



Manufactured Home Update

Oregon Department of Consumer & Business Services ■ Building Codes Division

April 2005

Update: Some DMV duties shifting to BCD

By Albert Endres

As you are probably aware, many of DMV's manufactured-structures-related responsibilities will be transferred to the Building Codes Division effective May 1. As I reported last time, we are on track for a smooth transition. In addition to our current duties regulating manufacturers, retailers, and installers, BCD will be responsible for the following:

- Tracking manufactured home ownership
- Licensing manufactured structures dealers
- Issuing trip permits

To assist our customers during the transition, we recently sent a series of notices to dealers, manufacturers, transporters, and other parties to notify them of the changes and their responsibilities. In addition, the division has created a Web site, bcd.oregon.gov/lois, which offers helpful information regarding the transition:

- A list of frequently asked questions
- Manuals for the new computer system
- Manufactured-home-ownership-related forms
- A list of links to additional information

We are pleased to announce that most transactions will be done online. The division has a new computer system, nicknamed Lois, which will maintain manufactured-home ownership and siting information. To take advantage of processing transactions online, you must register as a system user with the division. Go to bcd.oregon.gov/lois, select "Forms," print a "System User Application," and send the completed form to Sherry Mitchell, BCD, P.O. Box 14470, Salem, OR 97309-0404, at your earliest convenience.

You can request training on how to use the system by sending e-mail to sherry.d.mitchell@state.or.us.

We at BCD appreciate your patience during the transition and look forward to working with you as we implement these new programs. ■

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Community Relations program helps park landlords, tenants

By Ann Brown

The Manufactured Dwelling Park Community Relations (MDPCR) program of Housing and Community Services is intended to help build community in manufactured-dwelling parks.

The MCPCR team works to stay current with the manufactured-dwelling-park industry in order to identify resources to assist consumers. The program helps resolve disputes and keep disputants out of court and provides information about parks in Oregon. MDPCR also helps consumers understand federal, state, and local laws as they relate to living in manufactured-dwelling parks.

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HUD introduces future installation standards and requires dispute-resolution programs

By Albert Endres

I attended the Housing and Urban Development/ Council of State Administrative Agencies (HUD/ COSAA) workshop in Alexandria, Virginia, in March, which focused on developing national installation standards, installer licensing, and dispute-resolution programs. It was an interesting workshop and provided an opportunity to hear how other states are thinking of administering their programs.

As many of you know by now, the Manufactured Housing Improvement Act of 2000 established that HUD will implement national standards for installations, a national system for licensing installers, and requirements for each state to have a dispute-resolution program. All this is to be effective January 1, 2006.

There was considerable concern expressed at the conference regarding these requirements. Nothing is final yet, but it appears that in the near term, HUD will concentrate on states that do not have formal, recognized programs. To summarize the discussion:

- Any state that already has an installation standard, provisions for licensing installers, and a dispute-resolution program will not be affected.

- A state that has an approved state plan prior to January 2006 may be exempt from the new requirements.
- Any state that seeks approval of a state plan after this date will be required to comply with the new procedures.

Workshop participants emphasized that any national installer-licensing program would not be valid in states that have state-level installer-licensing requirements.

I spoke to Bill Matchneer, the administrator of the manufactured housing program, to make it clear that Oregon could not accept nationally licensed individuals installing homes in Oregon.

The transition to national standards will be challenging. I appreciate the opportunity to provide advice and assistance during this transition and will continue working to help craft a solution that works for all parties involved. ■

Community Relations *Continued from Page 1*

The program publishes the Oregon Manufactured Dwelling Park Directory and a variety of other publications that are available in print and on the program's Web site, http://www.ohcs.oregon.gov/OHCS/MDP_MainPage.shtm. The Web site offers program information, relevant statutes, and links to related resources. The current Oregon Manufactured Dwelling Park Directory is available on the site.

The program's field representatives are experienced facilitators/mediators. They assist park landlords and tenants by building relationships and maintaining confidentiality. Field representatives meet with landlords, tenants, and others involved in manufactured-dwelling-park communities to cultivate common goals and facilitate park-wide meetings.

The MDPCR program has evolved through legislative directive and input from various industry advocacy groups. The program continues to look for ways to expand partnerships with advocacy groups, community-based organizations, and others to provide more comprehensive services.

Manufactured Dwelling Park Community Relations Program mission statement

"We provide services and information to residents and landlords of manufactured dwelling parks to promote cooperative community relationships and positive alternatives to the court system."

If you have a concern that you would like to discuss or want to learn more about MDPCR services, please call (800) 453-5511.

