



The New York Housing Association in partnership with the New York Department of State's Division of Building Standards and Codes presents this

NYS Manufactured Housing Certification Training



Joel Harper
Owner
MHC Consultants





Manufactured Housing Certification Renewal Training

A Division of New York Department of State

Trainer:

Mr. Joel Harper
MHC Consultants, LLC

**KEEP
CALM
AND
MUTE YOUR
PHONES**



Course Information

This course has been developed by the Department of State for In-Service Training credit as follows:

3 hours, Manufactured Housing Continuing Education

Course number: mfg0000105

Course provider: NYHA

This course is content heavy.

What is a Manufactured Home?

- A structure designed as a **dwelling**

24CFR 3280.2

"Dwelling: one or more habitable rooms which are designed to be occupied by one family with facilities for living, sleeping, cooking and eating"

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

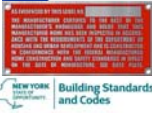
What is a Manufactured Home?

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 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.





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?



What is a Park Model Home?



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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At all times while certification is in effect;

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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 timeframe under which a homeowner can file a complaint...

Financial Security

"A person or business entity certified...

...timeframe under which a homeowner can file a complaint...

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

DIVISION OF LICENSING SERVICES
 STATE OF NEW YORK
 DEPARTMENT OF STATE

**As a courtesy,
 not a requirement**

Dear Licensee,

Our records indicate that your certification(s) as a Licensed Member of a Professional Firm(s) is/are expires on 11/30/2017. Pursuant to Article 21-B of the Executive Law and 19-1703(a) (2)(b), 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.

YOUR ATTENDANCE HERE TODAY DOES NOT AUTOMATICALLY GRANT CERTIFICATION

You must file appropriate application(s)...



New York State
 Department of State
 Division of Licensing Services
 175 Ave. of the Americas
 Albany, NY 12242-0002
 Albany, NY 518-485-2000
www.dos.ny.gov

Application for Retailer Certification

The applicant identified below hereby applies for certification pursuant to Article 21-B of the Executive Law and 19-1703(a)(2)(b).

Instructions: Complete all parts of this application by checking the applicable boxes and filling in the blank spaces as required. Sign and date the completed application and submit with \$200 fee to the DOS (2016).

Applicant's Information: Check appropriate box: Applicant is a: Individual Trade Name General Partnership Corporation LLC LP LLP

Applicant's Name	
SSA (if any)	Telephone
Street Address	Phone
City, State, Zip	Facsimile
Social Security Number	Federal Taxpayer ID

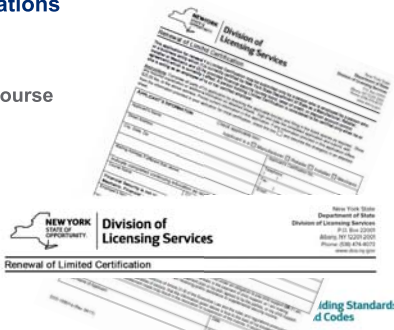
Applications Attestation

You certify that as of the date of application you are

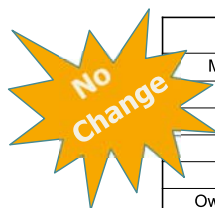
- Under no obligation to pay child support
- OR
- If under a child support payment obligation
Not more than 4 months in arrears or are making payments under plan
- Have Workers' Compensation & Disability Benefits Coverage
- OR
- Qualify for and have exemption from coverage requirements

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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- 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.**



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



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- License number. Your current number must be on the form. **VERIFY IT'S CORRECT!**
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- **Just as you 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.

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. (fka: G&I Homes)
 - 6 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.

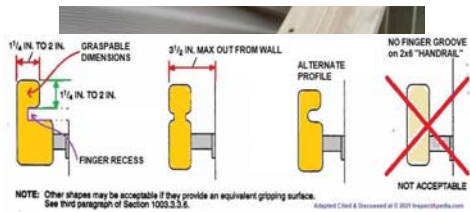
HUD Retailer Responsibilities



HUD Retailer Responsibilities



HUD Retailer Responsibilities



HUD Retailer Responsibilities

- Manufacturers 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 WARRANTY REGISTRATION

OWNER/PURCHASER
 STREET ADDRESS _____
 CITY _____ STATE _____ ZIP _____ PHONE _____

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

DATE OF APPL. _____ SERIAL NO. _____

DESIGN WIND ZONE	DESIGN WIND LOAD	THERMAL ZONE
WIND ZONE 1 TO 100 MPH	MINIMUM WIND SPEED	ZONE 1
WIND ZONE 101 TO 150 MPH	MIDDLE WIND SPEED	ZONE 2
WIND ZONE 151 TO 200 MPH	MAXIMUM WIND SPEED	ZONE 3
OTHER		ZONE 4

TO BE COMPLETED AFTER FIRST SALE
 TO BE COMPLETED AFTER SECOND SALE
 TO BE COMPLETED AFTER THIRD SALE

NEW YORK STATE BUILDING STANDARDS AND CODES

BUSINESS REPLY MAIL

CLAYTON HUBBS
 BUILDING STANDARDS AND CODES CENTER
 ALBANY STATE UNIVERSITY
 ALBANY, NY 12242-0001

NEW YORK STATE BUILDING STANDARDS AND CODES

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HUD Retailer Responsibilities

- DOM of March 2, 2020 and thereafter
 - Formaldehyde Notification is no longer required. §3280.309 was removed
 - Added §3280.5(i) which requires the following statement on data plate
"The manufacturer certifies this home is compliant with Title VI, Toxic Substances Control Act."
 - §3280.308 was revised to address formaldehyde emission controls for composite wood products

IMPORTANT HEALTH NOTICE

Some of the building materials used in this home emit formaldehyde. Eye, nose, and throat irritation, headache, nausea, and a variety of asthma-like symptoms, including shortness of breath, have been reported as a result of formaldehyde exposure. Elderly persons and young children, as well as anyone with a history of asthma, allergies, or lung problems, may be at greater risk. Research is continuing on the possible long-term effects of exposure to formaldehyde.

Reduced ventilation resulting from energy efficiency standards may allow formaldehyde and other contaminants to accumulate in the indoor air. Additional ventilation to dilute the indoor air may be obtained from a passive or mechanical ventilation system offered by the manufacturer. Consult your dealer for information about the ventilation options offered with this home.

High indoor temperatures and humidity raise formaldehyde levels. When a home is to be located in areas subject to extreme summer temperatures, an air-conditioning system can be used to control indoor temperature levels. Check the comfort cooling certificate to determine if this home has been equipped or designed for the installation of an air-conditioning system.

If you have any questions regarding the health effects of formaldehyde, consult your doctor or local health department.



HUD Retailer Responsibilities

- Display homes/stock homes with a DOM before March 2, 2020 shall continue to display
- Formaldehyde
 - Each dwelling shall have a health notice of formaldehyde emissions prominently displayed in a temporary manner in the kitchen. CFR Section 3280.309

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HUD Retailer Responsibilities

- Dispute Resolution Notice
- Federal Requirement
 - Obtain Consumer Acknowledgement
 - Maintain copy for Retailer records

NEW YORK DEPARTMENT OF STATE

information February 2016

RETAILER DISPUTE RESOLUTION NOTIFICATION

Business Review 2005, the 2012 Department of Housing and Urban Development (HUD) requires the inclusion of manufacturer dispute resolution notice to producers of the residential of the Federal Housing Finance Institute's data.

The text of the notice should be as follows:

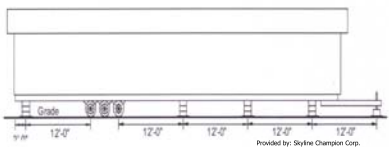
"HUD's 'Department of Housing and Urban Development' (HUD) Manufacturer Home Dispute Resolution Program is available to resolve disputes arising from manufacturing, installation, or occupancy concerning defects in manufactured homes. Many states also have a consumer assistance or dispute resolution program. For additional information about these programs, see sections titled 'Dispute Resolution Process' and 'Additional Information/Additional Manufacturer 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 others persons, warranty program.

In New York State, complaints for the resolution of disputes should be directed to the Manufacturer Housing Unit of the New York State Department of State, Division of Building Standards and Codes, One Commerce Plaza, 99 Washington Ave., Suite 1100, Albany, NY 12242-0001. Telephone 518-474-4073. Fax 518-492-4407.



