installation instructions provided by the manufacturer."
 - Including connections to utilities
- Alternative Construction Inspections – notify Manuf.

Installer Responsibilities

- Foundation inspected & approved by LAHJ
- Installation meets all aspects of UFPBC
- **Covering the work of others (subcontractors)**
 - Oversight
 - Documentation

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.

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"

Warranty Seals

- Guarantee from the Manufacturer
 - Approved by HUD
 - Construction per HUD codes
 - Certified by DOS



Warranty Seals

- Guarantee from the Manufacturer
- **Guarantee from the Installer**
 - Installed per code
 - Installer Certified by DOS
 - Foundation approved

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

New manufactured home Rebuilt manufactured home

A. Warranty Seal Number: 007654 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: _____
Date: _____

Printed name of owner

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 1210.

Also req. for "Owner-occupant"

Warranty seals

- Permanently attached
 - Largest closet in the largest bedroom



Warranty seals

- Permanently attached
 - Largest closet in the largest bedroom



Warranty seals

- Permanently attached
 - Largest closet in the largest bedroom





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

If it happens at the site
The LAHJ has the right

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



No CO shall be issued !!!

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

AND



No CO shall be issued !!!

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

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;"



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



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No CO shall be issued

- After January 1, 2010
- UNLESS:
 - Manufacturer's seal
 - Installer's seal
- **The government seal**
 - Independent inspection to be made



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C. of O. and Warranty Seals

- Pay attention to 1210.18(b)
 - 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.**

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- **Installation: May 15, 2024**

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Installation: May 15, 2024

· May 25, 2025

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

· May 25, 2025

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

· May 25, 2025

· **August 8, 2025**

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- 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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- 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."*

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- 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."*



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Department of State
Building Standards and Codes

Manufactured Housing Complaint Form

Installation: M
Date of CO: Ju
Warranty Expi

- May 25, 202
- August 8, 2
- **August 11, :**

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Department of State
Building Standards and Codes

Manufactured Housing Complaint Form

Installation: May 15, 2024
Date of CO:
Warranty Expiration: August 1, 2025

- May 25, 2025
- **August 11, 2026**

"... whichever is later."

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C. of O. and Financial Security

Remember this slide from the introductory class...

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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

Standards for certification as a

- 1210.04 ... manufacturer.
- 1210.05 ... retailer.
- 1210.06 ... installer.
- 1210.07 ... mechanic.

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Installer's Reporting

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

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"/>

Installer's Reporting

- Home details
 - Warranty Seal No.
 - Owner

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Installer's Reporting

Authorized signature
Certification that installation meets NYSFPBC

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-a 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 listed herein meet the standards of the New York State Uniform Fire Prevention and Building Code.

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

Page 2 of 2

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Where to mail reports and attachments
 New York State Department of State
 Division of Building Standards and Codes
 One Commerce Plaza,
 99 Washington Avenue
 Albany, NY 12231
 Or via email to: quarterlyinstallerreports@dps.ny.gov

DOS 1836-f (Rev. 07/22) ←

PERIODS

1st quarter reported: March 31
 2nd quarter reported: April 30
 3rd quarter reported: July 30
 4th quarter reported: October 30
 Postmarked by: October 30
 4th Quarter: October 1 – December 31

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Installer's Reporting

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

For Manufacturers and Installers

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

Manufacturers are required to report to the Department of State identifying forms built for sale or installation in or shipment to New York State during the reporting period. These reports may 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.

Click Form: Manufacturer's Warranty Seals	Click Form: Installer's Warranty Seals	
Installer's Quarterly Warranty Seal Report <small>This form can be submitted online.</small>	Installer's Quarterly Warranty Seal Report - additional forms	
Manufacturer's Quarterly Warranty Seal Report <small>This form can be submitted online.</small>	Manufacturer's Monthly Warranty Seal Report <small>This form can be submitted online.</small>	

★ For Manufacturers and Installers C Consultants LLC

Installer's Report

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

★ For Manufacturers and Installers C Consultants LLC

Installer's Warranty Seal Report Form

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

★ Warranty Seal Report Form Manufacturers and Installers C Consultants LLC

Installer's Quarterly Warranty Seal Report

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







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



Condition of Certification

- ... shall be deemed to agree
- (1) to submit to the jurisdiction of the DOS
 - (2) to accept service of any notice, complaint, or other paper provided by the DOS
 - (3) be bound by any consent order, decision, or final decision and order made

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

Informal Resolution

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



Formal Resolution in front of a Law Judge



- Complainant v. Respondent

Formal Resolution in front of a Law Judge



- Complainant v. Respondent



Formal Resolution in front of a Law Judge



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

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**

Appeal to the Secretary of State, Walter T. Mosley



Judicial Review

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



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



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."

Violations found during Retail Lot Audit

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

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.*

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





★



"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


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.



