

DIVISION 515
MANUFACTURED HOUSING INSTALLER
LICENSING AND EDUCATIONAL PROVIDER
APPROVAL

918-515-0005**General**

(1) Any person who engages in the business of installing manufactured dwellings, cabanas, skirting, tie-downs, earthquake-resistant bracing systems (ERBs); who directs, supervises or controls installations or performs repairs to an existing installation shall have an appropriate, valid Oregon manufactured dwelling installer's license issued by the Division.

(2) Persons who have had a license or approval issued by this Division suspended or revoked, may not apply for approval as an educational provider, or a licensed installer, a limited installer or a limited skirting installer within one year of the date of suspension or revocation.

Stat. Auth.: ORS 446.176, 446.400 & 446.405
 Stats. Implemented: ORS 446.395
 Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

918-515-0010**License Exceptions**

(1) Except as otherwise provided in this rule, no individual is required to obtain a license to install a manufactured dwelling, cabana, skirting, tie-downs or ERBs when the manufactured dwelling or cabana being installed is owned by the same individual or a member of the individual's immediate family, the manufactured dwelling or cabana is not intended for sale, exchange, lease or rent, and the individual makes no more than one such installation within a 12-month period.

(2) Except as otherwise provided in this rule, the owner is not required to obtain a license for maintenance, repair or correction on a manufactured dwelling or cabana installation.

(3) Except as otherwise provided in this rule, no license is required for the installation of manufactured dwelling accessory buildings or structures such as ramadas, garages, carports, awnings, porches, steps, tool sheds or storage sheds.

(4) Except as otherwise required by this rule, no person installing additional perimeter blocking under a manufactured dwelling or cabana for the exclusive support of awnings, carports or roof additions is required to be licensed.

(5) Except as otherwise required by this rule, no license is required for the installation of a manufactured dwelling or cabana when the manufactured dwelling or cabana is installed

temporarily on a dealer's, distributor's or manufacturer's sales or storage lot or at a show and is not occupied or intended to be occupied. This exemption does not include those manufactured dwellings and cabanas installed in manufactured dwelling parks, mobile home parks or manufactured dwelling subdivisions.

(6) Except as otherwise required by this rule, no license is required for excavating, concrete flat work, drywall or carpet laying.

(7) Except as otherwise required by this rule, no manufactured dwelling installation license is required for plumbing or electrical work when the person doing the work is an Oregon licensed plumber or electrician respectively.

(8) Except as otherwise required by this rule, no license is required for manufacturers performing maintenance, repairs or corrections to an installation for the purpose of customer service.

(9) Nothing contained in the exceptions listed in this rule exempt a person from necessary registration with the Oregon Construction Contractors Board.

(10) The licensing exceptions established by this rule do not exempt the work performed from complying with ORS Chapter 446 and the rules and standards adopted thereunder.

Stat. Auth.: ORS 446.176, 446.400 & 446.405
 Stats. Implemented: ORS 446.230
 Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 15-1995, f. 9-15-95, cert. ef. 1-1-96; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

Educational Provider**918-515-0020****Minimum Requirements of Educational Provider**

All manufactured dwelling installation education and continuing education classes used to satisfy the requirements of this rule shall be approved by the Division. All instructors teaching required manufactured dwelling installation education and continuing education classes shall be employees of the division or approved educational providers. To be approved as an educational provider for manufactured dwelling installers, limited installers, limited skirting installers and installation inspectors, an individual shall meet the following requirements:

(1) Have a minimum of 3,200 hours experience in one or more of the following areas:

(a) As a supervisor of manufactured dwelling installations;

(b) As a supervisor of manufactured dwelling service or repair;

(c) As a supervisor in the building construction industry;

(d) In design work related to the building construction industry;

(e) As an Oregon-certified manufactured dwelling installation inspector;

(f) Completion of a two-year educational institution program in a construction-related field that is recognized by the Division; or

(g) Any combination of experience or education from subsections

(a) through (f) of this section totaling 3,200 hours.

(2) Have successfully completed the following:

(a) Attendance at a Division-approved manufactured dwelling and cabana installation education program; and

(b) Received a passing grade of 90 percent on the Division approved examination covering ORS Chapter 446, OAR 918, divisions 500 and 515 and the **Oregon Manufactured Dwelling Standard**.

