



Joel Harper
CEO

Manufactured Housing Certification Renewal Training



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Nothing contained in this presentation should be construed as legal advice. Consult with an attorney prior to making any business decision.

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: mfg000????

Course provider: MHC Consultants LLC

Location:

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 Attendance Issues

MHC Consultants LLC cannot give course attendees credit for a course without the meeting the required milestones:

Polls: You have been sent an invitation to the email you used to register from: joel@consultwithmhc.com

You must complete the poll questions, or you will not be sent a certificate.

Course Attendance Issues

To receive credit for today's seminar you must:

Course Attendance Issues

To receive credit for today's seminar you must:

- 1. Successfully complete the polls. This is your proof of class participation.

Course Attendance Issues

To receive credit for today's seminar you must:

- 1. Successfully complete the polls. This is your proof of class participation.
- 2. Have a 65% attention to duration ratio. This is the computer tracking you.

Course Attendance Issues

To receive credit for today's seminar you must:

- 1. Successfully complete the polls. This is your proof of class participation.
- 2. Have a 65% attention to duration ratio. This is the computer tracking you.
- 3. Provide us with the correct email address. If your email address is different for GoTo than the one you registered with, let us know. This is the only way we can show 1. and 2. are true.

Course Development

Utilized Installation Instruction Manual for



www.titanhomesny.com



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

Course Development



www.blevinsinc.com

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

Course Development



www.skylinehomes.com

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

Course Development

Utilized Installation Instruction Manual for



Department of State
Building Standards & Codes

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

Course Development



William Sherman
Administrator – 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?

· 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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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;

Financial Security

"A person or business entity certified...

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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
ONE UNIVERSITY PLACE
ALBANY, NEW YORK 12242-0500
PHONE: (518) 474-2000
FAX: (518) 474-2001
WWW.DOS.NY.GOV

As a courtesy,
not a requirement

Dear Licensee,
Our records indicate that your certification(s) as a Limited Mechanic of manufactured homes is due to expire on 11/30/2017. Pursuant to article 12.1 of the Executive Law and 19-137(2)(b) C.G.L., manufactured homes placed into the record of 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

Horizontal lines for document content

YOUR ATTENDANCE HERE TODAY DOES NOT AUTOMATICALLY GRANT CERTIFICATION

You must file appropriate application(s)...

Renewal of Limited Certification form with fields for Applicant's Information and Check application fee.

Horizontal lines for document content

Renewal Applications

- Paperwork

Division of Licensing Services form for Renewal of Limited Certification with fields for Applicant's Information and Check application fee.

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Renewal Applications

- Address Change
- Entity Type

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

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: W E Sherman LLC	Applicant's Certification No: 1RET9999
DBA (if any): Wild Willy's Great Homes	Telephone: (518) 474-4073
Street Address: 1234 Main Street	Fax: (518) 486-4487
City, State, Zip: Any City, NY 12231	E-mail: manager@weshermanllc.com
Mailing Address (if different than above): PO Box 9999, Next Town, NY 133361	
Location of retail store for this application application, if different than above: 14 Industrial Blvd, Next Town, NY 133361	

Renewal Applications

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

Individuals listed below have certification as a Limited Retailer and are in the employ of the applicant	Certification No.	Certification Expiration Date
William Sherman	1RET9999L001	6/10/2018

If Applicant is an Individual indicate 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

Division of Licensing Services
Department of State
New York

Applicant's Information: Sole proprietor, Partnership, Limited Liability Company, Other

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.

Renewal Applications

- Page 2
- Business Statement

Business Statement

I own this business and the Trade Name Certificate has been filed in the Office of the County Clerk where the business is located. (By signing this application, you are certifying compliance with this requirement.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
I am a member of this partnership and the Certificate of Partnership has been filed in the office of the County Clerk where the business is located or with the NYS Department of State, Division of Corporations. (By signing this application, you are certifying compliance with this requirement.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
I am an officer of this corporation and the New York State Certificate of Incorporation has been filed with the NYS Department of State, Division of Corporations. (By signing this application, you are certifying compliance with this requirement.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
I am an officer of this foreign (out of state) corporation and an Application for Authority to do business has been filed with the NYS Department of State, Division of Corporations. (By signing this application, you are certifying compliance with this requirement.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
I am a (member) (manager) of this Limited Liability Company, and a copy of the Articles of Organization has been filed with the NYS Department of State, Division of Corporations. (By signing this application, you are certifying compliance with this requirement.)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Renewal Applications

- Page 2
- Business Statement
- Attestation/Authorized Signature

Attestation/Authorized Signature

Signature of Applicant or Authorized Representative: **William E Sherman**
Date: **September 18, 2017**
Title: **Managing Member**

I affirm that I have read and understand the provisions of Article 21-B of the Executive Law and the rules and regulations promulgated thereunder. I further affirm that Workers' Compensation Insurance/Disability Benefits for all employees, if applicable, has been secured. I further certify, under the penalties of perjury, that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued.

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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- **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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ants LLC


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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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- Previous experience detail. Licensing wants much more detail. Saying general contracting is not enough detail
- On length of employment, putting current.

Regulation: Part 1210 Certification.

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

Regulation: Part 1210 Certification.

Multiple Locations (manufacturers/retailers)
 Operating more than one plant or sales location

- Such as Skyline Champion Corporation
 - 36 manufacturing facilities throughout US
 - 9 currently certified for NY
 - Skyline Homes, Champion Homes, Redman Homes, Titan Homes, Atlantic Homes and others
- or CMH Homes, Inc. (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.

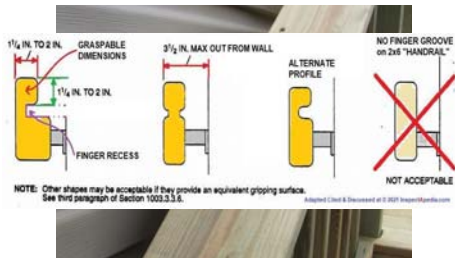
HUD Retailer Responsibilities



HUD Retailer Responsibilities



HUD Retailer Responsibilities



HUD Retailer Responsibilities

- 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 WARRANTY REGISTRATION

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

IF YOU ARE SELLING _____ DATE SOLD _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE _____

DEALER'S NAME _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE _____

DATE OF PURCHASE _____ SERIAL NO. _____

SEVERAL ZONE	SECTION POOR LOAD	TERRAZZO ZONE
1. 1000 sq. ft. or less	1000 lbs. or less	1000 sq. ft. or less
2. 1001 sq. ft. to 10000 sq. ft.	1001 lbs. to 10000 lbs.	1001 sq. ft. to 10000 sq. ft.
3. 10001 sq. ft. to 100000 sq. ft.	10001 lbs. to 100000 lbs.	10001 sq. ft. to 100000 sq. ft.
4. 100000 sq. ft. or more	100000 lbs. or more	100000 sq. ft. or more



HUD Retailer Responsibilities

Dispute Resolution Notice

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



HUD Retailer Responsibilities

Installation Disclosure Notice

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

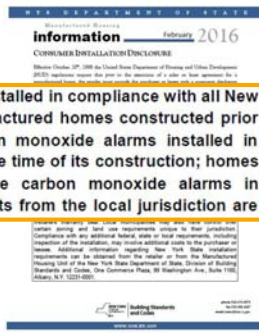


HUD Retailer Responsibilities

Installation Disclosure Notice

- Federal Requirement

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

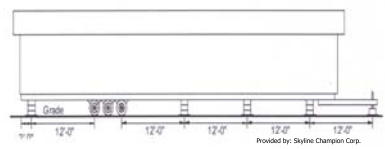
- Federal Requirement

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



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~~
- ~~#16 copper wire to bond chassis of a multi-section home~~
- Carbon monoxide alarm in the home

When was the home built?