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★

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



<small>ALLOW FOUNDATION DESIGN PERMITS <small>SMALLER FOUNDATION DESIGN PERMITS ARE AVAILABLE</small></small>	
<small>TITLE:</small> INSTALLATION OF FROST FREE SLAB DECK (NORTHEAST REGION) (RC 2015, IRC 2018 & NYS 2020)	<small>DRAWING NO.:</small> IN02.01.01D
<small>DRAWN BY:</small> CDB	<small>DATE:</small> 08/19/20
<small>CALC. CHECKED BY:</small>	<small>SCALE:</small> 1/8" = 1'-0"
CHAMPION MANUFACTURED BEAUTIFULLY™ <small>700 W. 800 SOUTH ROAD, SUITE 1000, ROCKY HILL, CT 06264 PHONE: 860.261.1200</small>	

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★

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



		MODIFICATIONS: SEE: (CHECK FOR) (DATE SHEET RELEASE)	 TITLE: PROSPECTIVE SLAB FOUNDATION (NORTHEAST REGION) (IRC 2015 TO 2024 & 2025 RCNYS) DRAWING NO.: IN02.01.01 SHEET: 1 OF 4
---	---	--	--

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APPENDIX
BA
MANUFACTURED HOUSING USED AS DWELLINGS

Scope... applicable only to a manufactured home used as a **single dwelling** unit ...

- Foundations for Installation
- Connections to Services
- Alterations, additions, repairs or relocation
- Flood Zones

★

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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 of 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



Equal Whatever You need

★ 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..."



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.



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*

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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...

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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

- 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

- 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.

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Residential Code, Appendix BA:
BA 103 Definitions

To partner with the definition in Article 21-b

- 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

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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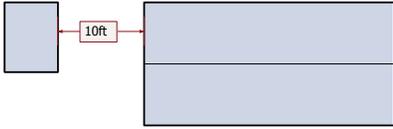
Residential Code, Appendix BA:
BA 201 Definitions

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



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)



Residential Code, Appendix BA:
BA 112 Location on property

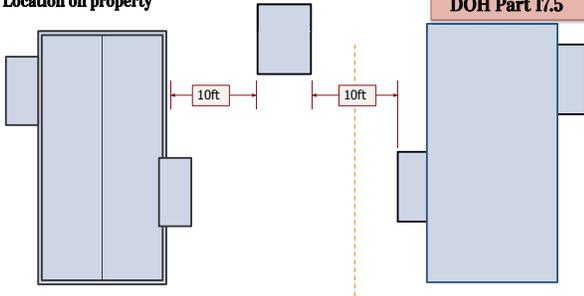
- MH and accessory buildings shall be located in accordance with R302.1 or any other law or regulation regarding separation distances (local laws/zoning ordinances)



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

BA 112 Location on property

DOH Part 17.5



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Residential Code, Appendix BA:
BA113

New Home Installation

- Install according to manufacturer's installation instructions

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Residential Code, Appendix BA :
BA401

RELOCATED Home Installation

- Install according to manufacturer's installation instructions
- If not available...

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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)



Residential Code, Appendix BA:
BA113

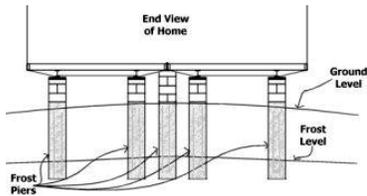
RELOCATED Home Installation

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



Residential Code, Appendix BA:
BA114 Footings & Foundations

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



Residential Code, Appendix BA:
BA114 Footings & Foundations

Exception...Where a foundation system is designed by a registered design professional in accordance with the design requirements of the Manufactured Home Standards and the provisions of this code such that it will otherwise be protected from the effects of frost, such foundation system shall not required to extend below the frost line.

All cast-in-place concrete shall be minimum 3,000 psi at 28 day compressive strength

**Alternative Foundations
Additional Requirements**

Foundation Design

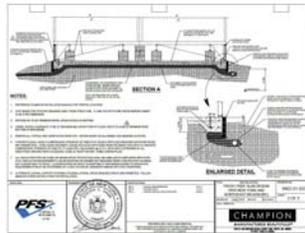
Before installer provides support or anchorage different than specified in the installation instructions ...installer must:

**Alternative Foundations
Additional Requirements**

Foundation Design

Before installer provides support or anchorage different than specified in the installation instructions ...installer must:

- 1. Obtain DAPIA-approved designs and instructions prepared by manufacturer, or



**Alternative Foundations
Additional Requirements**

Foundation Design

Before installer provides support or anchorage different than specified in the installation instructions ...installer must:

- 1. Obtain DAPIA-approved designs and instructions prepared by manufacturer, or
- 2. Obtain alternative design prepared by licensed design professional indicating support and anchorage consistent with MH design conforms to requirements of HUD Code **AND has manufacturer and DAPIA approval.**