(3) The applicant shall provide to the Division the following:

(a) A copy of a personal photo identification with submittal of any Division applications;

(b) A completed Division application;

(c) The required application fee; and

(d) A class curriculum for Division approval.

(4) Verification of experience shall be submitted in the form of signed statements by past or present employers, or other verification acceptable to the Division. Verification may not be provided by a member of the applicant's immediate family, by a live-in companion or by any person dependent upon the applicant. The Division may contact any person to verify experience of an applicant.

(5) Licensed manufactured dwelling installers and certified manufactured dwelling installation inspectors are not required to show evidence of Section (4) of this rule.

(6) Personal photo identification shall be required for admission to all required manufactured dwelling installation examinations.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 446.176, 446.400 & 446.405

Stats. Implemented: ORS 446.395

Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99; BCD 8-2005, f. & cert. ef. 4-1-05

918-515-0030

Course Curriculum Requirements for Educational Provider Training

(1) The course curriculum shall be submitted to the Division for approval and shall include a detailed description of course content and materials.

(2) The course curriculum for manufactured dwelling installers, limited installers and manufactured dwelling installation inspectors shall, at a minimum, include the following areas of training:

(a) Definitions, as provided in the **Oregon Manufactured Dwelling and Park Specialty Code** adopted in OAR 918-500-0020;

(b) License and registration requirements;

(c) Permits and penalties;

(d) Installer and limited installer qualifications;

(e) Location and stand of manufactured dwellings and cabanas;

(f) Foundation systems;

(g) Structural connections;

(h) Anchoring systems;

(i) Electrical utility, crossover and fixture connections;

(j) Plumbing utility, crossover and fixture connections;

(k) Mechanical crossover and appliance connections;

(l) Fuel gas utility, crossover and appliance connections;

(m) Fire protection and separation;

(n) Underfloor enclosures, access and ventilation;

(o) Alternate manufactured dwelling uses;

(p) Accessory buildings and structures; and

(q) Alterations, repairs and additions.

(3) The course curriculum for manufactured dwelling skirting installers shall, at a minimum, include the following areas of training:

(a) Definitions, as provided in the **Oregon Manufactured Dwelling and Park Specialty Code** adopted in OAR 918-500-0020;

(b) License and registration requirements;

(c) Permits and penalties;

(d) Skirting installer qualifications;

(e) Foundation systems;

(f) Perimeter support;

(g) Anchoring systems;

(h) Underfloor enclosures;

(i) Plumbing and electrical access;

(j) Underfloor vapor retarders;

(k) Underfloor access and ventilation;

(l) Appliance venting;

(m) Carport and awning support;

(n) Attached garages and cabanas;

(o) Home access and egress;

(p) Underfloor fire protection and separation; and

(q) Accessory buildings and structures.

(4) Within 30 days of notification of any change in course curriculum requirements adopted by the Division, the provider shall submit a revised curriculum to the Division for approval.

(5) The provider shall notify the Division in writing seven days prior to each class, indicating the time, date and location of the class. Division or Board representatives shall be permitted to audit any class, without fee or cost for entry.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 446.176, 446.400 & 446.405
 Stats. Implemented: ORS 446.395
 Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99; BCD 1-2002, f. 1-28-02, cert. ef. 4-1-02

918-515-0040
Continuing Approval of Education Providers

Educational Providers approved by the Division shall:

- (1) Revise and modify course curriculum to include statute, rule and standard changes to meet any additional course requirements established by the Division;
- (2) Submit a list of the students in attendance to the Division within ten days of each class provided; and
- (3) Attend all continuing education courses required by the Division.

Stat. Auth.: ORS 446.176, 446.400 & 446.405
 Stats. Implemented: ORS 446.395
 Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCA 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

918-515-0060
Scope of Work

Approved Education Providers may:

- (1) Provide training and continuing education under the Division approved course curriculum to persons applying for license as a manufactured dwelling and cabana installer, limited installer, limited skirting installer and manufactured dwelling installation inspector; and
- (2) Charge fees for conducting training.

Stat. Auth.: ORS 446.176, 446.400 & 446.405
 Stats. Implemented: ORS 446.395
 Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97

918-515-0080
Revocation or Suspension of Provider Approval

Approval as an educational provider may be suspended or revoked for misuse of a Division examination, providing false records or information to the Division, helping or allowing a person to cheat or failure to comply with the requirements of ORS

Chapter 446, these rules or any other applicable State laws.

