

OFFICE MEMORANDUM



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Manufactured Home Bulletin #44

DATE: October 17, 2011 (revised from August 1, 2011)

TO: Licensed Manufactured Home Installers, Dealers, Manufacturers and Building Officials

FROM: Construction Codes & Licensing Division

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SUBJECT: 2011 Session law changes affecting manufactured home installation

2011 session law changes to Minnesota Statutes (MS) 327.32 and 327.33 will allow for changes in the Minnesota installation program, currently approved by HUD, in compliance with HUD Code of Federal Regulations (CFR) 3285 and 3286. The following changes should be used in conjunction with other existing laws and rules for manufactured home installation inspection as outlined in Bulletin #43 of March 11, 2011.

1. Used manufactured homes (single and multi-section) may be installed without frost depth footings even if frost depth footings were required in the manufacturer's installation manual. A "used manufactured home" defined in MS 327.31, Subd. 21. *means a home being offered for sale not less than 24 months after the first purchaser took legal ownership or possession of the home.*
 - The purchaser of the used home must sign the form indicating they have made the choice not to have the home installed in accordance with the manufacturer's approved installation procedures or another frost depth footing design.
 - The seller must explain what it means to not install the home on frost depth footings and possible effects of frost movement on the manufactured home.
 - If the exemption is used, the remaining manufacturer's instructions must still be followed including the grading under and away from the home. When top or sub-soils located beneath the home are compressible or shifting (organics or high clay content) they shall be removed to a depth and width sufficient to assure stable moisture content and shall not be used as fill.

2. Municipalities which have adopted the Minnesota State Building Code may provide installation inspection and plan review services to non-code areas of the state for both new HUD labeled homes and used manufactured/mobile homes by their Minnesota certified building official.
 - Minnesota certified building officials reviewing plans for installation of homes or “alternate foundation systems” are required to review the plans in accordance with the one of the following;
 - a. Manufacturer’s DAPIA approved installation manual instructions;
 - b. Design by a licensed Minnesota engineer or architect;
 - c. HUD CFR 3285; or
 - d. Minnesota State Building and 2006 IRC requirements.

Note: If a used home as defined in 327.32 Subd.1e is being reinstalled without a frost-protected foundation in accordance with a signed notice requirement, it shall be reviewed in accordance with Minnesota Rules chapter 1350, the standards referenced therein (including the manufacture’s installation instructions) and the notice requirements of 327.32 Subd.1f.
 - Plans for the installation of an alternative frost-free design slab as permitted in 327.32 Subd.1b, shall be reviewed, and if no corrections are necessary, a permit is required to be issued within 10 days of being received by the approving authority.
 - Municipal building officials reviewing plans or inspecting installations outside their municipality for jurisdictions which have not adopted the MSBC may charge fees only in accordance with fees adopted by the municipality per MSBC 1300.0160. Third party inspectors may charge their usual and normal charges for review of plans and inspections.

3. As is currently required in the approved Minnesota program, dealers and installers of record (licensed installer or homeowner) must submit a Notice of Sale (NOS) indicating where the home will be located for occupancy and the approximate date of installation.
 - When submitting the NOS, indicate the name of the installation plan reviewer and inspector if other than CCLD staff. CCLD staff will track and monitor various installation inspections and plan reviews throughout the state.
 - Upon completion of the installation and inspection, a licensed installer shall place a Minnesota installation label and complete and return an installation certificate for every home installation in Minnesota.