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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)

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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...

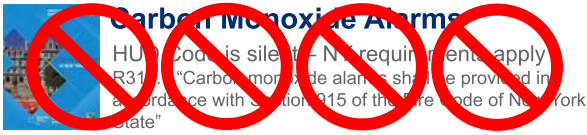
Carbon Monoxide Alarms

- 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..."





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

HUD Code Changes

- Changes to 24 CFR 3280, 3282, and 3285 go into effect on March 17, 2025.
- The following are some highlights of those changes, and do not include all changes to the Code.

HUD Code Changes continued

- **Up to four unit manufactured homes:** Changes to regulatory language allow single family manufactured homes to offer up to four dwelling units while ensuring comprehensive fire safety to occupants by adding benchmarks and guidelines that meet Manufactured Housing Construction and Safety standards.
- **Open floor plans, truss designs, and specifications for attics:** The updated requirements for exterior door separation and structural design enable open floorplans that maintain fire safety, clarify unclear provisions, and enable optimization of truss design. In addition, the final rule includes more clarity regarding structural design requirements for attics.
- **Ridge roof designs:** Revised definitions and regulatory language allow certain specified roof ridge designs (peak cap and peak flip roof assemblies) without a requirement for specific on-site inspections by a HUD-approved agency, except for certain exclusions. This type of roof installation is common throughout 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.

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- **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.

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

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

New manufactured home Relocated manufactured home

A. Warranty Seal Number: 987654 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 above

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





- 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 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

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, 2023
- May 25, 2024

- Installation: May 15, 2023
- Date of CO: July 29, 2023
- May 25, 2024

- Installation: May 15, 2023
- **Date of CO: July 29, 2023**
 - May 25, 2024
 - **August 8, 2024**

- Installation: May 15, 2023
- Date of CO: July 29, 2023
- **Warranty Expiration: August 1, 2024**
 - May 25, 2024
 - August 8, 2024

- Installation: May 15, 2023
- Date of CO: July 29, 2023
- **Warranty Expiration: August 1, 2024**
 - May 25, 2024, "...whichever is later,"
 - August 8, 2024
 - **August 11, 2025**

- Installation: May 15, 2023
- Date of CO: July 29, 2023
- Warranty Expiration: August 1, 2024
 - May 25, 2024
 - August 8, 2024
 - August 11, 2025

“...whichever is later.”

A screenshot of a form titled 'Building Standards and Codes' with a red stamp that reads 'RECEIVED AUG 30'. The form contains various fields and sections, including a header with the agency name and a main body with multiple rows of data.

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

A screenshot of a form titled 'Building Standards and Codes' with a sub-header 'Installer's Reporting'. The form has several sections with text and input fields, including a 'Reporting Period' section and a 'Reporting Information' section.

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" value=""/>

Installer's Reporting

- Home details →
 - Warranty Seal No.
 - Owner

Installer's Reporting

Authorized signature
 Certification that installation meets NYSUFPCB

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

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

	Title
Printed Name of Installer or Authorized Representative John Hancock	Managing Member
	Daytime telephone (518) 474-4073

MHC Consultants LLC

Where to mail reports and attachments
New York State Department of State
Division of Building Standards and Codes
One Commerce Plaza, Suite 1160
99 Washington Avenue
Albany, NY 12231
Or via email to: quarterlyinstallerreports@dps.ny.gov

New York State
Department of State
Division of Building Standards
and Codes
One Commerce Plaza
99 Washington Avenue, Suite 1160
Albany, NY 12231-0001
(518) 474-4073
Fax: (518) 486-4487
www.dps.ny.gov

Installer's

Installer's Certificate

Name (as it appears on certificate)

DBA (doing business as)

Number and Street

DOS 1836-f (Rev. 07/22)



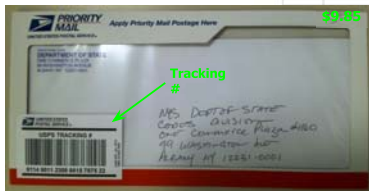
PERIODS

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

MHC Consultants LLC

Installer's Reporting

- Postmarked by date indicated
- USPS
 - Priority Mail



MHC Consultants LLC

Installer's Reporting

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



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
- 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 March 25, 2024)
 - Up to \$3,558 per single violation
 - Up to \$4,446,755 for a series of related violations



OMB has set the increase amount for 2025 at a rate of 1.02598, which would mean a new fine amount of \$3,650. This amount has not been published in the Federal Register, so it is not official.

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





**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

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 ...”

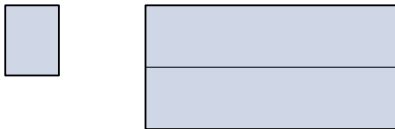
Residential Code, Appendix E:
AE 201 Definitions

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

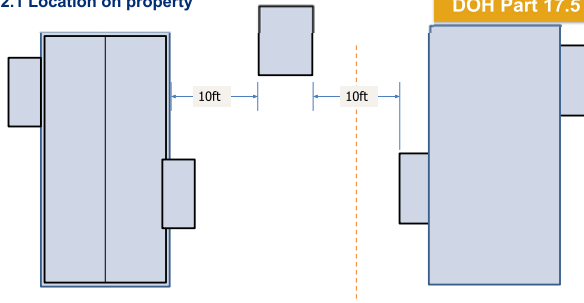
- MH and accessory buildings shall be located in accordance with R302.1 or any other law or regulation regarding separation distances (local laws/zoning ordinances)



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

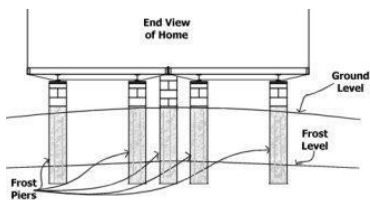
RELOCATED Home Installation

- 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 3,000 psi at 28 day compressive strength

**Alternative Foundations
Additional Requirements**

Foundation Design

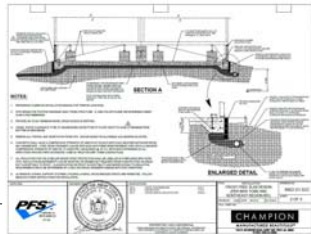
Before installer provides support or anchorage different than specified in the installation instructions ...installer must:

**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

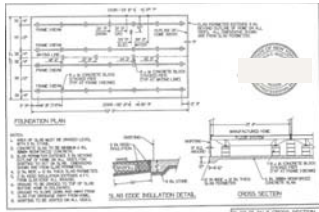


Alternative Foundations
Additional Requirements

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.

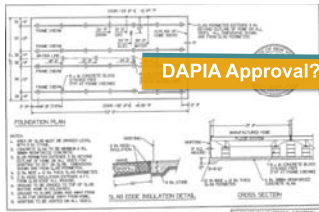


Alternative Foundations
Additional Requirements

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.