Stat. Auth.: ORS 446.176, 446.400 & 446.405
 Stats. Implemented: ORS 446.395
 Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

Manufactured Dwelling Installer License

918-515-0110
Requirements for Installer License

(1) To be licensed as a manufactured dwelling installer, an applicant shall meet the following minimum experience requirements:

- (a) 1,600 hours experience as a manufactured dwelling installer in another state or 1,600 hours experience as an Oregon licensed limited installer or limited skirting installer;
- (b) 3,200 hours experience servicing or repairing manufactured dwellings;
- (c) 3,200 hours experience in the construction of manufactured dwellings;
- (d) 3,200 hours experience as a building construction supervisor;
- (e) 1,600 hours experience as an active Oregon certified manufactured dwelling installation inspector;
- (f) Completion of a one year college program in a construction related field which is recognized by the Board; or

(g) Any combination of experience or education from subsections (a) through (f) of this section totaling 3,200 hours.

(2) In addition to the requirements in section (1) of this rule, applicants shall have:

- (a) Attended a Division-approved manufactured dwelling installation education program; and
- (b) Received a passing grade of 75 percent on the Division approved examination.

(3) Verification of experience shall be submitted in the form of signed statements by past or present employers. Verification may not be provided by a member of the applicant's immediate family, by a live-in companion or by any person dependent upon the applicant. The Division may contact any person to verify experience of an applicant.

(4) In addition to the completed application form and application fee, an applicant shall provide:

- (a) Personal photo identification for admission to all required manufactured dwelling examinations and with submittal of the Division's license application;
- (b) If the applicant is required to register with the Construction Contractors Board, the applicant shall provide proof of registration; and
- (c) If the applicant is required to carry Workers' Compensation insurance, the applicant shall provide proof of insurance.

Stat. Auth.: ORS 446.176, 446.400 & 446.405
 Stats. Implemented: ORS 446.395
 Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99; BCD 8-2005, f. & cert. ef. 4-1-05

918-515-0150

Installer Responsibilities and Limits

(1) Work covered by an installer's license shall be limited to:

(a) Preparing the site and stand for the installation of the manufactured dwelling or cabana;

(b) Installing manufactured dwellings, cabanas, skirting, underfloor vapor retarder, ventilation, access and temporary steps;

(c) Installing the support, tie-down, ERB's and the structural connections for manufactured dwellings and cabanas;

(d) Providing setbacks, clearances and fire life and safety protection;

(e) Providing plumbing and electrical utility connections;

(f) Providing plumbing, electrical and mechanical crossover, appliance and fixture connections of and to the manufactured dwelling or cabana as permitted by these rules;

(g) Install appliance exhaust ducts and terminations when required;

(h) Performing plumbing, mechanical and electrical tests when required; and

(i) Serving as the supervisor of individuals licensed by the Division as limited installers.

(2) An Installer shall, at a minimum:

(a) Assure the manufactured dwelling or cabana stand is in compliance with the **Oregon Manufactured Dwelling and Park Specialty Code** adopted in OAR 918-500-0020 prior to the installation of the manufactured dwelling or cabana;

(b) Assure all setbacks, clearances and fire life and safety installations are in compliance with the **Oregon Manufactured Dwelling and Park Specialty Code** adopted in OAR 918-500-0020;

(c) Perform electrical and plumbing tests if the respective plumbing and electrical connections were made by the installer;

(d) Close and secure all access panels and covers on or under the manufactured dwelling or cabana;

(e) Assure the underfloor dryer and range exhaust ducts are roughed in if the manufactured dwelling is equipped with or provides for the installation of such an appliance requiring exhaust ducts;

(f) Assure that all doors and windows are adjusted, secured in place and operational;

(g) Assure all ship-loose flue vents and chimneys are installed, secured in place and capped according to their listing;

(h) Where the installer also installs the skirting, comply with OAR 918-515-0490(1);

(i) Affix a certification tag to each manufactured dwelling or cabana installed;

(j) Complete all reporting and application forms required by these rules; and

(k) Leave the manufacturer's installation instructions at the installation site to be available at the time of the inspection if used for any part of the installation;

(l) Assure all portions of the manufactured dwelling installation performed by the installer are in compliance with the **Oregon Manufactured Dwelling and Park Specialty Code** adopted in OAR 918-500-0020; and