HUD Retailer Responsibilities

- Provide temporary blocking per manufacturer's instructions



HUD Retailer Responsibilities

- Provide temporary blocking per manufacturer's instructions



HUD Retailer Responsibilities

- Provide temporary blocking per manufacturer's instructions



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

Preemption Exercise

The LAHJ requires:

~~Arc fault protection provided in the home.~~

§3280.801(b) The use of arc-fault breakers...is not required

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

50psf roof snow load

Preemption Exercise

The LAHJ requires:

Arc fault protection provided in the home

Shipped loose assembled drain lines insulated

50psf 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~~
- ~~50psf roof snow load~~
- ~~#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~~
- ~~50psf roof snow load~~
- ~~#6 copper wire to bond chassis of a multi-section home~~

Carbon monoxide alarm in the home

When was the home built?

Carbon Monoxide Alarms

- R315 Carbon monoxide alarms shall be provided in accordance with §915 of the Fire Code of NYS



- New and existing **residential buildings** that contain a **fuel-burning appliance**.
 - **Residential building:** "A building that is a one-family dwelling, a two-family dwelling, or a building containing only townhouses."
 - **Fuel-burning appliance:** "Any appliance, equipment, device, machine, or system that may emit carbon monoxide." Examples include, but are not limited to: fireplaces, wood stoves, fuel-fired furnaces, space heaters (pilot or open flames), kerosene heaters, stoves/ovens/ranges, gas appliances (dryers, refrigerators, etc.), gas-powered engines (generators, pumps, pressure washers, power tools, automobiles)

Carbon Monoxide Alarms

- Primary power: permanent building wiring, and with battery back-up
 - Constructed prior to 1/1/2008 can be battery, cord, plug in
- Interconnection of multiple devices
- Combination carbon monoxide/smoke alarm shall be acceptable
 - When installed in conformance with the Uniform Code requirements for BOTH carbon monoxide alarms and smoke alarms
- Maintained operational or replaced

Carbon Monoxide Alarms

- Located in accordance with this F915.3
- "...Avoid dead air spaces, turbulent air spaces, fresh air returns, open windows, HVAC ducts, closed doors, and other such obstructions that could prevent carbon monoxide from reaching the detector..."
- In any specific room containing a fuel-burning appliance (F915.3.1)
 - Living room with a fire place
 - Kitchen with a LP/NG stoves/ovens/ranges
 - Bedroom with a kerosene heater...

Carbon Monoxide Alarms

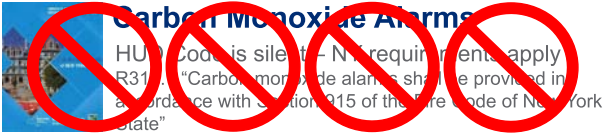
- Outside of sleeping areas and within 10 feet of the entrance to the **sleeping areas** (F915.3.1.3)
 - Unless otherwise required inside the sleeping area by another section
- Homes with attached garages: within 10 feet of the entrance to the **sleeping areas** (F915.3.3)
 - **Sleeping area:** "A room or space that can be used, either on an occasional or permanent basis, for sleeping. Sleeping area include, but are not limited to, bedrooms, finished rooms in basements, family rooms, recreation rooms or other similar area in residential buildings..."

Carbon Monoxide Alarms

- **Outside of and within 10’ of a sleeping area**—(F915.3) “A room or space that can be used, either on an occasional or permanent basis for sleeping. Sleeping area include, but are not limited to, bedrooms...family rooms...”



Carbon Monoxide Alarms



Effective July 12, 2021 MHCSS will contain requirements for carbon monoxide alarms thereby rendering them preempt like smoke alarms.

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**
 - AE401 "...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

Also req. for “Owner-occupant”



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



No CO shall be issued !!!

- After Jan
- UNLES
 - Mar
 - Inst



ler's Seal

- The go
 - Inde

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.**

- Installation: May 15, 2022

Installation: May 15, 2022

- May 25, 2023

- Installation: May 15, 2022
- Date of CO: July 29, 2022

- May 25, 2023

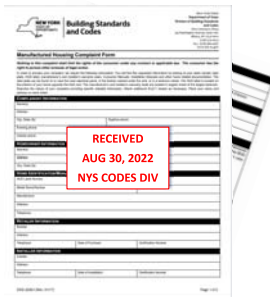
- Installation: May 15, 2022
- Date of CO: July 29, 2022

- May 25, 2023
- August 8, 2023

- Installation: May 15, 2022
- Date of CO: July 29, 2022
- **Warranty Expiration: August 1, 2023**
 - May 25, 2023
 - August 8, 2023

- Installation: May 15, 2022
 - Date of CO: July 29, 2022
 - **Warranty Expiration: August 1, 2023**
 - May 25, 2023
 - August 8, 2023
 - August 11, 2024
- “...whichever is later.”*

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- “...whichever is later.”*



- Installation: May 15, 2022
- Date of CO:
- **Warranty Expiration: August 1, 2023**
- May 25, 2023
- August 11, 2024

“...whichever is later.”

One year and ten days after the issuance of...

C. of O. and Financial Security

- Remember this slide from earlier.

April 8, 2020 | 11:03 AM 21 | 214

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 timeframe under which a homeowner can file a complaint...

A Division of New York Department of State

Standards for certification as a ...
1210.04 ... manufacturer.
1210.05 ... retailer.
1210.06 ... installer.
1210.07 ... mechanic.

Installer's Reporting

- Updated form on DOS website
- General Stuff
 - DOS form
 - Name and address
 - Quarterly reporting period
- Home details
 - Warranty Seal No.
 - Owner

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Installer's Reporting

Indicate to whom the proceeds of Article 21-b.

No Homes Installed this Quarter?	If you have not installed any manufactured homes for this reporting period mark an X in the box and mark NONE in installed units section 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 checked="" type="checkbox"/>

INSTALLED UNITS		Attach the yellow copy of Warranty Seal to this Report.
Warranty Seal No.	Owner Name(s)	
19652	Mr. and Mrs. Tin Kan	

A Division of New York Department of State

Building Standards and Codes

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Installer's Reporting

Authorized signature
Certification that installation meets NYSUFPCB

Accountability for unused warranty seals
 Physical count of unused warranty seals remaining: 12

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

Signature of Installer or Authorized Representative 	Title Managing Member Daytime Telephone (518) 474-4073
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A Division of New York Department of State

Building Standards and Codes

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)

A Division of New York Department of State

Building Standards and Codes

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

Resolution Process 19 NYCRR Part 1210.18

Department of State Review

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

Resolution Process

Department of State Review

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

Resolution Process

Department of State Review

Informal Resolution

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



Resolution Process

- Department of State Review
- Informal Resolution
- **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

Resolution Process

- Department of State Review
- Informal Resolution
- Formal Resolution in front of a Law Judge
- **Appeal to the Secretary of State, Walter T. Mosley**



Resolution Process

- DOS Review
- Informal Resolution
- Formal Resolution
- Appeal to the SOS
- **Article 78 Proceeding**



Enforcement Actions

Civil Penalties

- Violations of Executive Law 21-B and
- Violations of 24 CFR (As of March 25, 2024)
 - Up to \$3,558 per single violation
 - Up to \$4,446,755 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."



Additional Enforcement Actions

- Violations found during Retail Lot Audit
 - Required Formaldehyde Notice (if applicable)
 - Temporary Storage
 - Dispute Notices
 - Purchaser Cards
 - Delivery Inspections
 - Notifications to Manufacturer of complaints or non conformances



Additional Enforcement Actions

Remember DOS is authorized to enter at a reasonable time

- Any Factory
- Warehouse
- Establishment in which manufactured housing are stored...

“...shall be deemed to agree
1. to submit to the jurisdiction of the DOS...”



Additional Enforcement Actions

- 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.

Residential Code, Appendix E: Manufactured Housing Used as Dwellings

2015 International Residential Code as modified by the 2017
Uniform Code Supplement

Effective: October 31, 2017 – May 11, 2020



Residential Code, Appendix E: Manufactured Housing Used as Dwellings

2020 Residential Code of New York State

Effective: May 12, 2020



Residential Code, Appendix E: 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

Residential Code, Appendix E: AE 102.5 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 E: AE 102.7 Relocations

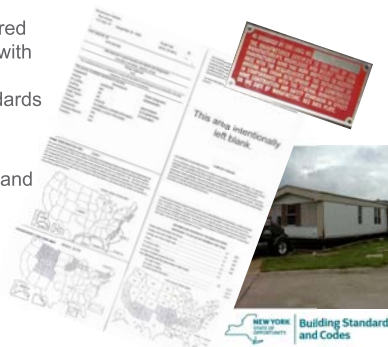
- Relocated manufactured homes **“SHALL** have a manufacturers label certifying compliance with applicable HUD Manufactured Home Construction and Safety Standards, and a data plate, affixed in the manufacturing facility...”



