



Robert F. McDonnell
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COMMONWEALTH of VIRGINIA

William C. Shelton
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Virginia Building Code Officials

FROM: Emory Rodgers, Deputy Director
Division of Building & Fire Regulation

DATE: October 31, 2011

SUBJECT: Manufactured Home Installation Program (MHIP)

The Department of Housing and Community Development will be presenting the one-day MHIP training course at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA 22602 on December 15, 2011 from 8:00 a.m. to 5:00 p.m. The deadline for all contractors, licensed to install new manufactured homes, in the Commonwealth of Virginia, to have taken this certification class, was November 1, 2009. Contractors who have not completed this class are not permitted to install or perform installation type work on new manufactured homes. We ask that all building officials check with your staff to verify that your department is implementing and enforcing this state and federal requirement. Your authority to require this can be found in Part 1 of the USBC, Section 108.4 Prerequisites to obtaining a permit.

If your locality has not been enforcing this, then we suggest a grace period be established until after the December class date, so, that we are working with those Installers to provide ample notification of the enforcement this requirement, similar to what we do for the code change cycle every 3 years, and allowing them to continue to conduct business in the interim.

Additionally, we ask that you publicize this upcoming class, so, that any licensed installers that have not had this class, are made aware of this requirement and can subsequently register for the class. This is not a new requirement but we felt it necessary to revisit this as we have been advised that there are some localities that are unaware of this and have been issuing permits to those individuals or installers. The following is the definition of an Installer and Installation.

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October 31, 2011

Page 2

Installer- the person or entity who is retained to engage in, or who engages in, the business of directing, supervising, controlling or correcting the initial installation of a manufactured home as governed by 24 CFR Part 3285 Model Manufactured Home Installation Standards (MMHIS).

Installation- completion of work done, as specified in 24 CFR Part 3286 manufactured Home Installation Program (MHIP), Article 3286.505, to stabilize, support, anchor and close-up a manufactured home and to join sections of a multi-section manufactured home, when any such work is governed by the federal installation standards in 24 CFR Part 3285 of the MMHIS, or, by state installation standards that are part of a qualifying installation program.

Please note that under the definition of Installer, the Board for Contractors (Board) has stated that if a dealer, supplier, or individual is involved in the business of directing, supervising or controlling any aspect of the set-up, they are acting in the capacity of a General Contractor and in order to comply with Title 54.1 Chapter 11 of the Boards regulations, they will need to be a licensed contractor and have completed the certification training.

The cost to attend the training is \$100.00 which is refundable two weeks prior to the start date. Beverages, snacks and lunch are included. All necessary handouts and material will be distributed at the training session. If you know of anyone that needs to attend this course, please advise him or her to visit our website at www.dhcd.virginia.gov and select the registration URL under the Manufactured Home Installation Program (MHIP).

Checks are made payable to the Treasurer of Virginia and are to be mailed along with a copy of the registration form to the attention of Ms. Debra Winston-Bowles, Department of Housing and Community Development, Main Street Centre, 600 East Main Street, Suite 300 Richmond, VA 23219.

For assistance with registration, please contact the office at (804) 371-7160 or by email at debra.winston-bowles@dhcd.virginia.gov .

If you have any questions regarding the manufactured housing program, please contact Larry Brock at (804) 786-1157 or larry.brock@dhcd.virginia.gov

Your cooperation in this matter is greatly appreciated.