(m) Correct all applicable nonconformances within 30 days of receipt of a correction notice from the authority having jurisdiction.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 446.176, 446.400 & 446.405

Stats. Implemented: ORS 446.395

Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99; BCD 1-2002, f. 1-28-02, cert. ef. 4-1-02

Certification Tags

918-515-0300

Requirements for Installer Certification Tags

(1) Licensed manufactured dwelling installers and limited skirting installers installing manufactured dwellings, cabanas, tie-downs, ERB's and skirting shall affix a Division-issued certification tag to the manufactured dwelling, cabana or skirting upon completion of the installation, and prior to inspection by the authority having jurisdiction.

(2) Certification tags may be purchased in bulk by licensed installers, manufactured dwelling dealers and limited skirting installers. An application to purchase certification tags shall be submitted to the Division in duplicate and accompanied by the appropriate tag fee.

(3) Only licensed installers and licensed limited skirting installers may be assigned certification tags by the dealer or Division. Certification tags shall be affixed only by licensed installers and licensed limited skirting installers upon completion of the installation.

(4) The person purchasing certification tags from the Division shall be responsible for their security, use and reporting.

(5) The Division may sell a maximum two-month supply of certification tags to a manufactured dwelling

dealer based on monthly installations and certification tag reports submitted to the Division.

(6) The Division or a manufactured dwelling dealer may issue a maximum of 30 certification tags to an installer at one time and a maximum of 30 certification tags to a limited skirting installer at one time.

(7) Certification tags assigned to licensed installers and limited skirting installers can only be transferred by the Division.

(8) If an installer or limited skirting installer license is suspended, revoked or expires, all unused certification tags assigned to that person shall be returned to the Division.

(9) If a manufactured dwelling dealer is no longer in business or changes ownership, all unused certification tags assigned to the original dealer shall be returned to the Division.

Stat. Auth.: ORS 446.176, ORS 446.400 & ORS 446.405

Stats. Implemented: ORS 446.240

Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99; BCD 12-2008, f. 6-30-08, cert. ef. 7-1-08

918-515-0310

Certification Tag Installation

Certification tags shall be affixed to the manufactured dwelling, cabana or skirting in a permanent manner and shall be located:

(1) On a cabana: In a visible location on an exterior wall;

(2) On a manufactured dwelling: In a visible location on the exterior wall at the rear end of the manufactured dwelling and near the insignia or HUD label; and

(3) On skirting: In a visible location near the utility connections.

Stat. Auth.: ORS 183.325 - 410, 446.400, 446.405, 455.010 - 130 & 455.610

Stats. Implemented: ORS 446.395

Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCD 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99; BCD 1-2002, f. 1-28-02, cert. ef. 4-1-02

918-515-0330

Denial of Certification Tags

The Division may deny any request for certification tags when:

(1) An inspection reveals that a manufactured dwelling, cabana, skirting, tie-down, or ERB installation is not installed according to the **Oregon Manufactured Dwelling Standard**, and no corrective

action is taken by the installer as required by OAR 918-515-0150(2)(n);

(2) An installer's license or limited skirting installer's license has expired, or been suspended or revoked;

(3) There is evidence of certification tag misuse as described in these rules;

(4) An installer, limited skirting installer or manufactured dwelling dealer has failed to report the use of installer certification tags within 60 days of their use; or

(5) An installer, limited skirting installer or manufactured dwelling dealer has a supply of unused and unreported certification tags exceeding the quantities allowed in OAR 918-515-0300(5) and (6).

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 446.176, 446.400 & 446.405

Stats. Implemented: ORS 446.395

Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

918-515-0340

Monthly Certification Tag Report

(1) A manufactured dwelling dealer, licensed installer or limited skirting installer who has purchased certification tags directly from the Division shall submit a certification tag report to the Division on the last day of each month and prior to requesting additional certification tags.

(2) A certification tag report need not be filed for those months in which no installations were made and no certification tags were used.

(3) Licensed installers and limited skirting installers who receive certification tags from a manufactured dwelling dealer are not required to submit certification tag reports. Dealers who order certification tags from the Division shall fill out a separate certification tag report for each installer for which certification tags were issued and used.