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*

Residential Code, Appendix E: AE 103 Permits and Inspections

All New for the 2020 Residential Code of New York State

Residential Code, Appendix E: AE 103 Permits and Inspections

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

Residential Code, Appendix E:

AE 103 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

Residential Code, Appendix E:

AE 103 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
- Work shall be inspected – including, but not limited to the foundation, support, anchorage, connection of multi-sectional homes, and building service equipment.

Residential Code, Appendix E:

AE 201 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.

Residential Code, Appendix E:

AE 201 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

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 ...”

Residential Code, Appendix E:

AE 201 Definitions

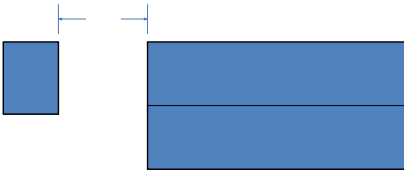
I'm not installing it, I'm only moving, blocking and leveling...



Residential Code, Appendix E:

AE 302.1 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)

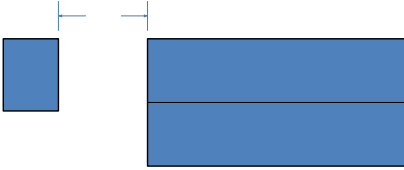


Residential Code, Appendix E:

AE 302.1 Location on property

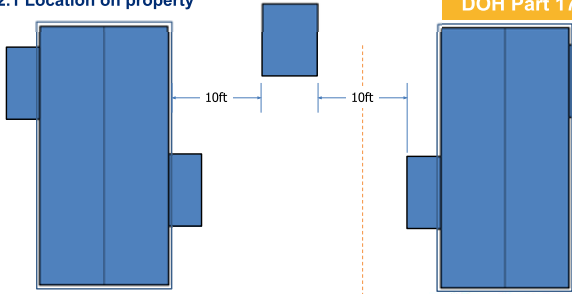
- MH and accessory buildings shall be located in accordance with R302.1 or any other law or regulation regarding separation distances (local laws/zoning ordinances)

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



AE 302.1 Location on property

DOH Part 17.5



Residential Code, Appendix E:

AE401

New Home Installation

- Install according to manufacturers installation instructions



Residential Code, Appendix E:

AE401

RELOCATED Home Installation

- Install according to manufacturers installation instructions
- If not available...



Residential Code, Appendix E:

AE401

RELOCATED Home Installation

- Install according to manufacturers installation instructions
- If not available...
 - HUD Model Installation Standard (24-CFR-3285, 2016)



Residential Code, Appendix E:

AE401

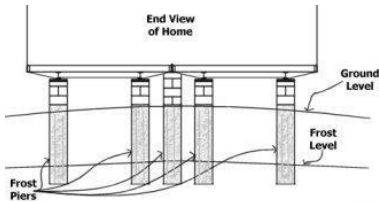
RELOCATED Home Installation

- Install according to manufacturers installation instructions
- If not available...
 - HUD Model Installation Standard (24-CFR-3285, 2016)
 - NFPA 225 (2017) Manufactured Home Installation



**Residential Code, Appendix E:
AE402.3 Footings & Foundations**

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



**Residential Code, Appendix E:
AE402.3 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 3,000psi at 28 day compressive strength

**Alternative Foundations
Additional Requirements**

Foundation Design

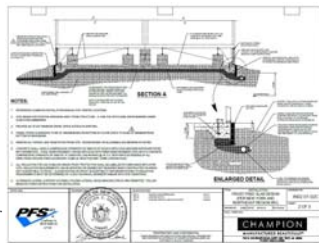
Before installer provides support or anchorage different than specified in the installation instructions ...installer must:

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

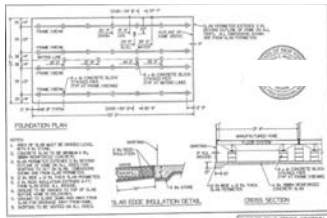


Alternative Foundations Additional Requirements

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.**

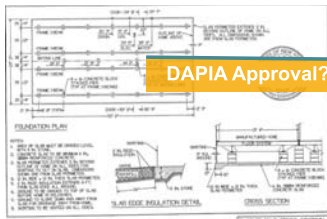


Alternative Foundations Additional Requirements

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.**



DAPIA Approval?

**Residential Code, Appendix E:
AE405 Exits**

Exterior stairways and ramps...shall comply with AE102.2 and all other applicable provisions of this code

AE102.2 Additions.

R311 Means of Egress

Stairways, ramps...shall comply with this section

R312 Guards

Porches, stairways, ramps more than 30" above grade

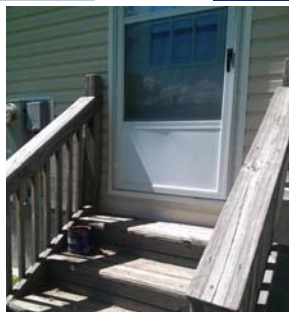
**Residential Code
R311.5.1 Attachment**

Required exterior stairs shall be positively anchored to the primary structure to resist both vertical and lateral forces **OR shall be designed to be self-supported**

HUD Code requires porches to be?

**Residential Code
R311.3 Landings at doors**

- Landings are required *"on each side of each exterior door"*
- Not less than the width of the door with a depth of 36"



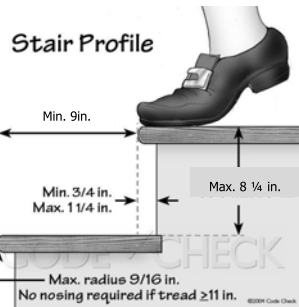
Residential Code R311.3.1 Landings at doors

- Landing not more than 1 ½ inches lower than the threshold
- Exception: Landing not more than 8 ¼ inches lower than the threshold, provided that the door does not swing over the landing



Residential Code R311.7 Stair measurement

- Minimum stair clear width: 36 inches
- Maximum Riser height: 8 ¼ inches
- Minimum tread depth: 9 inches
- Shall not exceed the smallest by more than: 3/8 inch



Residential Code R311.7.6 Landings for stairways

There shall be a floor landing at the top and bottom of each stairway.

Minimum 36" x 36"



Residential Code R403.1.4 Minimum [Footing] depth

Unless protected from frost... supports of buildings and structures shall extend below the frost line



Residential Code R403.1.4 Minimum [Footing] depth

Unless protected from frost... supports of buildings and structures shall extend below the frost line

Exception: Deck not supported by a dwelling shall have a footing **not less than 12 inches below the undisturbed ground surface.**

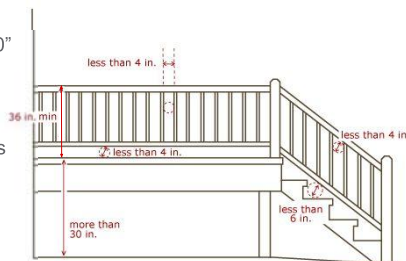


Residential Code R312 Guards

Decks, landing more than 30" above grade within 36" horizontally to the edge

Open sided walking surfaces

Guards meeting this drawing



**Residential Code, Appendix E:
AE 102.2 Additions**

Additions shall conform to one of the following:

- 1. Certified under HUD Construction and Safety Standards Act
- 2. Designed and constructed to conform with HUD Construction...
- 3. Designed and constructed to conform with new construction requirements this code (RCNY)

**Residential Code, Appendix E:
AE 102.2 Additions**

Building additions and accessory structures shall not be structurally supported by the manufactured home.

Exception. Building additions and accessory structures supported by a MH shall be in accordance with designs provided by the home manufacturer or with designs prepared by a design professional in accordance with acceptable engineering practice.