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 ¾ 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 ¾ 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.**



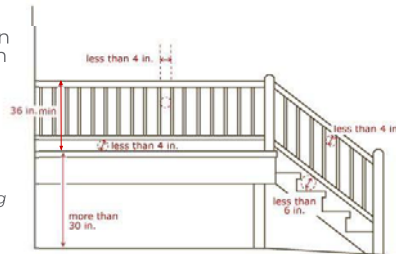


Residential Code
R312 Guards

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

Residential Code, Appendix E: AE 102.3 Alterations and repairs



- **Exception** Installation and/or replacement of glass shall be in conformance with the fenestration rating requirements for new installations
 - Fenestration: windows, fixed or operable, doors, glass block, skylights

(b) Table N1102.1.2 (R402.1.2) of the 2020 RCNYS shall be:

(NY) TABLE N1102.1.2 (R402.1.2) INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT ¹								
CLIMATE ZONE	FENESTRATION U-FACTOR ²	SKYLIGHT ³ U-FACTOR ²	GLAZED FENESTRATION SHGC ⁴ *	CEILING R-VALUE	WOOD FRAME WALL R-VALUE	MASS WALL R-VALUE	FLOOR R-VALUE	BASEMENT WALL R-VALUE
4	0.32	0.55	0.40	49	20 or 13+ ⁵	8/33	19	10/13 ⁶
5	0.30	0.55	NR	49	20 or 13+ ⁵	13/17	30 ⁶	15/19 ⁶
6 Option 1	0.30	0.55	NR	49	20+ ⁵ or 13+ ¹⁰	15/20	30 ⁶	15/19 ⁶
6 Option 2	0.28	0.55	NR	60	25 cavity	19/21	30 ⁶	15/19 ⁶



NR = Not Required.
 For 12 1/2 foot = 381.8 mm.
 * R-values are maximum. U-factors and SHGC are maximum. Where insulation is installed in a cavity that is less than the label's insulation, the installed R-value of the insulation shall be not less than the R-value specified in the table.

Residential Code, Appendix E: AE 102.3 Alterations



- **Exception** Installation and/or replacement of glass shall be in conformance with the fenestration rating requirements for new installations
 - Fenestration: windows, fixed or operable, doors, glass block, skylights

(b) Table N1102.1.2 (R402.1.2) of the 2020 RCNYS shall be:

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4	0.32	0.55	0.40	49	20 or 13+ ⁵	8/33	19	10/13 ⁶
5	0.30	0.55	NR	49	20 or 13+ ⁵	13/17	30 ⁶	15/19 ⁶
6 Option 1	0.30	0.55	NR	49	20+ ⁵ or 13+ ¹⁰	15/20	30 ⁶	15/19 ⁶
6 Option 2	0.28	0.55	NR	60	25 cavity	19/21	30 ⁶	15/19 ⁶



NR = Not Required.
 For 12 1/2 foot = 381.8 mm.
 * R-values are maximum. U-factors and SHGC are maximum. Where insulation is installed in a cavity that is less than the label's insulation, the installed R-value of the insulation shall be not less than the R-value specified in the table.

Residential Code, Appendix E: AE 102.3 Alterations



- **Exception** Installation and/or replacement of glass shall be in conformance with the fenestration rating requirements for new installations
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4	0.32	0.55	0.40	49	20 or 13+ ⁵	8/33	19	10/13 ⁶
5	0.30	0.55	NR	49	20 or 13+ ⁵	13/17	30 ⁶	15/19 ⁶
6 Option 1	0.30	0.55	NR	49	20+ ⁵ or 13+ ¹⁰	15/20	30 ⁶	15/19 ⁶
6 Option 2	0.28	0.55	NR	60	25 cavity	19/21	30 ⁶	15/19 ⁶



NR = Not Required.
 For 12 1/2 foot = 381.8 mm.
 * R-values are maximum. U-factors and SHGC are maximum. Where insulation is installed in a cavity that is less than the label's insulation, the installed R-value of the insulation shall be not less than the R-value specified in the table.

Installation Instructions Getting Started

Locate the Data Plate

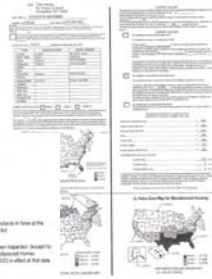
Confirm
Information
Equipment Data
Design Data



HUD Data Plate

Manufacturer Info
HUD Label
Serial Number
Formaldehyde

MFG. Titan Homes
951 Route 12 South
Saugerfield, NY 13455
UNIT SER. # 019-000-H-A004986A
MODEL # EPB144 HUD SEAL # NTA1931222
 This model home design complies with the Federal Manufacture Home Construction and Safety Standards in force at the time of manufacture. The manufacturer certifies the home is compliant with the Title 24 Uniform Code of Building Officials (UBC).
 This manufacturer has not been certified under the program with the approval of the Department of Housing and Urban Development (HUD). The manufacturer certifies the home is compliant with the Title 24 Uniform Code of Building Officials (UBC) and the requirements of the Department of Housing and Urban Development (HUD) in effect at the date of manufacture.
DATE OF MFG. 3/22/2020 DESIGN APPROVED BY PFS



MHC Consultants LLC

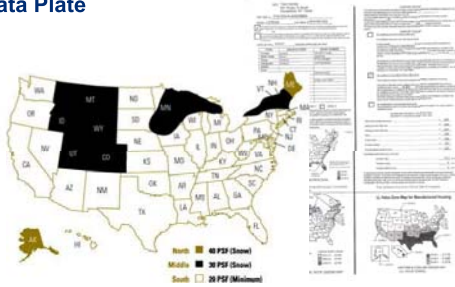
HUD Data Plate

Confirm Wind Zone



CHAMPION HUD Data Plate

Roof Zone

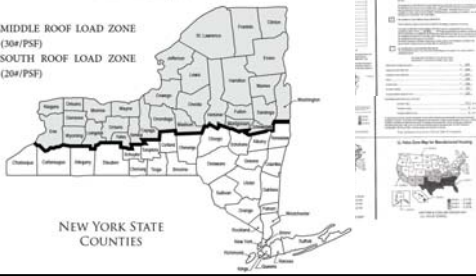


CHAMPION HUD Data Plate

Roof Zone

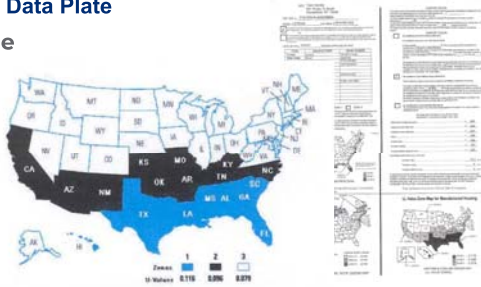
MANUFACTURED HOME ROOF LOAD MAP
PER 24 CFR 3280.305(c)(1) - Effective May 26, 2006

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



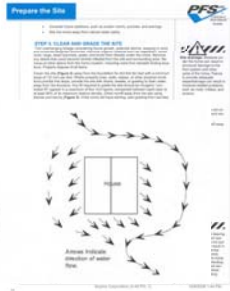
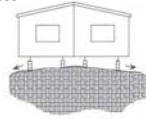
CHAMPION HUD Data Plate

Thermal Zone



Installation Instructions Prepare the Site

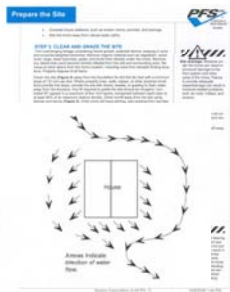
- Crown site away from foundation
 - minimum slope of ½" per foot for first ten feet
- Direct runoff away from the home



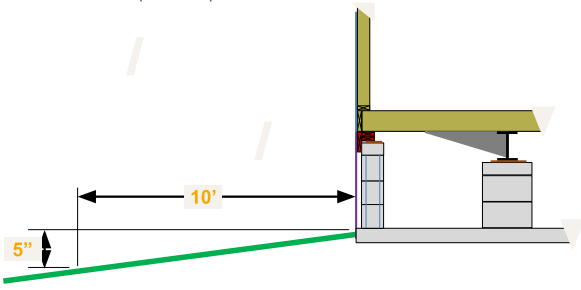
Installation Instructions Prepare the Site

- Crown site away from foundation
 - minimum slope of ten feet
- Direct runoff away the home


Site drainage. Moisture under the home can result in structural damage to the floor system and other parts of the home. Failure to provide adequate slope/drainage can result in moisture-related problems such as mold, mildew, and erosion.