(4) Certification tag reports shall contain the following information for each individual installation:

- (a) The certification tag number;
- (b) The city and county installation location;
- (c) The date of the installation;
- (d) The name of the manufactured dwelling manufacturer;
- (e) The manufactured dwelling serial number;
- (f) The type of structure: Singlewide, doublewide; triple-wide, multi-wide or two-story;
- (g) The dealer's name;
- (h) Installer's name and license number; and
- (i) Any other information the Division deems necessary.

Stat. Auth.: ORS 446.176, 446.400 & 446.405

Stats. Implemented: ORS 446.240

Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

Licensing

918-515-0350

Issuance and Possession of License

(1) A manufactured dwelling installer license, limited installer license, temporary limited installer license and limited skirting installer license shall be issued to the individual named on the application and shall not be transferable.

(2) The licensee shall physically possess the license and one photo identification when at a job site.

(3) The licensee shall provide satisfactory evidence of being licensed when requested to by the authority having jurisdiction.

(4) The licensee shall notify the Division in writing within 30 days of any address change.

Stat. Auth.: ORS 446.400 & 446.405

Stats. Implemented: ORS 446.400 & 446.405

Hist.: BCD 19-1995, f. 12-25-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

918-515-0360

License Renewal

(1) Licenses issued under ORS Chapter 446 and 918-515-0480 shall expire on January 1 of the second year following issuance.

(2) An application for renewal of a current license shall provide:

(a) Evidence of Construction Contractors Board registration and bond;

(b) Evidence of continuing education credits; and

(c) The required renewal fees as set forth in OAR 918-500-0100.

(3) 45 days prior to license expiration the Division shall mail each licensee a license renewal application.

(4) A license renewal application must be submitted to the Division prior to the expiration date of the license. Persons wishing to apply for a license after their license has expired must reapply for a new license and meet all requirements of a new applicant. The Division shall not be responsible for notification if the licensee has changed addresses without notifying the Division within 30 days of the address change.

Stat. Auth.: ORS 446.176, 446.400 & 446.405

Stats. Implemented: ORS 446.400 & 446.405

Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCA 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; Renumbered from 918-515-0130; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

918-515-0370

License Suspension and Revocation

(1) The administrator may suspend or revoke a manufactured dwelling installer license, limited installer license or limited skirting installer license issued by the Division.

(2) The basis for such suspension or revocation of a license may include violations to applicable statutes, rules, standards or the following:

(a) Failure to submit required reports and applications on time to the Division;

(b) Failure to provide direct supervision of limited installers;

(c) Allowing a limited installer to perform work outside the scope of a limited installer license;

(d) Hiring unlicensed persons to perform installation work;

(e) Allowing installation work to be conducted on a site where no manufactured dwelling installation permits have been issued;

(f) Failure to affix certification tags upon completion of the installation, if required;

(g) Failure to complete corrective action when required by the Division or authority having jurisdiction;

(h) Failure to complete required continuing education classes; and

(i) Failure to renew the license prior to expiration.

Stat. Auth.: ORS 446.176, 446.400 & 446.405

Stats. Implemented: ORS 446.400

Hist.: BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

Continuing Education

918-515-0380

Continuing Education Requirements

(1) Licensed installers, limited installers and limited skirting installers shall attend Division-approved continuing education classes.

(2) Continuing education classes shall only be provided by the Division or a Division-approved provider and shall be conducted for statute, code, rule or standard changes and at other times as determined to be necessary by the Board.

(3) Prior to the end of the license period, licensees will be notified by the Division of continuing education requirements and class availability.

(4) The Division shall not renew licenses of licensees who did not attend required continuing education classes.

(5) If a licensee has failed to attend the required continuing education classes, the licensee may attend the current Division-approved installation education program prior to the expiration of the license.

Stat. Auth.: ORS 446.400 & 446.405

Stats. Implemented: ORS 446.400 & 446.405

Hist.: BCD 19-1995, f. 12-15 -95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

Limited Installer Licenses

918-515-0400

Minimum Requirements for Limited Installer License

To be licensed as a manufactured dwelling limited installer, an applicant shall:

- (1) Provide personal identification;
- (2) Submit to the Division a completed application, together with the required fees; and
- (3) Attend a Division-approved manufactured dwelling installation education program.