**Residential Code, Appendix E:
AE 102.3 Alterations and repairs**

- Alterations and Repairs allowed without requiring compliance with all the requirements of the Uniform Code
 - Must conform to requirements of Appendix J
 - Create no hazard to life, health or safety by such addition, alteration or repair
- Alterations and Repairs nonstructural in nature, not affecting structural members or fire protection maybe made with materials similar to original home construction

Course Development Utilized Installation Instruction Manual for



Special thank you to: Ed Ostrander, General Manager; Mike Perri, Service Manager; Champion Home Builders, Titan Homes Division - Sangerfield, NY

Installation Instructions Getting Started

Locate the Data Plate

- Confirm Information
- Equipment Data
- Design Data



HUD Data Plate

- Manufacturer Info
- HUD Label
- Serial Number
- Formaldehyde

MFG: Titan Homes
951 Route 12 South
Sangerfield, NY 13455

UNIT SER. # 019-000-H-A004986A

MODEL # EPB144 HUD SEAL # NTA1931222

This manufactured home is designed to comply with the Federal Manufacture Home Construction and Safety Standards in force at the time of manufacture. The manufacturer certifies that compliance with the 1999 Code Enforcement Manual for CHS.

This manufactured home has been substantially modified in the accordance with the approved design and has been inspected (checked) for compliance with the requirements of the Department of Housing and Urban Development (HUD) in effect at the date of manufacture.

DATE OF MFG. 3/2/2020 "DESIGN APPROVED BY PFS"



209 | 371

CHAMPION HUD Data Plate
MANUFACTURED HOMEPLATE

Confirm Wind Zone

● Zone 1 ● Zone 2 ● Zone 3

A Division of New York Department of State

NEW YORK STATE Building Standards and Codes

210 | 371

CHAMPION HUD Data Plate
MANUFACTURED HOMEPLATE

Roof Zone

North 40 PSF (Snow)
Middle 30 PSF (Snow)
South 20 PSF (Minimum)

A Division of New York Department of State

NEW YORK STATE Building Standards and Codes

211 | 371

CHAMPION HUD Data Plate
MANUFACTURED HOMEPLATE

Roof Zone

MANUFACTURED HOME ROOF LOAD MAP
PER 24 CFR 3280.505(c)(3) - Effective May 26, 2004

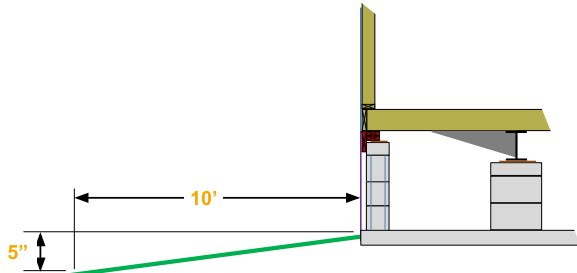
- MIDDLE ROOF LOAD ZONE (30/PSF)
- SOUTH ROOF LOAD ZONE (20/PSF)

NEW YORK STATE COUNTIES

A Division of New York Depar

NEW YORK STATE Building Standards and Codes

...minimum slope of 1/2" per foot for first ten feet...





Installation Instructions Determine Soil Conditions

Soil Type



Soil Bearing Capacity

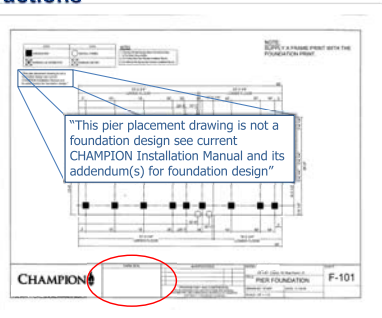
Default capacity: 1500psf, unless site-specific information requires lower values



Installation Instructions

Install Footings

Determine Pier Location



Installation Instructions

Install Footings

Undisturbed soil
At/below Frost Line
Level, flat smooth

- Place the bottom of footings on undisturbed soil or fill compacted to at least 90% of its maximum relative density.
- In freezing climates protect footings from the effects of frost heave in accordance with any LAHJ requirements (see **Prepare the Site**, p. 13). Place the bottom of the footings below the frost line (insulated foundations and monolithic slabs are other frost protection options not covered in this manual).
- Make sure the top surface of the footing is level, flat, and smooth.

Installation Instructions

Install Footings

Determine Pier Loads (Frame – no perimeter blocking required)

Support Spacing	Roof Load zone and max. section width					
	South (20psf)			Middle (30psf)		
	12ft	14ft	16ft	12ft	14ft	16ft
4ft	2490	2820	3140	2810	3170	3520
6ft	3730	4230	4710	4210	4760	5270
8ft	4980	5640	6270	5610	6340	7030
10ft	6220	7040	7840	7010	7920	8790

Installation Instructions Install Footings

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Installation Instructions Install Footings

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Installation Instructions Install Footings

6340

Determine Minimum Footer Size for Square & Rectangular Shapes
(Default Soil Capacity)

Soil Bearing Capacity	Min. Footing Area (sq. in.)	Min. Footing Size (in.)	8x16 single stack		16x16 double stack	
			Min. Thickness	Max. Capacity	Min. Thickness	Max. Capacity
1500	256	16x16	6	2660	6	2660
	384	24x16	6	4000	6	4000
	576	24x24	8	6000	6	6000
	1024	32x32	12	8000	8	10660

Installation Instructions

Install Footings

6340

Determine Minimum Footer Size for Square & Rectangular Shapes
(Default Soil Capacity)

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Installation Instructions

Install Footings

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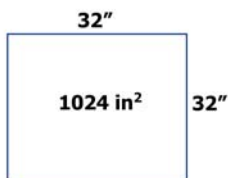
32x32



Installation Instructions

Install Footings

Footer size 32" x 32" = 1024 in²



Installation Instructions Install Footings

Footer size 32" x 32" = 1024 in²



Installation Instructions Install Footings

6340

Determine Minimum Footer Size for Circular Shapes
(Default Soil Capacity)

Soil Bearing Capacity	Min. Footing Area (sq. in.)	Min. Footing Dia. (in.)	8x16 single stack		16x16 double stack	
			Min. Thickness	Max. Capacity	Min. Thickness	Max. Capacity
1500	254	18	6	2650	-	-
	452	24	"	4710	6	4710
	615	28	"	6410	"	6410
	800	32	"	8000	"	8370

Installation Instructions Install Footings

6340

Determine Minimum Footer Size for Circular Shapes
(Default Soil Capacity)

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Installation Instructions

Install Footings

6340

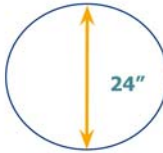
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	452	24	"	4710	6	4710
	615	28	"	6410	"	6410
	800	32	"	8000	"	8370

Installation Instructions

Install Footings

Footer size 24" round



24" Diameter equivalent
3.14*12²= 452 sq.in.



Installation Instructions

Footer Size

452sqin

Soil Bearing Capacity	Min. Footing Area (sq. in.)	Min. Footing Dia. (in.)	8x16 single stack		16x16 double stack	
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Installation Instructions Footer Size

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Installation Instructions Footer Size

452sqin

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	800	32	"	8000	"	8370

Installation Instructions Install Footings

4710

(Frame – no perimeter blocking required) Portion of Table 6 shown.

Support Spacing	Roof Load zone and max. section width					
	South (20psf)			Middle (30psf)		
	12ft	14ft	16ft	12ft	14ft	16ft
4ft	2490	2820	3140	2810	3170	3520
5ft	3110	3520	3920	3510	3960	4400
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Installation Instructions Install Footings

4710

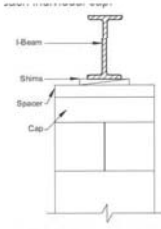
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10ft	6220	7040	7840	7010	7920	8790

Installation Instructions Pier Construction

Caps

- Cap hollow block piers to distribute load
- Must be same LxW of pier blocks
- Must be perpendicular to both the main beam and blocks below
- Dimensions per Installation Instructions

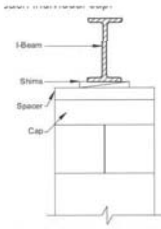


Installation Instructions Pier Construction

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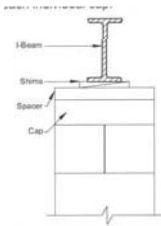
Champion Permissible Caps
Solid Masonry 4"x8"x16"
PT Lumber 2"x8"x16"
Corrosion Protected Steel min. 1/2" thick



Installation Instructions Pier Construction

Spacers

- When the space to be shimmed is greater than 1" but less than a solid cap block or pier block, use hardwood dimensional lumber as spacer