...minimum slope of ½" per foot for first ten feet...





Installation Instructions
Determine Soil Conditions

Soil Type



Soil Bearing Capacity

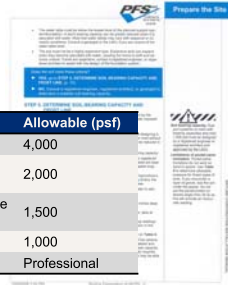
Default capacity: 1500psf,
 unless site-specific
 information requires lower
 values



Installation Instructions
Determine Soil Conditions

Soil Bearing Capacity

Soil Type (and classification)	Allowable (psf)
Rock or hard pan (class 1)	4,000
Sandy gravel and gravel; very dense and/or cemented sands; coarse gravel/cobbles; preloaded silts, clays and coral (class 2)	2,000
Sand; silty sand; clayey sand; silty gravel; medium dense coarse sands; sandy gravel; very stiff silt, sand clays (class 3)	1,500
Clay sandy clay, silty clay, clayey silt (classes 4A & 4B)	1,000
Uncompacted fill, peat, organic clays (class 5)	Professional



Installation Instructions
Determine Soil Conditions

Soil Bearing Capacity

Soil Type (and classification)
Rock or hard pan (class 1)
Sandy gravel and gravel; very dense and coarse gravel/cobbles; preloaded silts, clays
Sand; silty sand; clayey sand; silty gravel sands; sandy gravel; very stiff silt, sand
Clay sandy clay, silty clay, clayey silt (class 2)
Uncompacted fill, peat, organic clays (class 3)


Soil. Inadequate soil bearing capacity or a support system mismatched to the soil characteristics can result in excessive or differential settlement of the home, which can cause the home to go out of level, resulting in jammed doors and windows, cracks in finishes and ruptured plumbing connections.



Pocket Penetrometer



The instrument should not be used for obtaining foundation design data.

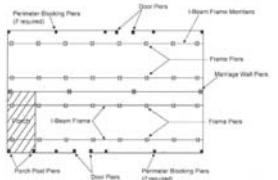
General
The Pocket Penetrometer is designed as a lightweight instrument for use by field personnel to obtain soil bearing capacity data. It is not intended for use in laboratory or research applications. It is not intended for use in determining soil bearing capacity for design purposes.

Preparation
The soil ring on the base of the penetrometer is designed to represent the soil bearing capacity for one reading. The soil ring should be placed in the soil at the point of interest. The soil should be placed in the soil at the point of interest. The soil should be placed in the soil at the point of interest.

Use
The Pocket Penetrometer is used by pushing the probe into the soil. The force applied to the probe is measured by the spring mechanism. The force applied to the probe is measured by the spring mechanism. The force applied to the probe is measured by the spring mechanism.

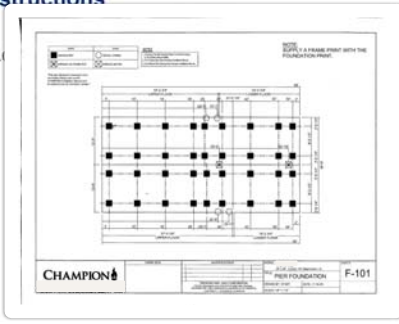
Installation Instructions
Install Footings

Determine Pier Locations using Instructions



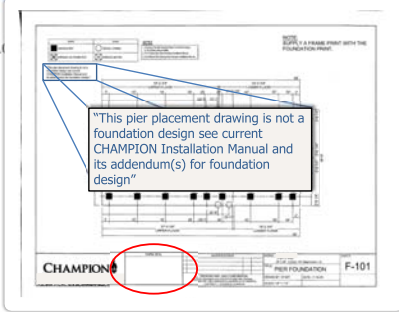
Installation Instructions
Install Footings

Determine Pier L



Installation Instructions
Install Footings

Determine Pier L



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 LANJ 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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	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)

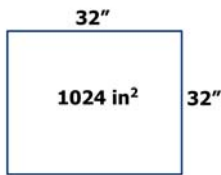
Soil Bearing Capacity	Min. Footing Area (sq. in.)	Min. Footing Size (in.)	8x16 single stack		16x16 double stack	
			Min. Thickness	Max. Capacity	Min. Thickness	Max. Capacity
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	384	24x16	6	4000	6	4000
	576	24x24	8	6000	6	6000
	1024	32x32	12	8000	8	10660

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)

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

Installation Instructions
Install Footings

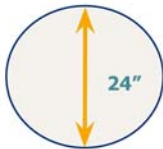
6340

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

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

Installation Instructions
Install Footings

Footer size 24" round



24" Diameter equivalent
 $3.14 * 12^2 = 452 \text{ sq.in.}$

Installation Instructions
Footer Size

452sqin

Soil Bearing Capacity	Min. Footing Area (sq. in.)	Min. Footing Dia. (in.)	8x16 single stack		16x16 double stack	
			Min. Thickness	Max. Capacity	Min. Thickness	Max. Capacity
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	615	28	"	6410	"	6410
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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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	452	24	"	4710	6	4710
	615	28	"	6410	"	6410
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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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	452	24	"	4710	6	4710
	615	28	"	6410	"	6410
	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
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

4710

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

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5ft	3110	3520	3920	3510	3960	4400
6ft	3730	4230	4710	4210	4760	5270
8ft	4980	5640	6270	5610	6340	7030
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Installation Instructions
Install Footings

4710

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

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10ft	6220	7040	7840	7010	7920	8790

Installation Instructions
Install Footings

4710

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

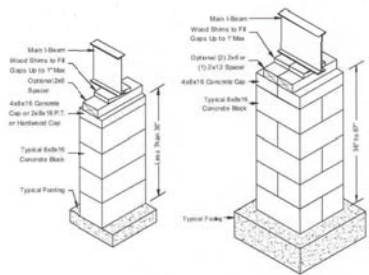
Support Spacing	Roof Load zone and max. section width					
	South (20psf)			Middle (30psf)		
	12ft	14ft	16ft	12ft	14ft	16ft
4ft	2490	2820	3140	2810	3170	3520
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1500	254	18	6	2650	-	-
	452	24	"	4710	6	4710
	615	28	"	6410	"	6410
	800	32	"	8000	"	8370
2500	254	18	6	4410	-	-
	452	24	"	7850	6	7850
	615	28	"	8000	"	10690
	800	32	"	-	"	13960



Installation Instructions
Pier Construction

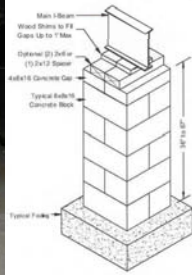
8x16 Single Stack to 36"
16x16 Double Stack to 67"



Installation Instructions
Pier Construction

8x16 Single Stack to 36"