Watch for more MDPCR articles about issues of interest to residents and landlords in manufactured-dwelling parks in future issues of *Manufactured Home Update*. ■

Looking to get licensed? Here's how you do it

2005 Class Schedule

Albany

April 6 and 7
Registration cutoff is March 29
Palm Harbor Training Facility
3737 Palm Harbor Road
Factory Tour – Palm Harbor Homes

Bend

June 8 and 9
Registration cutoff is May 31
Shilo Inn
3105 O.B. Riley Road
Factory Tour – Fuqua Homes

Hermiston

July 20 and 21
Registration cutoff is July 12
Hermiston Oxford Suites
1050 N. 1st
Factory Tour – Marlette Homes

Medford

Oct. 5 and 6
Registration cutoff is Sept. 26
Rogue Regency
2345 Crater Lake Highway
(I-5 Exit 30)
No Tour

Salem

Dec. 7 and 8
Registration cutoff is Nov. 29
New Kings Inn
Off I-5 at Market Street Exit
Factory Tour – Homebuilders
Northwest

Any individual engaged in the business of installing manufactured dwellings or assisting in the installation of manufactured dwellings (including skirting) must be licensed with the Building Codes Division. In addition, manufactured-dwelling-installation inspectors for local jurisdictions must be certified by BCD.

To become licensed as a manufactured dwelling installer or limited installer or certified as a manufactured-home installation inspector, you must attend a two-day class.

Manufactured-dwelling installers and those seeking certification to inspect manufactured-home installations must pass a written examination. Limited installers need not take the examination. Individuals seeking licenses as limited skirting installers need attend only the first day of the two-day class.

To become licensed or certified

You must submit an application and a fee of \$55 for an installer license or an inspector certification form and a fee of \$22. Applications are available from the Building Codes Division:

Oregon Building Codes Division
P.O. Box 14470
Salem, OR 97309-0404

The required installation class is provided by the Oregon Manufactured Housing Association. To register, send the registration form (in this issue) and \$140 to:

Oregon Manufactured Housing Association
2255 State St.
Salem, OR 97301

The class registration form and the \$140 registration fee must be received by OMHA seven working days before the class. Cutoff dates are listed on the schedule. Registration after the deadline is \$155. Your registration fee covers a code manual and lunch.

This year, the Albany class will be touring Palm Harbor Homes; the Bend class Fuqua Homes; the Hermiston class Marlette Homes; and the Salem class Homebuilders Northwest. ■

MANUFACTURED HOME INSTALLER/INSPECTOR CLASS REGISTRATION FORM

To attend, please send \$140 and this registration form to:

Oregon Manufactured Housing Association, 2255 State St., Salem OR 97301

Name: _____

Address: _____ Representing: _____

City/State/ZIP: _____ Phone: _____

Classes are 8 a.m.-5 p.m. Please indicate which 2005 class you plan to attend:

- | | | |
|--|--|--|
| <input type="checkbox"/> Woodburn, Feb. 9-10 | <input type="checkbox"/> Albany, April 6-7 | <input type="checkbox"/> Bend, June 8-9 |
| <input type="checkbox"/> Hermiston, July 20-21 | <input type="checkbox"/> Medford, Oct. 5-6 | <input type="checkbox"/> Salem, Dec. 7-8 |

Registration must be received seven working days before the class. (Late registration fee is \$155.)

Lunch is included in the registration fee. No refunds after the class date.

Check one: Installer Skirting Inspector

Using ACQ-pressure-treated wood means following special fastener rules

By Craig Browning

ACQ-pressure-treated wood has been preserved using alkaline copper quaternary compounds, which are EPA-registered pesticides that protect it from insect attack and decay. ACQ preservatives penetrate deeply into wood and remain in the wood for a long time.

When using ACQ-pressure-treated wood, fasteners and other metal products should be hot-dipped galvanized or be made of stainless steel. (Electroplated galvanized fasteners and metal products are typically not accepted by the building codes for use in exterior applications regardless of the type of wood used.)

Fastener and hardware manufacturers suggest that hot-dipped galvanized components for use with treated wood should conform to the ASTM (A 153), at minimum.

Stainless steel fasteners and connectors must be used for permanent wood foundations below grade



Use hot-dipped galvanized or stainless-steel fasteners on ACQ-pressure-treated wood products.

and are recommended for use with pressure-treated wood in exterior applications such as swimming pool areas or other applications that receive extreme weather or salt-water exposure, etc.

The Manufactured Dwelling and Park Specialty Code identifies areas where pressure-treated wood is required in the installation of a manufactured home.