Stat. Auth.: ORS 446.176, 446.400 & 446.405

Stats. Implemented: ORS 446.395

Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 2-1994, f. 1-14-94, cert. ef. 2-1-94; BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

918-515-0415

Temporary Limited Installer License

A temporary limited installer license allows persons to perform all of the work performed by a limited installer, subject to the following conditions:

- (1) The temporary license shall be valid for a period of 60 days and all work performed under this license shall be under the direct supervision of a licensed installer;
- (2) An employer may purchase pre-numbered blank temporary installer license packets which include an application form and blank license, and when the application is completed may issue the temporary license to their employee. The licensee shall be in the personal possession of the license at all times that the person is working as a temporary installer; and
- (3) Each temporary license application form shall be completed, dated, and signed by the applicant on the first day of work by the person to whom the license is issued. The application shall be removed from the packet and mailed to the Division within 24 hours of the day the licensee signs the application.

Stat. Auth.: ORS 446.176, 446.400 & 446.405

Stats. Implemented: ORS 446.400 & 446.405

Hist.: BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99; BCD 8-2005, f. & cert. ef. 4-1-05

918-515-0430

Scope of Work Allowed as a Limited Installer

A licensed limited installer may:

- (1) Assist a licensed installer in the installation of a manufactured dwelling or cabana when under the direct supervision of licensed installer; or
- (2) Assist a licensed limited skirting installer in the installation of manufactured dwelling or cabana

skirting or any of the work described in OAR 918-515-0485(1) when under the direct supervision of a licensed limited skirting installer.

Stat. Auth.: ORS 183.325 - 410, 446.230, 446.240, 455.010 - 130 & 455.610

Stats. Implemented: ORS 446.395

Hist.: BCA 1-1990, f. & cert. ef. 1-2-90; BCA 10-1992, f. 6-15-92, cert. ef. 7-1-92; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97

Limited Skirting Installer License

918-515-0480

Requirements for Limited Skirting Installer License

To be licensed as a limited skirting installer, an applicant shall:

- (1) Provide personal identification;
- (2) Submit a completed application, together with the fee required in OAR 918-500-0100;
- (3) Attend a Division-approved manufactured dwelling installation education program;
- (4) Provide proof of Construction Contractors Board registration, if the applicant is required to register with the Construction Contractors Board; and
- (5) Provide proof of workers compensation insurance, if the applicant is required to carry workers' compensation insurance.

Stat. Auth.: ORS 183.325 - 410, 446.400, 446.405, 455.130 & 455.610

Stats. Implemented: ORS 446.400 & 446.405

Hist.: BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

918-515-0485

Limited Skirting Installer Responsibilities and Limits

Work covered by a limited skirting installers license shall be limited to:

- (1) Installation of manufactured dwelling and cabana skirting, temporary steps, underfloor vapor retarder, ventilation, tie-downs, perimeter foundation supports, appliance exhaust terminations and underfloor skirting access;
- (2) Affixing a certification tag to the manufactured dwelling or cabana skirting;
- (3) Completing all reports and application required by the Division and by these rules;
- (4) Serving as the supervisor of individuals licensed by the Division as limited installers; and
- (5) Any work described in OAR 918-515-0150 when under the direct supervision of a licensed installer.

Stat. Auth.: ORS 183.325 - 410, 446.400, 446.405, 455.130 & 455.610

Stats. Implemented: ORS 446.400 & 446.405

Hist.: BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99

918-515-0490**Limited Skirting Installer Responsibilities to Consumer**

A limited skirting installer shall, at a minimum:

(1) Install the skirting, underfloor skirting access, underfloor ventilation and underfloor dryer and range exhaust ducts and terminations through the skirting when required;

(2) Ensure all work performed is in compliance with the **Oregon Manufactured Dwelling Standard**;

(3) Affix a certification tag to each manufactured dwelling or cabana on which skirting has been installed.

(4) Complete all reporting and application forms required by OAR 918-515-0300, 918-515-0340 and 918-515-0360.

(5) Notify the authority having jurisdiction upon completion of the installation work; and

(6) Correct all nonconforming skirting installations within 30 days of receipt of a correction notice from the authority having jurisdiction.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 183.325 - 410, 446.400, 446.405, 455.130 & 455.610

Stats. Implemented: ORS 446.400 & 446.405

Hist.: BCD 19-1995, f. 12-15-95, cert. ef. 1-1-96; BCD 1-1997, f. 2-24-97, cert. ef. 4-1-97; BCD 22-1998, f. 11-9-98, cert. ef. 1-1-99