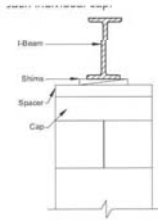
16x16 Double Stack to 36"



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

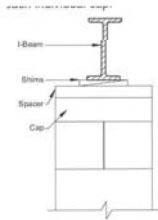


Installation Instructions
Pier Construction

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

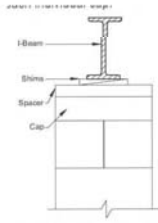
Champion Permissible Caps
 Solid Masonry 4"x8"x16"
 PT Lumber 2"x8"x16"
 Corrosion Protected Steel min. 1/2" thick



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

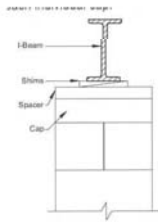


Installation Instructions
Pier Construction

Spacers

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

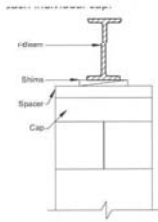
Champion Permissible Spacers
Nominal 1" or 2" thick lumber
2" or 4" concrete block



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

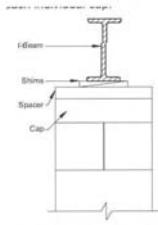


Installation Instructions
Pier Construction

Shims

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

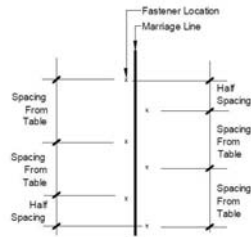
Champion Permissible Shims/Wedges
 Hardwood min. 4" wide x 6" long x 1" thick.
 Plastic must be listed with load capacity




Installation Instructions
Multi-Sectional Fastening

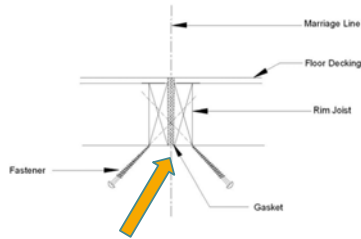
5/16" x 4 1/2" lag screw with washer
 36" Spacing
 Must penetrate the opposite rim joist by a minimum of 1 1/2"

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.



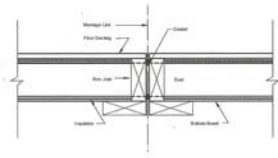
Installation Instructions
Multi-Sectional Fastening

HVAC Crossover Ducts



Installation Instructions
Multi-Sectional Fastening

HVAC Crossover Ducts

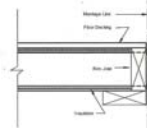


Checking through-the-rim-ducts. Ensure that through-the-rim-duct connections are secure and tight after the home sections are together.

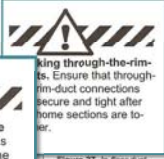
Figure 27. 15-B007-0101 showing crossover through rim joist

Installation Instructions
Multi-Sectional Fastening

HVAC Crossover Ducts



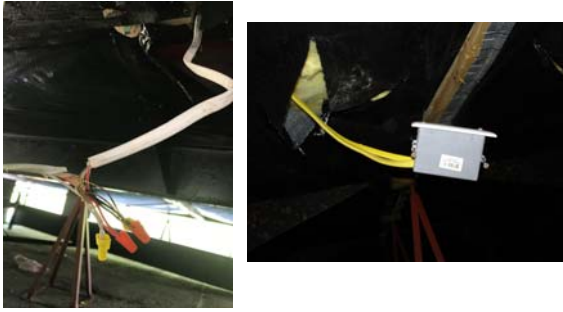
Additional marriage line support. If the duct runs through the marriage line rim joist, a perimeter pier is required under the marriage wall at the crossover location unless otherwise noted on the manufacturer's blocking plan or other supplemental documents, or unless the home is constructed with a perimeter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



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

Figure 27. 15-B007-0101 showing crossover through rim joist

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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

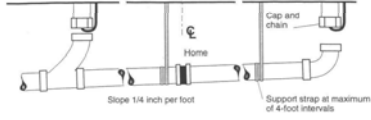
Installation Instructions
Plumbing Issues

Miscellaneous

· Drain, Waste and Vent

Support pipe 48"oc or less by approved method

ABS to PVC connections by approved methods



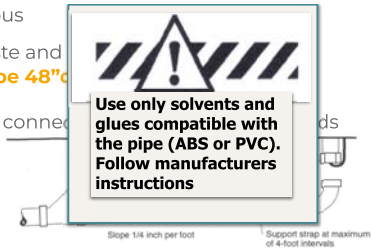
Installation Instructions
Plumbing Issues

Miscellaneous

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Support pipe 48"oc or less by approved method

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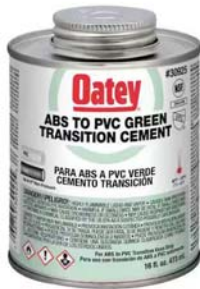
Installation Instructions
Plumbing Issues

Miscellaneous

· Drain, Waste and Vent

Support pipe 48"oc or less by approved method

ABS to PVC connections by approved methods



**Installation
Plumbing Iss**

Miscellaneous

- Drain, Wash

**Support pipe
method**

ABS to PVC







**Installation Instructions
Stabilizing Systems**

Determine anchor types / locations

TABLE 21. ANCHOR LOCATION TYPES¹

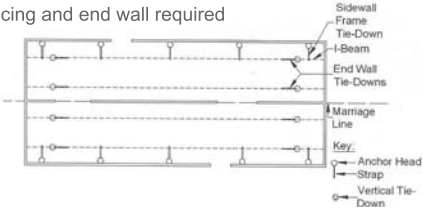
Location	Type	Wind Zone I	Wind Zones II and III	See page
Sidewall	Frame	Yes	Yes	61
	Vertical	No	Yes	65
End wall	Frame	Yes	Yes	65
	Vertical	No	Yes	65
Tag Unit	Frame	Yes	NA	65
	Vertical	No	NA	65
Porch Post	Vertical	No	Vertical Straps	65
Off Set Unit	Same as Single Section Home			65

¹ 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**

Sidewall spacing
Utilize appropriate table

Floor Width
Sidewall Height
Height of Pier

TABLE 22. WIND ZONE 1 SIDEWALL FRAME ANCHOR MAXIMUM SPACING

Roof Slope Maximum 4:12 (20 degrees)

Floor Levels	Sidewall Height	Height from Ground to Top of Pier	Single Section		Multi Section		
			Beam Spacing	Pier Spacing	Beam Spacing	Pier Spacing	
1st Floor	8'-0"	12'-0" to 12'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		12'-6" to 13'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		13'-0" to 13'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		13'-6" to 14'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		14'-0" to 14'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		14'-6" to 15'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
	2nd Floor	8'-0"	15'-0" to 15'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			15'-6" to 16'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			16'-0" to 16'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			16'-6" to 17'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			17'-0" to 17'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			17'-6" to 18'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"

**Installation Instructions
Stabilizing Systems**

Sidewall spacing
Utilize appropriate table

Floor Width
Sidewall Height
Height of Pier
Beam Spacing

TABLE 22. WIND ZONE 1 SIDEWALL FRAME ANCHOR MAXIMUM SPACING

Roof Slope Maximum 4:12 (20 degrees)