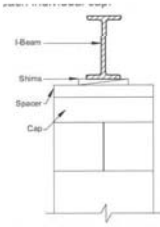


Installation Instructions Pier Construction

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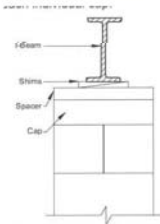
Champion Permissible Spacers
Nominal 1" or 2" thick lumber
2" or 4" concrete block



Installation Instructions Pier Construction

Shims

- Always in pairs
- Fill no more than 1" space
- Driven tight
- For split caps, install shims and spacers over EACH individual cap

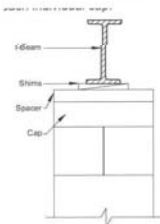


Installation Instructions Pier Construction

Shims

- Always in pairs
- Fill no more than 1" space
- Driven tight
- For split caps, install shims and spacers over EACH individual cap

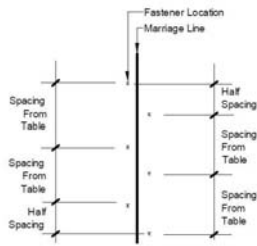
Champion Permissible Shims/Wedges
Hardwood min. 4" wide x 6" long x 1" thick.
Plastic must be listed with load capacity



Installation Instructions Multi-Sectional Fastening

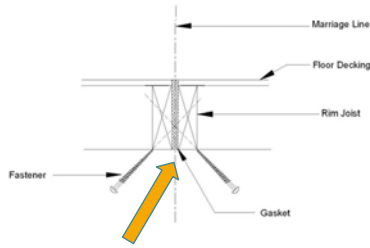
5/16" x 4 1/2" lag screw with washer
36" Spacing
Must penetrate the opposite rim joist
by a minimum of 1 1/2"

Additional fasteners:
each end of home
each side of through-the-rim
crossover ducts



Installation Instructions Multi-Sectional Fastening

Gaps between structural elements not to exceed 1". Gaps larger than 1/2" must be filled with plywood or shims. Home sections are to be in contact with each other.



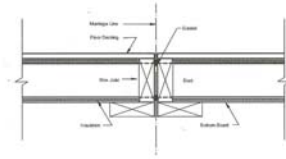
Installation Instructions Multi-Sectional Fastening

HVAC Crossover Ducts



Installation Instructions Multi-Sectional Fastening

HVAC Crossover Ducts

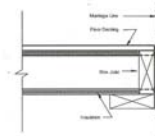


Checking through-the-rim-ducts. Ensure that through-the-rim-duct connections are secure and tight after the home sections are together.

Figure 21. 10-floor duct showing crossover through rim joist

Installation Instructions Multi-Sectional Fastening

HVAC Crossover Ducts



Additional marriage line support. If the duct runs through the marriage line rim joist, a perimeter pier is required under the marriage wall at the crossover location unless otherwise noted on the manufacturer's blocking plan or other supplemental documents, or unless the home is constructed with a perimeter support system.



Checking through-the-rim-ducts. Ensure that through-the-rim-duct connections are secure and tight after home sections are together.

Figure 21. 10-floor duct showing crossover through rim joist











Installation Instructions
Plumbing Issues

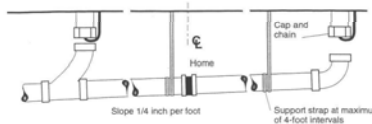
Sanitary Sewer

- Piping shall be supported so as to ensure alignment and prevent sagging
- Hangers and anchors shall be of sufficient strength to maintain their share of the weight of pipe and its contents
- Hangers and strapping shall be of approved material

Installation Instructions
Plumbing Issues

Miscellaneous

- Drain, Waste and Vent
- Support pipe 48"oc or less by approved method**
 ABS to PVC connections by approved methods



Installation Instructions Plumbing Issues

Miscellaneous

- Drain, Waste and Vent
- Support pipe 48"oc
- ABS to PVC connect







Installation Instructions Stabilizing Systems

Determine anchor types / locations

TABLE 21. ANCHOR LOCATION TYPES¹

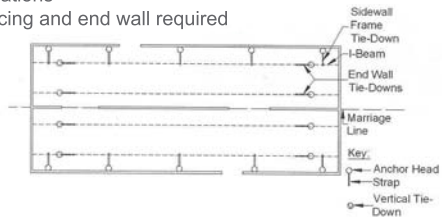
Location	Type	Wind Zone I	Wind Zones II and III	See page
Sidewall	Frame	Yes	Yes	61
	Vertical	No	Yes	65
End wall	Frame	Yes	Yes	65
	Vertical	No	No	65
Tag Unit	Frame	Yes	NA	65
	Vertical	No	NA	65
Porch Post	Vertical	No	Vertical Straps	65
Off Set Unit	Same as Single Section Home			65

Connect any factory-installed sidewall tie-down straps to a ground anchor regardless of the wind zone in which the home is placed.



Installation Instructions Stabilizing Systems

Determine anchor locations
Sidewall max. spacing and end wall required



Installation Instructions Stabilizing Systems

Sidewall spacing
Utilize appropriate table



Installation Instructions Stabilizing Systems

Example:
28' Double Wide
4:12 Roof Pitch

14' Floor Width
96" Sidewall Height
28" Height of Pier

TABLE 22. WIND ZONE I SIDEWALL FRAME ANCHOR MAXIMUM SPACING

Roof Slope Maximum 4:12 (20 Degrees)

Floor Level	Sidelock Height	Height from Ground to Top of Pier	Single Section		Multi-Section	
			Beam Spacing 80' - 52'	Beam Spacing 96' - 52'	Beam Spacing 80' - 52'	Beam Spacing 96' - 52'
1st Floor	10'	12'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		12'-6"	8'-0"	12'-0"	8'-0"	12'-0"
		13'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		13'-6"	8'-0"	12'-0"	8'-0"	12'-0"
		14'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		14'-6"	8'-0"	12'-0"	8'-0"	12'-0"
	2nd Floor	12'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		12'-6"	8'-0"	12'-0"	8'-0"	12'-0"
		13'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		13'-6"	8'-0"	12'-0"	8'-0"	12'-0"
		14'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		14'-6"	8'-0"	12'-0"	8'-0"	12'-0"



Installation Instructions Stabilizing Systems

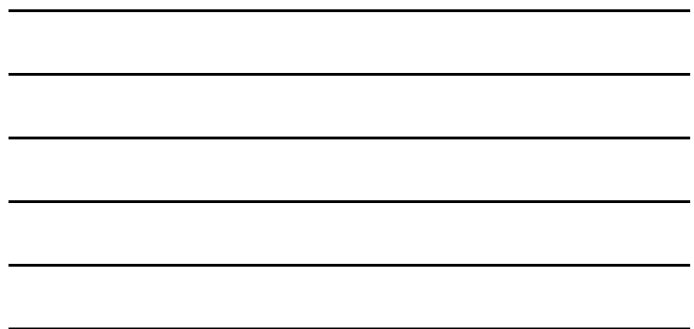
Example:
28' Double Wide
4:12 Roof Pitch

14' Floor Width
96" Sidewall Height
28" Height of Pier
99.5" Beam Spacing

TABLE 22. WIND ZONE I SIDEWALL FRAME ANCHOR MAXIMUM SPACING

Roof Slope Maximum 4:12 (20 Degrees)

Floor Level	Sidelock Height	Height from Ground to Top of Pier	Single Section		Multi-Section	
			Beam Spacing 80' - 52'	Beam Spacing 96' - 52'	Beam Spacing 80' - 52'	Beam Spacing 99.5' - 52'
1st Floor	10'	12'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		12'-6"	8'-0"	12'-0"	8'-0"	12'-0"
		13'-0"	8'-0"	12'-0"	8'-0"	12'-0"
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		14'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		14'-6"	8'-0"	12'-0"	8'-0"	12'-0"
	2nd Floor	12'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		12'-6"	8'-0"	12'-0"	8'-0"	12'-0"
		13'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		13'-6"	8'-0"	12'-0"	8'-0"	12'-0"
		14'-0"	8'-0"	12'-0"	8'-0"	12'-0"
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Installation Instructions Stabilizing Systems

Example:
28' Double Wide
4:12 Roof Pitch

14' Floor Width
96" Sidewall Height
28" Height of Pier
99.5" Beam Spacing

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		13'-0"	8'-0"	12'-0"	8'-0"	12'-0"
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		14'-0"	8'-0"	12'-0"	8'-0"	12'-0"
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		14'-0"	8'-0"	12'-0"	8'-0"	12'-0"
		14'-6"	8'-0"	12'-0"	8'-0"	12'-0"

* 13' - 05"



Installation Instructions Stabilizing Systems

Side wall anchor

TABLE 21. ANCHOR LOCATION TYPES

Location	Type	Wind Zone I	Wind Zones II and III	See page
Sidewall	Frame	Yes	Yes	61
	Vertical	No	Yes	65
End wall	Frame	Yes	Yes	65
	Vertical	No	No	65
Tag Unit	Frame	Yes	NA	65
	Vertical	No	NA	65
Porch Post Or Post Cap	Vertical	No	All Vertical Straps	65
	Same as Single Sector Home			65

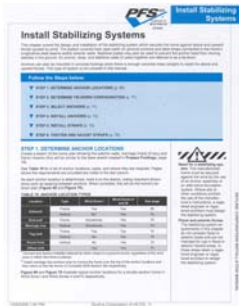
Connect any factory-installed sidewall tie-down straps to a ground anchor regardless of the wind zone in which the home is placed.



