

## DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED)

### Installation update for New and Relocated Manufactured Homes

#### **IMPORTANT DCED NOTICE: Effective October 1, 2019**

**NOTICE:** Beginning 10/1/2019, the Pennsylvania manufactured housing program will be transitioning from the PA Installer Certification to the HUD Installer License. During the transition period 10/1/2019 to 10/1/2020, the PA Certificate of Compliance can be completed by a PA certified installer or a HUD licensed installer.

To obtain the HUD License as a manufactured home installer, please refer to the DCED Manufactured Home Web Page Training Section.

DCED works in cooperation with the US Dept. of Housing & Urban Development (HUD) and municipal code officials to assure all manufactured homes installed in Pennsylvania comply with all applicable requirements. HUD establishes the construction standards and enforcement regulations for new manufactured homes, as the State Administrative Agency, DCED enforces these requirements in the Commonwealth of Pennsylvania. HUD also administers a Dispute Resolution Program to assist the industry in resolving certain issues.

#### **What is the Dispute Resolution Program?**

- The HUD Manufactured Home Dispute Resolution Program (DRP) provides timely resolution of disputes between manufacturers, retailers and installers when the parties cannot agree on a solution to a construction and/or safety defect with a manufactured home.
- Eligibility Requirements for this Program:
  - The retailer, manufacturer, installer, HUD, or the State Administrative Agency was notified of alleged defect(s) within one year after the date the home was first installed.
  - The home was not reinstalled / relocated manufactured home.

DCED handles all **consumer complaints** for new manufactured homes and establishes habitability and installation standards for relocated manufactured homes. Go to the DCED website for the Complaint Form.

#### **IMPORTANT DCED NOTICE: Effective October 1, 2020**

1. The PA Installers Certificate will no longer be accepted, and a HUD Installers License will be required.
2. HUD Licensed Installers must complete the **HUD Form 309** for the installation of NEW manufactured homes.
3. Retailers must comply to the reporting requirements using the **HUD Form 305** and **HUD Form 306**.

For more information regarding the HUD Installation Program, please see **Title 24 Part 3286**



This handout provided to you by: Pa. Municipal Code Alliance, Inc. 717-496-4996  
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## **IMPORTANT ASPECTS OF NEW MANUFACTURED HOME INSTALLATION**

Installation is perhaps the single most important consideration to assure safety, durability and long term satisfaction from your home. Listed below are some of the 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)

**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. Check with your local code official to determine the frost depth 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.

**Installation Shortcuts To Save Money**– **THERE ARE NONE.** There may be several methods approved by the manufacturer for properly installing your home. One method is explained with the instructions that come with each home. Alternative methods of installation require the manufacturer's approval before they are used. **Proper installation is a wise investment – insist on it!**

## **RELOCATING A PRE-OWNED MANUFACTURED HOME**

**Habitability** - The person applying for the building permit to relocate a pre-owned manufactured home should first determine if the manufactured home still meets the Manufactured Home Construction and Safety Standards that were in effect when the home was first produced. To do that, the Habitability Guidelines for Relocated Manufactured Homes must be utilized. When utilized, this guideline will help provide a level of assurance that the home will be free from possible health and safety hazards. The checklist provided in the guideline must be completed and provided to a municipal code official as a part of the building permit process.

**Installation**- There are 3 installation options available when installing pre-owned manufactured homes:

1. Install the home in accordance to the original installation manual that was provided with the home.
2. The Pennsylvania Installation Guide for Relocated Manufactured Homes.
3. The PHRC Pennsylvania Field Guide Foundation Systems for Relocated Manufactured Housing (2007). (Option C-Reinforced slab on grade, is acceptable only in leased land situations).

**BE ADVISED: All Installers MUST BE certified by HUD for ALL installations of Pre-Owned OR New Manufactured Homes as of 10-1-2020**



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