Floor Levels	Sidewall Height	Height from Ground to Top of Pier	Single Section		Multi Section		
			Beam Spacing	Pier Spacing	Beam Spacing	Pier Spacing	
1st Floor	8'-0"	12'-0" to 12'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		12'-6" to 13'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		13'-0" to 13'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		13'-6" to 14'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		14'-0" to 14'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		14'-6" to 15'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
	2nd Floor	8'-0"	15'-0" to 15'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			15'-6" to 16'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			16'-0" to 16'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			16'-6" to 17'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			17'-0" to 17'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			17'-6" to 18'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"

**Installation Instructions
Stabilizing Systems**

Sidewall spacing
Utilize appropriate table

Floor Width
Sidewall Height
Height of Pier
Beam Spacing
Roof Pitch

TABLE 22. WIND ZONE 1 SIDEWALL FRAME ANCHOR MAXIMUM SPACING

Roof Slope Maximum 4:12 (20 degrees)

Floor Levels	Sidewall Height	Height from Ground to Top of Pier	Single Section		Multi Section		
			Beam Spacing	Pier Spacing	Beam Spacing	Pier Spacing	
1st Floor	8'-0"	12'-0" to 12'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		12'-6" to 13'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		13'-0" to 13'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		13'-6" to 14'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		14'-0" to 14'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
		14'-6" to 15'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"	
	2nd Floor	8'-0"	15'-0" to 15'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			15'-6" to 16'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			16'-0" to 16'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			16'-6" to 17'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			17'-0" to 17'-6"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"
			17'-6" to 18'-0"	8'-0"	1'-0" to 1'-6"	8'-0"	1'-0" to 1'-6"

**Installation Instructions
Stabilizing Systems**

Example:
28' Double Wide
4:12 Roof Pitch

TABLE 22. WIND ZONE I SIDEWALL FRAME ANCHOR MAXIMUM SPACING
Roof Slope Maximum 4:12 (30 degrees)

Floor Level	Column Height	Height from Column to Top of Plate	Single Section		Multi-Section	
			Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing
1st Floor	10'	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"
	2nd Floor	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"
3rd Floor	10'	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"
	4th Floor	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"



**Installation Instructions
Stabilizing Systems**

Example:
28' Double Wide
4:12 Roof Pitch

14' Floor Width

TABLE 22. WIND ZONE I SIDEWALL FRAME ANCHOR MAXIMUM SPACING
Roof Slope Maximum 4:12 (30 degrees)

Floor Level	Column Height	Height from Column to Top of Plate	Single Section		Multi-Section	
			Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing
1st Floor	10'	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"
	2nd Floor	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"
3rd Floor	10'	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"
	4th Floor	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"



**Installation Instructions
Stabilizing Systems**

Example:
28' Double Wide
4:12 Roof Pitch

14' Floor Width
96" Sidewall Height

TABLE 22. WIND ZONE I SIDEWALL FRAME ANCHOR MAXIMUM SPACING
Roof Slope Maximum 4:12 (30 degrees)

Floor Level	Column Height	Height from Column to Top of Plate	Single Section		Multi-Section	
			Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing
1st Floor	10'	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"
	2nd Floor	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"
3rd Floor	10'	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-0"	12'-0"
	4th Floor	12'-0"	8'-0"	10'-0"	8'-0"	10'-0"
		12'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		13'-6"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-0"	10'-0"	12'-0"	10'-0"	12'-0"
		14'-6"	10'-0"	12'-0"	10'-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

TABLE 22. WIND ZONE I SIDEWALL FRAME ANCHOR MAXIMUM SPACING
Roof Slope Maximum 4:12 (20 degrees)

Floor Level	Column Height	Height from Column to Top of Pier	Single Section			Multi-Section		
			Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing
12 ft. High	96"	12'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		11'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		10'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		9'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		8'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		7'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
	72"	12'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		11'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		10'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		9'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		8'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		7'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-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	Column Height	Height from Column to Top of Pier	Single Section			Multi-Section		
			Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing
12 ft. High	96"	12'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		11'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		10'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		9'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		8'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		7'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
	72"	12'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		11'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		10'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		9'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		8'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		7'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-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	Column Height	Height from Column to Top of Pier	Single Section			Multi-Section		
			Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing	Beam Spacing
12 ft. High	96"	12'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		11'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		10'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		9'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		8'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		7'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
	72"	12'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		11'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		10'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		9'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		8'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"
		7'-0"	8'-0"	10'-0"	8'-0"	8'-0"	10'-0"	8'-0"

* 13' - 05"



Installation Instructions
Stabilizing Systems

Side wall anchor

Install Stabilizing Systems

TABLE 21. ANCHOR LOCATION TYPES

Location	Type	Wind Zone 1	Wind Zones 2 and 3	Steel pipe
Subsidiary	Frame	Yes	Yes	E1
	Vertical	No	Yes	E5
End wall	Frame	Yes	Yes	E5
	Vertical	No	No	E5
Top Unit	Frame	Yes	NA	E5
	Vertical	No	NA	E5
Porch Post or Deck Post	Vertical	No	All Vertical Straps	E5
	Frame or Straps	Vertical Frame		E5

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.



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 length based on the frost line and soil conditions. Consult the anchor supplier for guidance.



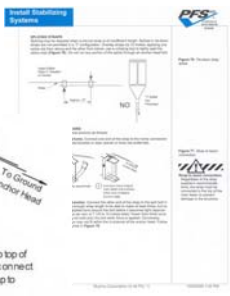
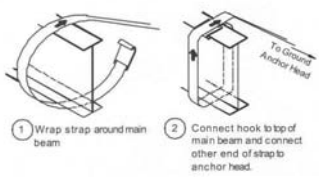
Sufficient?



Installation Instructions
Stabilizing Systems

Tie Downs

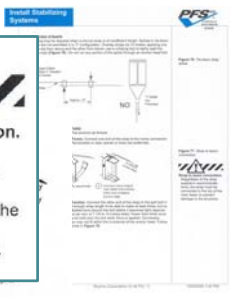
Install per manufacturers specifications



Installation Instructions
Stabilizing Systems

Tie Downs

Install per manufacturer



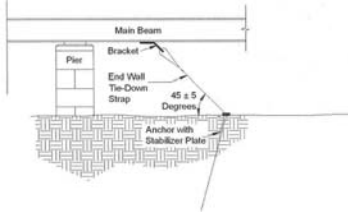
Installation Instructions
Stabilizing Systems

Tie Downs
Install per manufa



Installation Instructions
Stabilizing Systems

End wall anchor configuration



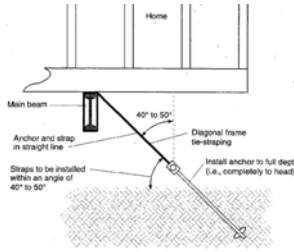
Installation Instructions
Stabilizing Systems

End wall anchor



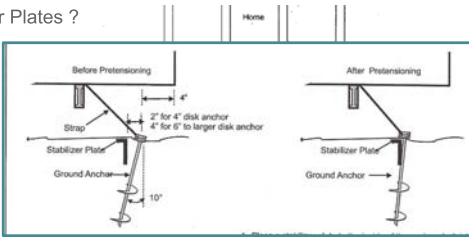
Installation Instructions Stabilizing Systems

Stabilizer Plates ?



Installation Instructions Stabilizing Systems

Stabilizer Plates ?