Installation Instructions Stabilizing Systems

Anchor Depths

- ground anchors “shall extend below the established frost line into undisturbed soil.”

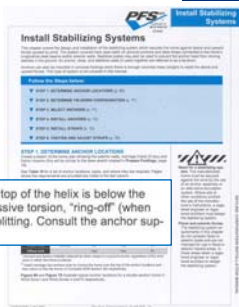


Installation Instructions Stabilizing Systems

Anchor Depths

- ground anchors “shall extend below the established frost line into undisturbed soil.”

Make sure the anchor is of sufficient length such that the top of the helix is below the frost line. Select a shaft diameter sufficient to resist excessive torsion, “ring-off” (when the helix or anchor head separates from shaft) or shaft splitting. Consult the anchor supplier for guidance.



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Installation Instructions Stabilizing Systems

Anchor Depths

- ground anchors "shall extend below the established frost line into undisturbed soil."

Make sure the anchor is of sufficient length to extend below the frost line. Select a shaft diameter and helix or anchor head spacing that meets the manufacturer's requirements. Consult the anchor supplier for guidance.

24" Sufficient?

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NEW YORK STATE Building Standards and Codes

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Installation Instructions Stabilizing Systems

Tie Downs

Install per manufacturers specifications

1 Wrap strap around main beam

2 Connect hook to top of main beam and connect other end of strap to anchor head.

To Ground Anchor Head

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NEW YORK STATE Building Standards and Codes

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Installation Instructions Stabilizing Systems

Tie Downs

Install per manufacturer

1 Wrap strap around main beam

Strap to beam connection.
Regardless of the strap supplier's recommendations, the strap must be connected to the top of the main beam to prevent damage to the structure.

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NEW YORK STATE Building Standards and Codes

296 | 371

Installation Instructions Stabilizing Systems

Tie Downs
Install per manufa




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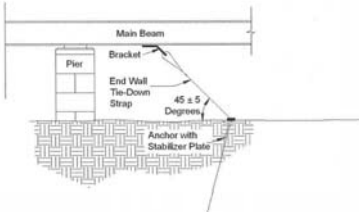
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Installation Instructions Stabilizing Systems

End wall anchor configuration



Main Beam
Bracket
Pier
End Wall Tie-Down Strap
45 ± 5 Degree
Anchor with Stabilizer Plate

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Installation Instructions Stabilizing S

End wall anch

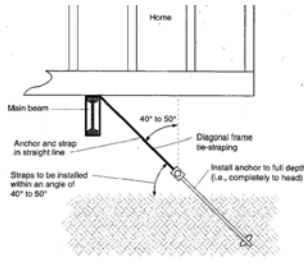


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NEW YORK STATE DEPARTMENT OF STATE Building Standards and Codes

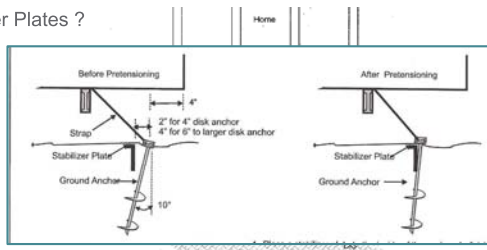
Installation Instructions Stabilizing Systems

Stabilizer Plates ?



Installation Instructions Stabilizing Systems

Stabilizer Plates ?





Installation Instructions Stabilizing Systems

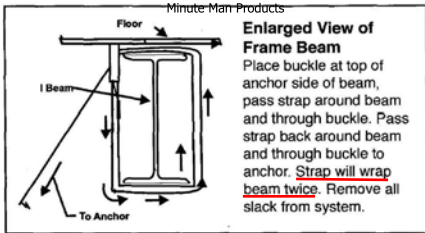
Single Slot Buckle



Installation Instructions Stabilizing Systems

Single Slot Buckle

Single Slot Buckle With Strap



Installation Instructions Stabilizing Systems

capable of resisting a working load of 3150lbs and withstand a 50% overload (4750lbs).



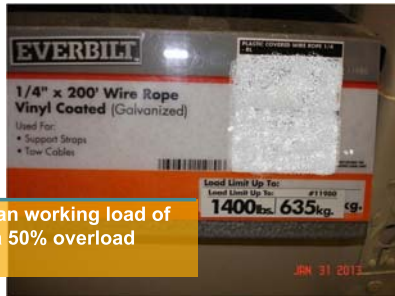
Installation Instructions Stabilizing Systems

capable of resisting an working load of 3150lbs and withstand a 50% overload (4750lbs).

What is the working load of 1/4" steel cable?



Working load of 1/4" steel cable: 1400 lbs. Code Compliant???



“...capable of resisting an working load of 3150lbs and withstand a 50% overload (4750lbs).”

Installation Instructions Stabilizing Systems

- Manufactured Anchoring Systems
- Certified by design prof.
Acceptable to AHJ
Frost protected slab or footing to frost line



Installation Instructions Stabilizing Systems

- Manufactured Anchoring System
- Certified by design professional
- Acceptable to AHJ
- Frost protected slab or footing



Installation Instructions Stabilizing System

- Manufactured Anchoring System
- Certified by design professional
- Acceptable to AHJ
- Frost protected slab or footing



Installation Instructions Stabilizing System

- Manufactured Anchoring System
- Certified by design professional
- Acceptable to AHJ
- Frost protected slab or footing



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Installation Instructions Stabilizing Systems

- Manufactured Anchoring Systems

Certified by design
Acceptable to AHJ
Frost protected slab



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Installation Instructions Stabilizing Systems

- Manufactured Anchoring Systems

Installed per manufacturers installation instructions

Do You Read Them



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Installation Instructions Stabilizing Systems

- Manufactured Anchoring Systems

Installed per manufacturers installation instructions

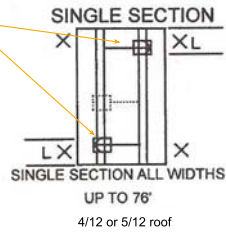



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NEW YORK STATE Building Standards and Codes

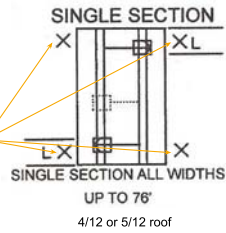
Alt. Tie Downs & End Straps

- 2 Lateral & Longitudinal systems
- At least 2ft but no more than 1/4 the length from the end



Alt. Tie Downs & End Straps

- 2 Lateral & Longitudinal systems
- At least 2ft but no more than 1/4 the length from the end
- Single Section REQUIRE 2 anchors per side. Not more than 2ft from end.



Flood Zone Requirements R322.1.9 Manufactured Homes

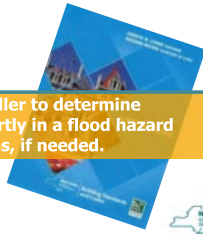
- The bottom of the frame of new and replacement... shall be elevated to or above the elevation specified in R322.2 or R322.3
- As built certification is required

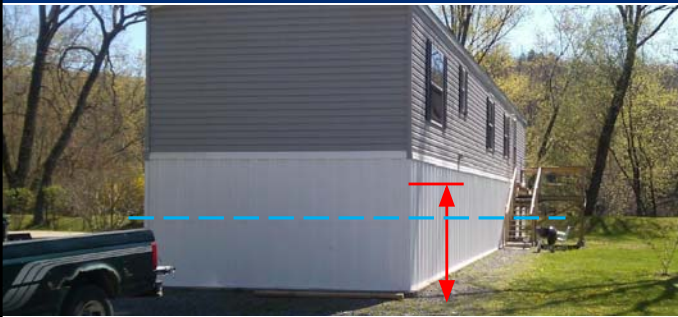


Flood Zone Requirements R322.1.9 Manufactured Homes

- The bottom of the frame of new and replacement... shall be elevated to or above the elevation specified in R322.2 or R322.3
- As built certification is required

HUD places the burden on the Installer to determine whether a home site is wholly or partly in a flood hazard area and to obtain additional designs, if needed.





