



IMPORTANT DCED NOTICE: EFFECTIVE OCTOBER 1, 2020
NOTICE: Beginning 10-1-20, the Pennsylvania manufactured housing program will be requiring a **HUD Licensed Installer** (Housing & Urban Development) for all manufactured dwellings

▶ NEW MANUFACTURED DWELLING ◀

Why is this notice important?

- Installation is perhaps the single most important consideration to assure safety, durability and long term satisfaction from your home. Listed below are key elements of installation that can have an impact on the performance of your home. Also, some key requirements for installation are discussed in the Manufactured Home Installation brochure. (see DCED website: <https://dced.pa.gov/download/installation-guide-for-relocated-manufactured-homes-2017/>)
 - **Site Preparation** – Proper grading of the site around your home to provide groundwater runoff is critical. Make sure the ground under your home is free from depressions or areas where water can collect and has a properly installed ground vapor barrier.
 - **Support** – Your installer must ensure that the ground where your home is sited has the proper soil conditions and bearing capacity to properly support your home. The Pier footings must be protected from the effects of frost heave, which generally requires the pier footings to extend below grade to the maximum frost penetration in your area. Improper support of your home may lead to bowed floors and walls, cracked walls or ceilings, doors and windows that do not operate properly, and other structural defects that can lead to permanent damage to your home.
 - **Assembly** – Most Manufactured homes, especially multi-section designs, require assembly to be completed onsite. Until a home is assembled properly, it cannot perform as designed. The ability of the home to resist wind, rain, and snow and the functioning of the plumbing, electrical, heating/cooling systems, among other issues, are only assured by proper assembly onsite.
 - **Stabilization/Anchoring** – To ensure that your home can withstand the forces of windstorms, which can cause sliding and overturning of the home, it is imperative that your home is properly anchored with suitable anchoring devices that are properly installed

How do I find a HUD Licensed Installer?

- A Complete list is available at WWW.MANUFACTUREDHOUSINGINSTALLATION.COM
 - To search the list for a HUD Licensed installer in your area, search for '**PA**' or '**MD**'
 - This list is updated frequently.

What documents are required for a New Manufactured Dwelling?

- The **HUD Manufactured Home Installation Certificate Report (Form HUD-309)**. This document certifies that your New Manufactured Dwelling was installed by a HUD Certified installer AND was installed in accordance with the regulations.

When does the HUD Manufactured Home Installation Certificate Report need to be completed?

- The HUD Manufactured Home Installation Certificate Report must be completed and submitted to PMCA by the HUD Licensed Installer **BEFORE** your final inspection can be completed by the Building Inspector.

BE ADVISED: Failure to submit the HUD Manufactured Home Installation Certificate Report may result in a failed Final Inspection.

**HUD Manufactured Home
Installation Certification
And Verification Report**

**U.S. Department of Housing and Urban Development
Office of Manufactured Housing Programs**

OMB Approval No. 2502-0578
Expires 07/31/2022

The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Sections 111 and 411 require the licensed installer certify that the manufactured home has been installed and inspected in accordance with the regulations. The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Subpart F requires a qualified inspector verify that the manufactured home has been installed in accordance with the requirements of Part 3286 and Part 3285. The information collected here will ensure that the licensed installers and qualified inspectors inspect the minimum elements for compliance. The public record burden for the collection of information is estimated to average 3.5 hours per response including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collected information. Response to this information is mandatory. This agency may not collect this information, and you are not required to complete this form, unless the form displays a currently valid OMB control number.

Certification Label Number(s) (include all zeros and agency prefix)	Manufacturer's Serial Number(s) (include all letters and numbers)	_____ (Installer Name)	_____ (HUD License No.)
_____ (Homeowner Name)	_____ (State)	_____ (Inspector Name)	_____ (State)
_____ (Street Address)	_____ (City)	_____ (Zip)	_____ (Street Address)
			_____ (Phone)

1. Initial Inspection

Inspection Item	Inspector Verification			Installer Certification		
Site location with respect to home design and construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Consideration of site specific conditions	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart C - Site preparation and grading for drainage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart D - Foundation construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart E - Anchorage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart F - Optional features (Skirting, etc.)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart G - Completion of ductwork, plumbing, and fuel supply systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart H - Completion of electrical systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart I - Exterior and interior close-up	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Completion of operational checks and adjustments	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A

2. Reinspection of Home (To be completed and initialed by the inspector)

If the inspector discovers that any item during the Initial Inspection fails to comply with the manufacturer's installation instructions or with an installation design and instructions that have been certified by a professional engineer or registered architect, the installation must be reinspected after the installation is corrected.

Briefly describe the work that did not pass the initial inspection. Upon reinspection, inspector must initial item(s) that are in compliance. Attach additional sheet(s) if necessary.

3. Inspector Verification

I have performed a visual inspection in accordance with 24 CFR § 3286.507, of the manufactured home installation identified above. I have inspected the minimum elements noted above, as required by 24 CFR § 3286.505 and the items above have been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements in any matter within the jurisdiction of the United States such as the verification statement on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

Inspector Signature

(Date)

4. Installer Certification

I hereby certify, in accordance with 24 CFR §§ 3286.111 and 3286.411, that the manufactured home identified above has been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements and/or certifications in any matter within the jurisdiction of the United States such as the certification on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

Installer Signature

(Date)

Privacy Statement: HUD is committed to protecting the privacy of individuals information stored electronically or in paper form in accordance with federal privacy laws, guidance and best practices. HUD expects its third-party business-partners who collect, use maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable laws.

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