

# 1<sup>st</sup> STOP CHECKLIST: MOBILE HOME/ INDUSTRIALIZED UNIT MANUFACTURING & SALES

## REQUIREMENTS & REGULATIONS

**Mobile homes** (also known as manufactured homes) are “dwelling units of at least 320 square feet in size with a permanent chassis to assure the initial and continued transportability of the home” (U.S. Department of Housing and Urban Development).

**Industrialized units** (also known as modular homes or prefabricated buildings, including classrooms and other commercial or residential buildings) are buildings of “closed construction” made in an off-site facility. Closed construction means the unit’s “structural, plumbing, electrical, environmental control or fire protection elements are concealed and not ready for inspection at the site of its intended use, without disassembly, damage or destruction” (Ohio Department of Commerce’s Industrialized Unit Section).

- [] Sales tax should be collected on the sale of new mobile homes and industrialized units. You will need a **VENDOR’S LICENSE**. Contact **YOUR COUNTY AUDITOR**.
- [] *Mobile home* manufacturing and sales are regulated by the **U.S. Department of Housing and Urban Development’s (HUD) Manufactured Home Program**. Information is available at Call **1-800-FED-INFO (1-800-333-4636)** and on-line at [www.hud.gov](http://www.hud.gov). The “Manufactured Home Construction and Safety Standards” and the “Manufactured Home Procedural and Enforcement Regulations” can be ordered free of charge from the HUD Customer Service Center at **(800) 767-7468**.
- [] *Mobile home* brokers must be licensed. For complete information, contact the **Ohio Bureau of Motor Vehicles’ Dealer Licensing Division** at **(614) 752-7634** or **614-752-7636**. The Bureau of Motor Vehicles is on-line at [www.bmv.ohio.gov](http://www.bmv.ohio.gov). HUD also has regulations for mobile home brokers. The regulations can be found on the HUD website or contact the HUD Customer Service Center.
- [] *Industrialized units* must be authorized by the **Ohio Department of Commerce’s Industrialized Unit Section** before use. This means the unit must be inspected while in the factory before it is sold in Ohio. If you will manufacture or sell industrialized units contact the Industrialized Unit Section at **(614) 644-2223** or visit [www.com.state.oh.us](http://www.com.state.oh.us) for forms or more information.
- [] After the *industrialized unit* is placed on-site, it must be inspected by the local building department.

## MOBILE HOME/INDUSTRIALIZED UNIT MANUFACTURING & SALES CONTINUED

- [] If you have questions about what or when food and beverage sales are taxable, contact the **Ohio Department of Taxation** at **(888) 405-4039 for Business Tax Assistance; (888) 405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://www.tax.ohio.gov>. *\*Remember to check local government agencies.\**
  
- [] Contact the **Ohio Environmental Protection Agency (EPA)** for information about the proper disposal of hazardous and solid waste. The EPA can be reached at **(614) 644-3020 for General Inquiries** or **(800) 329-7518 for Office of Compliance Assistance and Pollution Prevention**. The Ohio EPA is also on-line at [www.epa.state.oh.us](http://www.epa.state.oh.us). *\*Remember to check local government agencies.\**
  
- [] Ohio's mobile homes laws and regulations can be found in **Ohio Administrative Code (OAC) 4781-11-19**.
  
- [] The **ORC** and **OAC** can be found in your local library or on-line at [http://codes.ohio.gov/](http://codes.ohio.gov).

**For more help, contact your local Small Business Development Center (SBDC).**

**[www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov)**

**\*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES\***

**THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.**

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