Exterior Work

Repair and Seal Bottom Board

- Inspect for holes & gaps
- Replace missing insulation
- Patch large openings & tape small openings – per Installation Instructions







Exterior Work

Skirting

- Structural or non-structural perimeter crawlspace enclosure
- Extend vents, drains & inlets to outside
- Access (18"x24" min) near utility connections

Complete Exterior Work

SECTION 05100 - PERIMETER ENCLOSURE

1. SUMMARY

A. Section Includes

1. Perimeter crawlspace enclosure

2. Vents, drains & inlets

3. Access panels

B. Related Sections

1. Foundation

2. Exterior Wall

3. Floor

4. Roof

5. Mechanical, Electrical, Plumbing

6. Finishes

7. Windows and Doors

8. Stairs

9. Elevation

10. Scaffolding

11. Signage

12. Security

13. Site Work

14. Temporary Structures

15. Utility

16. Vertical Transportation

17. Wall

18. Windows and Doors

19. Stairs

20. Elevation

21. Scaffolding

22. Signage

23. Security

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26. Utility

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Exterior Work

Ventilation

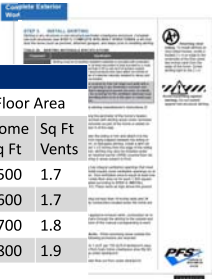
REQUIRED (by Manuf & AE402.6) when skirted

- One square foot of underlayment required for every 150 sq ft of floor area

One Sq Ft of Free Air Vent per 1500 Sq Ft of Floor Area

Home Sq Ft	Vents	Home Sq Ft	Vents	Home Sq Ft	Vents	Home Sq Ft	Vents
1000	.7	1500	1.0	2000	1.3	2500	1.7
1100	.7	1600	1.0	2100	1.4	2600	1.7
1200	.8	1700	1.1	2200	1.5	2700	1.8
1300	.9	1800	1.2	2300	1.5	2800	1.9

Reminder: One sq ft = 144 sq inches



Exterior Work

Ventilation Calculations - Integral Skirting

- 28x56 New Home = 1566sqft
- Vapor Barrier REQUIRED
- 1sqft vent per 1500sqft floor space

Exterior Work

Ventilation Calculations - Integral Skirting

- 28x56 New Home = 1566sqft
- Vapor Barrier REQUIRED
- 1sqft vent per 1500sqft floor space
- Need 1sqft of free vent (144sqinches)

Exterior Work

Ventilation Calculations - Integral Skirting

- 28x56 New Home = 1566sqft
- Vapor Barrier REQUIRED
- 1sqft vent per 1500sqft floor space
- Need 1sqft of free vent (144sqinches)
- Use 32" tall center vent (13sqinches)

Exterior Work

Ventilation Calculations - Integral Skirting

- 28x56 New Home = 1566sqft
- Vapor Barrier REQUIRED
- 1sqft vent per 1500sqft floor space
- Need 1sqft of free vent (144sqinches)
- Use 32" tall center vent (13sqinches)
- $144 / 13 = 12$ panels

Need 126 panels to skirt whole house

Exterior Work



Exterior Work



Exterior Work



Exterior Work

Vents are required to be equal size and opposite sides of foundation

Amount of venting required: **144sqin**



Exterior Work

Vents are required to be equal size and opposite sides of foundation

Amount of venting required: **144sqin**

Amount of venting provided?
Qty: 2 - 8"x16" block vents



Exterior Work

Vents are required to be equal size and opposite sides of foundation

Amount of venting required: **144sqin**

Amount of venting provided?
Qty: 2 - 8"x16" block vents

$(8 \times 16 = 128) \times 2 = 256 \text{sqin}$



Exterior Work

Vents are required to be equal size and opposite sides of foundation

Amount of venting required: **144sqin**

Amount of venting provided?
Qty: 2 - 8"x16" block vents

$(8 \times 16 = 128) \times 2 = 256 \text{sqin}$

All set, right?



Exterior Work

Vents are required to be equal size and opposite sides of foundation

Amount of venting required: 144sqin

Amount of venting provided:
Qty: 2 - 8"x16" joist vents

$(8 \times 16 = 128) \times 2 = 256 \text{sqin}$

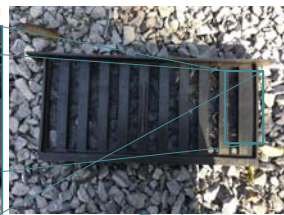
All set, right?



Exterior Work

Vents are required to be equal size and opposite sides of foundation

Amount of venting required: 144sqin



Exterior Work

Vents are required to be equal size and opposite sides of foundation

Amount of venting required: 144sqin

$144/45 = 3.2$

Min. 4 vents within 3ft of corners



Accessory Structures

Self supporting unless

DAPIA approved design provided

OR

Designed by a design professional

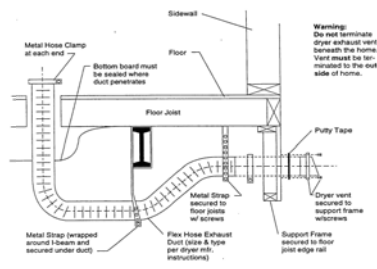


Outside combustion air?



Ventilation and Condensation Control

- Dryer Vents, Condensation Lines, Hot Water Heater Drains, Heat Producing Appliances, etc must extend through skirting to exterior.



Checklist

WATER AND DRAIN SYSTEMS

- Crossover and service connection and splices have been properly made with correct materials
 - Water and drain lines are insulated or otherwise protected from freezing
 - Pipe supports are installed and properly spaced
 - Proper slope has been maintained on all drain lines
 - All necessary inspections and tests have been performed
 - All sinks, basins, tubs, and toilets operate properly
 - All hot and cold water lines are properly connected to fixtures, dispense water as labeled, and operate properly
- ELECTRICAL SYSTEMS**
- The panel amperage matches the connection to the home
 - The home has been properly grounded
 - The main power supply has been properly connected and tested by a licensed electrician
 - All electrical crossovers have been connected
 - All receptacles, switches, and light fixtures operate properly
 - Ground fault circuit interrupters operate properly
 - All exterior lights have been properly installed
- GAS/FUEL OIL SYSTEMS**
- The gas system pressure test has been conducted
 - Connections between units are properly made with access as required
 - The main fuel line has been properly connected and tested by a qualified technician

Remember the Drain System Testing
2 Part Method

1. Drain Tightness
 1. All Fixtures connected plug main drain line
 2. Fill with water to rim of toilet bowl
 3. Hold 15 minutes
 4. Find and fix leaks
 5. REPEAT until pass
2. Max Flow –after Part 1 success
 1. Plug all fixtures and fill with water
 2. Release simultaneously
 3. Find and fix leaks
 4. REPEAT until pass

Checklist

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The main power supply has been properly connected and tested by a licensed electrician

Checklist

WATER AND DR

- Crossover and service connection and splices have been properly made with correct materials
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Including
1. A continuity test



Checklist

WATER AND DRAIN SYSTEMS

- Crossover and service connection materials
- Water and drain lines are insulated
- Pipe supports are installed and proper
- Proper slope has been maintained
- All necessary inspections and tests
- All sinks, basins, tubs, and toilets
- All hot and cold water lines are properly labeled, and operate properly

ELECTRICAL SYSTEMS

- The panel amperage matches the connection to the home
- The home has been properly grounded
- The main power supply has been properly connected and tested by a licensed electrician
- All electrical crossovers have been connected
- All receptacles, switches, and light fixtures operate properly
- Ground fault circuit interrupters operate properly
- All exterior lights have been properly installed

GAS/FUEL OIL SYSTEMS

- The gas system pressure test has been conducted
- Connections between units are properly made with accessible as required
- The main fuel line has been properly connected and tested by a qualified technician



- including
- 1. A continuity test
- 2. Operational test
- 3. Polarity test

technician



Building Standards and Codes

Checklist

WATER AND DRAIN SYSTEMS

- Crossover and service connection and splices have been properly made with correct materials
- Water and drain lines are insulated or otherwise protected from freezing
- Pipe supports are installed and properly spaced
- Proper slope has been maintained on all drain lines
- All necessary inspections and tests have been performed
- All sinks, basins, tubs, and toilets operate properly
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GAS/FUEL OIL SYSTEMS

- The gas system pressure test has been conducted
- Connections between units are properly made with accessible as required
- The main fuel line has been properly connected and tested by a qualified technician



Building Standards and Codes

Truss, Engineered Lumber or Timber Construction Placard

“An act to amend the Executive Law, in relation to notice requirements and enforcement for residential buildings with truss type, pre-engineered wood or timber construction.”