Installation Instructions
Stabilizing Systems

Single Slot Buckle

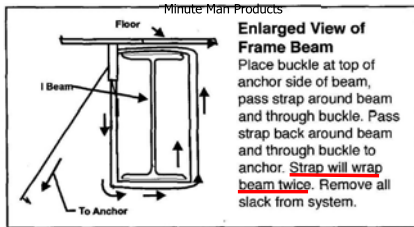


Installation Instructions
Stabilizing Systems

Single Slot Buckle

Single Slot Buckle With Strap

Minute Man Products



Enlarged View of Frame Beam
Place buckle at top of anchor side of beam, pass strap around beam and through buckle. Pass strap back around beam and through buckle to anchor. Strap will wrap beam twice. Remove all slack from system.

Installation Instructions
Stabilizing Systems

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



**Installation Instructions
Stabilizing Systems**

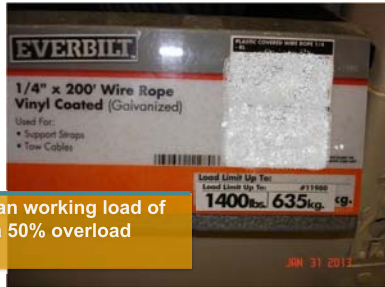
capable of resisting an working load of 3150lbs and withstand a 50% overload (4750lbs).

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 Anchor
- Certified by design pro
- Acceptable to AHJ
- Frost protected slab o



**Installation Instructions
Stabilizing System**

- Manufactured
- Certified by des
- Acceptable to A
- Frost protected



**Installation Instructions
Stabilizing System**

- Manufactured
- Certified by des
- Acceptable to A
- Frost protected



**Installation Instr
Stabilizing System**

- Manufactured
- Certified by des
- Acceptable to A
- Frost protected



**Installation Instructions
Stabilizing Systems**

- Manufactured Anchoring Systems
- Installed per manufacturers installation instructions

Do You Read Them?



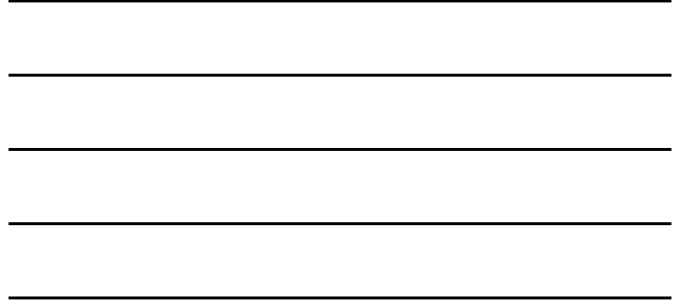
**Installation Instructions
Stabilizing Systems**

- Manufac
- Installed p
instructi



Installation Instructions Stabilizing Systems

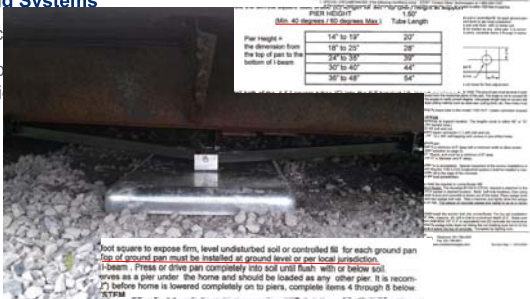
- Manufact
- Installed p
- instructi



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Installation Instructions Stabilizing Systems

- Manufact
- Installed p
- instructi



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Installation Instructions Stabilizing Systems

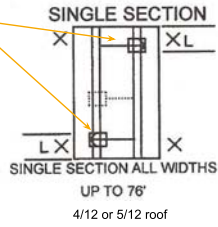
- Manufact
- Installed p
- instructi

Not an acceptable installation



Alt. Tie Downs & End Straps

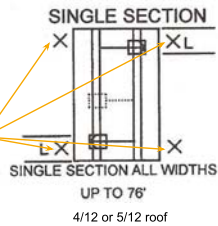
- 2 Lateral & Longitudinal systems
- At least 2ft but no more than ¼ the length from the end



Oliver 1100 V

Alt. Tie Downs & End Straps

- 2 Lateral & Longitudinal systems
- At least 2ft but no more than ¼ the length from the end
- Single Section REQUIRE 2 anchors per side. Not more than 2ft from end.



Oliver 1100 V

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

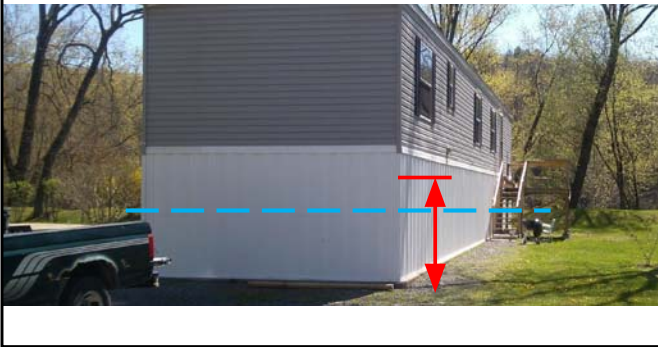


Flood Zone Requirements
R322.1.9 Manufactured Homes

- 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

- Repair and Seal Bottom Board
- Inspect for holes &
- Replace missing in
- Patch large opening
- openings – per Ins
- Instructions



A continuous and sealed bottom board is critical for home performance, energy efficiency, protection against moisture problems, prevention of pipe freezing and protection against insects and rodents.



Exterior Work

- Repair and Seal Bottom Board
- Inspect for holes &
- Replace missing in
- Patch large opening
- openings – per Ins
- Instructions



Exterior Work

- Ground Moisture Retarder
- REQUIRED(by: Manuf & AE402.6)
- Min 6mil poly
- Joints overlapped 12"
- Seal joints with tape or adhesive
- Weight down with gravel
- Repair voids
- Pre-slab







Exterior Work

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



Exterior Work

Skirting

- Structural or non-structural perimeter crawlspace enclosure
- Extend vents, cleanouts to outside
- Access (18"x24" utility connections)



- Follow perimeter of the homes conditioned space.

Decks & Porches when part of home

Fully Vented Panels installed to allow water to drain



Exterior Work

Ventilation

REQUIRED (by: Manuf & AE402.6) when skirted

- One square foot of vent per 1,500 square foot of under floor area
- Unless using integral vent skirting vents must be equal size & opposite ends of home
- One ventilation opening within 3ft of each corner



Exterior Work

Ventilation

REQUIRED (by Manuf & AF402.6) when skirted

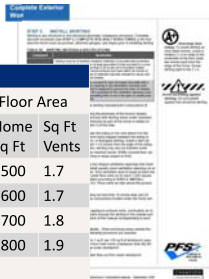
Foundation Ventilation

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

- One square foot of underside of unde
- Unless us must be equ
- One vent corner

Home Sq Ft	Sq Ft Vents	Home Sq Ft	Sq Ft Vents	Home Sq Ft	Sq Ft Vents	Home Sq Ft	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: 164sqjn



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: 144 sq in

Amount of venting provided:

Qty: 2 - 8"x16" baffle vents

(8x16=128)x2=256 sq in

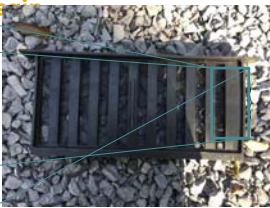
All set, right?



Exterior Work

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

Amount of venting required: 144 sq in



Exterior Work

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

Amount of venting required: 144 sq in

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

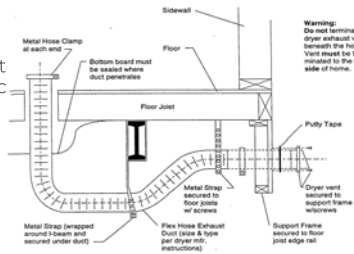


Outside combustion air?