Aluminum should *not* be used in direct contact with ACQ-preserved wood; spacers or other physical barriers are recommended to prevent such contact. ■

Garages require fire-resistive construction and materials

The Manufactured Dwelling and Park Specialty Code states that attached garages must be separated from the manufactured dwelling with half-inch gypsum board or "equivalent" fire-resistive construction on the garage side. (See MDPS 8-4.4.d, Page 129).

Building Codes Division considers 4-foot by 8-foot cement-panel siding products to be equivalent to half-inch gypsum board. Please note that lap siding is not acceptable. Therefore, if a home is ordered with cement-panel siding, the siding does not need to be overlaid with gypsum. ■

Update: Some Hardie panels OK for skirting

By Mark Campion

Last issue, we ran an article stating that James Hardie products are not approved for ground contact. I have since been contacted by a James Hardie representative stating that this is not so. James Hardie sells "Hardipanel Skirting," which comes with a transferable limited one-year warranty. James Hardie's regular siding panels may be used for skirting. For more information, contact Brian Short, James Hardie Building Products, (800) 348-1811, x14595. ■

Don't lose that label!

By Tom Nicolai

Consumers who want to sell or refinance their homes need verification that their home was built to HUD standards. This information is on the HUD label posted on manufactured dwelling, but too often, the labels are missing or the homeowners do not know where to look for them.

A missing HUD label will slow a home sale; mortgage companies, banks, and real estate companies need this information to process loans and paperwork.

Sometimes, labels are removed by the homeowner or painting contractor prior to repainting the home, then misplaced or discarded. Others are covered when homeowners re-side their homes or are thrown away with old siding. In some instances, homeowners remove the labels because they do not like the way they look on the homes.

Whatever the case, the law provides that a label is posted in an easily accessible area. As stated in the Manufactured Home Construction and Safety Standards, 3280.11, "a permanent label shall be affixed to each transportable section of each

manufactured home for sale or lease in the United States." The standards require labels posted on the tail-light end of each transportable section of the manufactured home, about one foot above the floor and one foot in from the road side or as near to that location on a permanent part of the exterior of the home as practical.

The Building Codes Division receives calls every day from homeowners, mortgage companies, banks and real estate companies looking for information concerning HUD labels. The requests vary — sometimes the caller is looking for the HUD label number, sometimes the manufacturer of the home, sometimes the date the home was built, or the serial number.

We're reminding homeowners to retain the labels on the home and, if the labels have been removed, to reinstall them or keep them in a safe place to save time and avoid frustration when selling the home in the future.

Those who need assistance may contact Tom Nicolai at Building Codes Division, (503) 373-7243. ■

Online permitting is on its way

As part of the governor's regulatory streamlining project, Oregon's Building Codes Division is implementing the first stages of a statewide Web-enabled system for purchasing building permits. When fully implemented, this system will allow contractors to purchase minor labels and building permits, submit plans, request inspections and check permit status electronically in any jurisdiction. While it will take years and considerable funding to reach this goal, the first steps have been implemented.

The next phase of the implementation of online permitting is the tri-county pilot program, Oregon Building Permits Online. The tri-county e-permitting pilot program is a multi-phased project to create a Web site that does the following:

- Allows contractors to easily apply and pay for "over-the-counter" (non-plan-review) permits in several tri-county jurisdictions.
- Locates building departments through an address-based search.
- Links customers to useful information such as when permits are required, local city codes, and contractor license verification.

The tri-county e-permitting pilot will be implemented in phases, starting with smaller, easier functions and expanding when phases prove successful. Plans include expanding to jurisdictions statewide and allowing customers to apply for and purchase complex permits, request inspections, submit plans, and process licensing and compliance activities.

The e-permitting pilot involves six jurisdictions in the Portland area: the cities of Portland, Beaverton, Milwaukie, and Hillsboro; and Clackamas and Washington counties. The division is implementing the pilot program in two phases. The first phase, launched in January, allows contractors to do the following:

- Purchase minor labels
- Get information about purchasing electrical, plumbing, and mechanical permits in the pilot jurisdictions
- Enter an address and determine the jurisdiction for the project (Address Locator)
- Link to permit forms and the pilot jurisdictions

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RV Corner: Permitted uses for “park models”

By Brian Lamb

A recreational park trailer is a unit that is primarily designed to provide temporary living quarters for recreational, camping, or seasonal use and that meets the following criteria.

- Built on a single chassis mounted on wheels.
- Have a gross area not exceeding 400 square feet when set up.
- Certified by the manufacturer as complying with ANSI A119.5.

These “park models,” as they are commonly referred to, resemble small manufactured houses with hard siding, shingled roofs, and all the interior amenities and appliances one would find in a manufactured dwelling. Accordingly, some owners would like to site these recreational vehicles in Oregon Manufactured Dwelling Parks.