Addition of Article 18 Executive Law of NY §382-b
Passed by Senate & Assembly 6/20/2014 Signed by Gov. 9/17/2014

19 NYCRR Part 1265 “Residential Structures with Truss Type...Construction”
Adopted 11/18/2014 by Codes Council Effective 1/1/2015

“Each new residential structure and each addition to or rehabilitation of an existing residential structure that utilizes truss type construction, pre-engineered wood construction and/or timber construction shall be identified by a sign or symbol...”



Building Standards and Codes

Truss... Placard

The construction type designation shall be affixed to the exterior of the structure and shall be visible to firefighters.

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION

VFR	FLOOR FRAMING, WALLS, CEILING, PARTITIONS AND TRUSS
VR	ROOF FRAMING
FR	FLOOR AND ROOF FRAMING

NEW YORK STATE DEPARTMENT OF BUILDING STANDARDS AND CODES

Truss... Placard



§1265.4 "...affixed to electric box attached to exterior of the residential structure; provided, however that:"

1. If obscure any meter or utility not allow affixation: shall be affixed to exterior adjacent to electric box
2. If no electric box or the attached electric box located where not likely seen by firefighters: shall be affixed in a location approved by LAHJ as a location likely to be seen by firefighters

Affixed prior to issuance of a C.O.
Property owner responsible for maintenance and replacement if necessary

Garage Additions/Add-On Structures



Garage Additions/Add-On Structures

24 CFR 3282.7 "Add-on: any structure (except a structure designed or produced as an integral part of a MH) which, when attached to a MH increases the area, either living or storage..."

Remember- Retailers may not sell MH that has been altered in a way which "causes a failure to conform to" HUD Code

Modifications to MH for purpose of "Add-on" Structures often remove compliance with HUD code

Garage Additions/Add-On Structures

Alternative Construction Approval **REQUIRED**



Issues addressed

Garage Additions/Add-On Structures

Alternative Construction Approval **REQUIRED**



Issues addressed

Garage independence & support

Garage Additions/Add-On Structures

Alternative Construction Approval **REQUIRED**



Issues addressed

- Garage independence & support
- Roof modification & ventilation

Garage Additions/Add-On Structures

Alternative Construction Approval **REQUIRED**



Issues addressed

- Garage independence & support
- Roof modification & ventilation
- Fire Separation

Garage Additions/Add-On Structures

Alternative Construction Approval **REQUIRED**



Issues addressed

- Garage independence & support
- Roof modification & ventilation
- Fire Separation
- Electrical circuits for Lighting, GFCI & smoke detectors

Garage Additions/Add-On Structures

Alternative Construction Approval **REQUIRED**



Issues addressed

- Garage independence & support
- Roof modification & ventilation
- Fire Separation
- Electrical circuits for Lighting, GFCI & smoke detectors
- Egress Compliance

Garage Additions/Add-On Structures

Alternative Construction Approval **REQUIRED**



Issues addressed

- Garage independence & support
- Roof modification & ventilation
- Fire Separation
- Electrical circuits for Lighting, GFCI & smoke detectors
- Egress Compliance
- Light and ventilation

Important links and other information

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new <https://dos.ny.gov>

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NEW YORK STATE DEPARTMENT OF STATE Building Standards and Codes

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new <https://dos.ny.gov/building-standards-and-codes>

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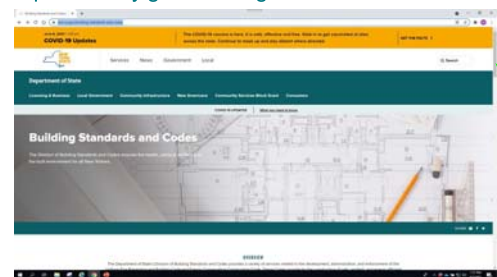
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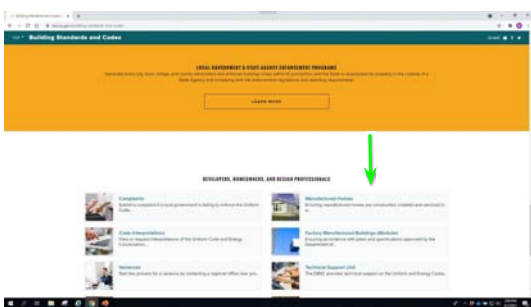
NEW YORK STATE DEPARTMENT OF STATE Building Standards and Codes

Redirected: <https://codes.iccsafe.org/codes/new-york>



<https://dos.ny.gov/building-standards-and-codes>





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

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Manufactured Homes

Regulations, Bulletins, and Other Information

Get and the updates regarding administrative bulletins, and other information.

Regulations, Bulletins, and Other Information

- 2019 Code
- 2019 Code
- 2019 Code
- 2019 Code
- 2019 Code

Department of State

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NEW YORK STATE DEPARTMENT OF STATE Building Standards and Codes

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HUD Model Installation Standard (24-CFR-3285, 2016)
<https://www.gpo.gov/fdsys/pkg/CFR-2016-title24-vol5/pdf/CFR-2016-title24-vol5-part3285.pdf>

NFPA 225 (2017) Manufactured Home Installation © \$\$\$
<http://catalog.nfpa.org/NFPA-225-Model-Manufactured-Home-Installation-Standard-P1241.aspx?icid=D729>

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Reminders

- Rule #1 Building Permits and C.O.s are required for the installation

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Reminders

- Rule #1 Building Permits and C.O.s are required for the installation
- Rule #2 Follow the Manufacturer's Instructions



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Reminders

- Rule #1 Building Permits and C.O.s are required for the installation
- Rule #2 Follow the Manufacturer's Instructions
- Rule #3 C.O. and A.C. Inspection **PRIOR** to move-in



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He hasn't said anything about ending my certification.
What do I do?



Steps to be released from your financial security and end certification

1. Write a letter to DOS requesting release of your security.

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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

He hasn't said anything about ending my certification.
What do I do?



Steps to be released from your financial security and end certification

- 1. Write a letter to DOS requesting release of your security.
- 2. Include copies of all certificates of occupancy related to your certification



Steps to be released from your financial security and end certification

- 1. Write a letter to DOS requesting release of your security.
- 2. Include copies of all certificates of occupancy related to your certification
- 3. Include all certificates and wallet cards associated with the certified entity, including limited certificates



Steps to be released from your financial security and end certification

- 1. Write a letter to DOS requesting release of your security.
- 2. Include copies of all certificates of occupancy related to your certification
- 3. Include all certificates and wallet cards associated with the certified entity, including limited certificates
- 4. Installers need to file their quarterly report and check the final report box, and return all unused warranty seals.



Steps to be released from your financial security and end certification

1. Write a letter to DOS requesting release of your security.

No Homes Installed this Quarter?	If you have not installed any manufactured homes for this reporting period mark an X in the box and mark NONE in Installed Units section 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 checked="" type="checkbox"/>

2. Attach your quarterly report, including certificates.
3. Attach your quarterly report, including certificates.
4. Installers need to file their quarterly report and check the final report box, and return all unused warranty seals.



Steps to be released from your financial security and end certification

1. Write a letter to DOS requesting release of your security.
2. Include occupancy certificates.
3. Include all cards associated with the entity, including certificates.
4. Installers need to file their quarterly report and check the final report box, and return all unused warranty seals.



What can I clear up?

Contact Information
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 Division of Building Standards & Codes
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 99 Washington Ave.
 Albany NY 12231-0001
 Phone: (518) 474-4073
manufactured.housing@dps.ny.gov





What can I clear up?

Contact Information

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joel@consultwithmhc.com