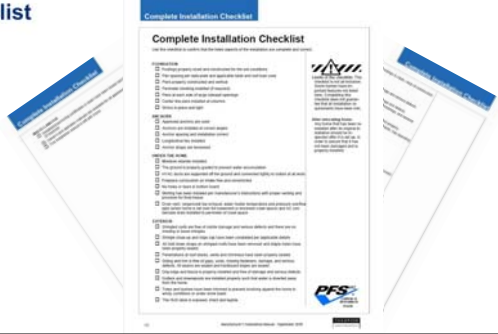
Ventilation and Condensation Control

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



Warning: Do not terminate dryer exhaust vent beneath the furm. Vent must be terminated to the outside of furm.

Checklist



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 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

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Potable Water Testing
 Hydrostatic or Pneumatic:
 Hydrostatic method (preferred)
 1. Fill all water lines including water heater.
 2. Pressurize system.
 Utilize pump, valve and gauge.
 Pressurize to 100psi: isolate w/ shutoff
 3. Hold pressure. 15minutes
 4. Find and fix leaks
 5. REPEAT until pass



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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

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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 main power supply has been properly tested by a licensed electrician
- All electrical crossovers have been connected
- All receptacles, switches, and light fixtures operate properly
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GAS/FUEL OIL SYSTEMS

- The gas system pressure test has been conducted
- Connections between the main fuel line and the gas system have been properly tested by a qualified technician
- The main fuel line has been properly connected and tested by a qualified technician



technician

Checklist

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Truss, Engineered Lumber or Timber Construction Placard

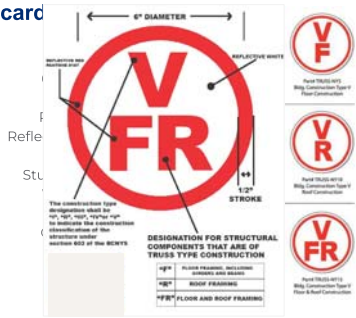
"An act to amend the Executive Law, in relation to notice requirements and enforcement for residential buildings with truss type, pre-engineered wood or timber construction."

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..."

Truss... Placard



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 **REQUIREMENTS**

Issues addressed

- Garage independence & support
- Roof modification & ventilation



Garage Additions/Add-On Structures

Alternative Construction Approval **REQUIREMENTS**

Issues addressed

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



Garage Additions/Add-On Structures

Alternative Construction Approval **REQUIREMENTS**

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 **REQUIREMENTS**



Issues addressed

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

Garage Additions/Add-On Structures

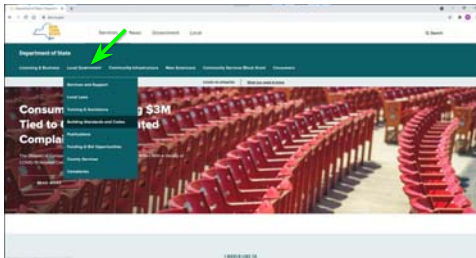
Alternative Construction Approval **REQUIREMENTS**



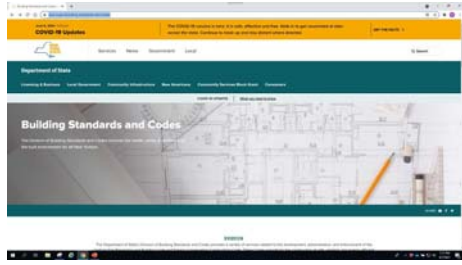
Issues addressed

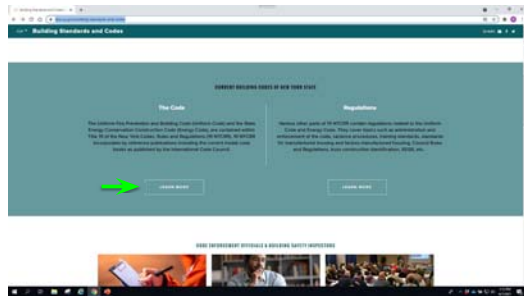
- Garage independence & support
- Roof modification & ventilation
- Fire Separation
- Electrical circuits for Lighting, GFCI & smoke detectors
- Egress Compliance
- Light and ventilation

<https://dos.ny.gov>



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



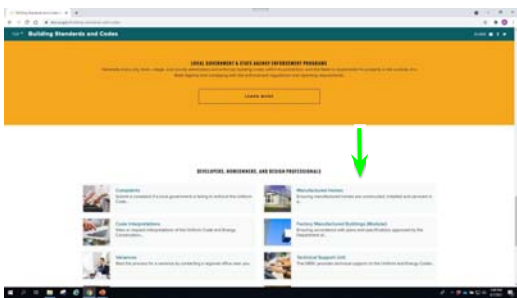


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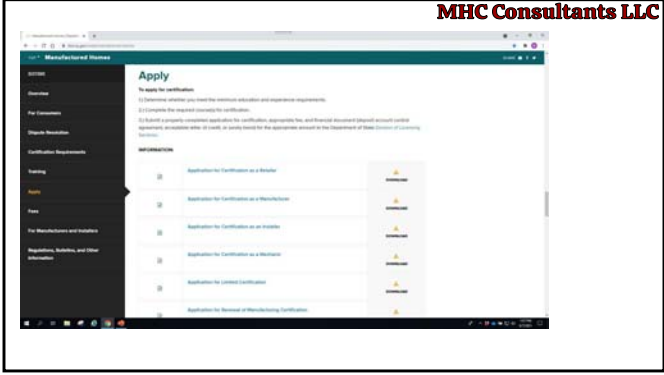
<https://dos.ny.gov/building-standards-and-codes>





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

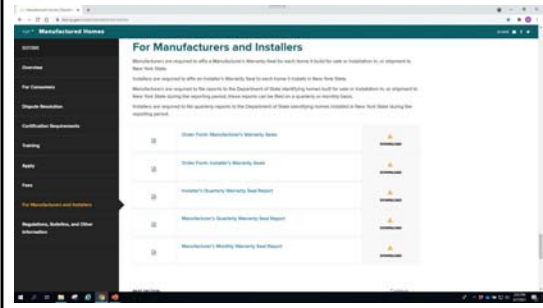


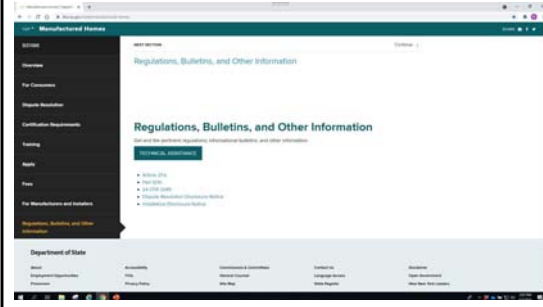




<https://www.youtube.com/watch?v=E0RBu3gSsTs>







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>

Reminders

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



Reminders

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



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



Attendees sign the Class Registration List to receive credit

NAME	PHONE	EMAIL	SIGNATURE	DATE
John Hancock	9876	jhancock1989@yahoo.com (518)555-1234		

Course Attendance Issues

The Division of Building Standards and Codes cannot give course attendees credit for a course without the required signatures.

MHC Consultants LLC

For technical assistance

Contact Information

New York, Department of State
Division of Building Standards & Codes
One Commerce Plaza
99 Washington Ave.
Albany NY 12231-0001
manufactured.housing@dos.ny.gov



MHC Consultants LLC

Any questions?

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