Chapter 10 of the Oregon Manufactured Dwelling and Park Specialty Code, 2002 edition, 10-1.3(d), regulates recreational vehicles (including park trailers) in mobile home or manufactured dwelling parks.

A park trailer may be permitted within a manufactured dwelling park if it is labeled as both a recreational vehicle and a manufactured home *and* it bears both a HUD label and a state recreational vehicle insignia of compliance. Park trailers labeled only as recreational vehicles are not permitted in manufactured-dwelling parks.

Some other things to know about recreational vehicles:

- Recreational vehicles are permitted in mobile home parks built prior to August 5, 1959.
- Recreational vehicles are permitted to be stored in a mobile home or manufactured dwelling park in an area designated by the park owner or operator for such storage.
- Recreational vehicles are permitted in the recreation park area of a combination park.

Combination recreational vehicle parks and mobile home or manufactured-dwelling parks, known as “combination parks,” may be constructed on the same property under the following conditions:



A “park model” structure looks like a small manufactured house, though it is technically a recreational vehicle. Park model placement in manufactured-dwelling parks is regulated by Chapter 10 of the MDSC. Shown: “Sunburst” by Cavco Specialties, Phoenix, Ariz..

- Combination parks shall be zoned for both uses.
- Combination parks shall have prior approval from the local jurisdictional authority and the local planning department.
- Combination parks shall have designated areas for recreational vehicles and for manufactured dwellings.
- Where common amenities serve both parks (e.g., streets or play areas), the park shall meet the most restrictive requirements of both park codes.
- Existing mobile home parks, manufactured dwelling parks, or recreation parks may be converted to combination parks if the park can meet the conditions listed above.

Park trailers are becoming popular among those of the “snowbird” set who prefer not to tow a conventional trailer or drive a motor home. Instead, these individuals site a park trailer in a combination park year-round and use it seasonally. This is a common practice in other states (such as Arizona) and may increase in Oregon as more people come here in the summer to escape the 100-plus temperatures of Arizona. ■

“Some assembly required”: Follow the manufacturer’s instructions

By Gary Hart

It seems that most things you buy today come with “some assembly required” printed on the box. If you are like me, reading instructions is an afterthought. (I usually try to figure out at the end where those extra three parts were supposed to go.) But not following installation instructions for manufactured-home components poses important safety and durability concerns.

A few years back, the only additional assembly, besides the connections at the marriage line, was venting the dryer to the exterior. Today’s manufactured homes have a plethora of “some assembly required” parts: plumbing vent extensions, range venting and downdraft cook-top

exhausts, bathroom and whole-house exhaust fan vents, fireplace exhaust piping, installation of outlookers, and roof sheathing to name some. To avoid future problems, review installation instructions for these products at the plant, provide a copy of the instructions to the homeowner, and ensure all required parts are included.

There are installation instructions for almost every component installed in a manufactured home from twist-on wire connectors to major appliances. In addition, instructions are periodically revised, so, if the instructions you refer to are more than a few years old, you might want to compare them to the manufacturers’ current instructions. ■

Keep an eye on metal roof caps during installation; some parts can be fragile

By Kurt Pugh

I recently conducted three in-plant inspections and all three manufacturers were using metal roof caps for venting their attic and bath fans. During each inspection, I noted that the caps had been damaged during production. Metal roof caps are two-piece assemblies. The cap is stapled on four sides to the lower housing. It appears that some of the staples are breaking during production, which could cause caps to break off during transit or after the homes are set.

Why is this noteworthy? The next week, I performed an alternate-construction inspection on a home from a fourth manufacturer that is also using metal roof caps. The installer had observed damage on some of the roof caps and he had installed sheet-metal screws in five of the vents.

We appreciate that this installer took the time to inspect the home, identified a problem, and took corrective measures to ensure that the homeowner receives a home that will perform for years to come.

If you set a home that has metal roof caps, please take the time to ensure that the roof caps arrived without damage or missing staples. Without repair, rain and wind will damage the homes.

We appreciate your help and will work with factories to address this manufacturing problem. ■

Online permitting *Continued from Page 5*

This pilot program is helpful to contractors determining which of the many tri-county building departments has jurisdiction over a particular project. It will help BCD determine how to implement the statewide system.

The next phase of the tri-county pilot program, scheduled to start in May, will allow the online purchase of permits usually sold over the counter. Initially, this system may be available only to contractors for purchasing the most common plumbing, electrical, and mechanical permits. Users will be able to go online, complete a permit application, pay by credit card, and request an inspection.

The plan is to eventually expand the system to include jurisdictions statewide. The site will include links to the new licensing system at BCD and many other useful functions. ■

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