



## MANUFACTURED HOME INSTALLATION PROGRAM FAQ

### ***What is considered a "manufactured home"?***

"Manufactured home" means a federal housing and urban development (HUD) labeled structure, transportable in one or more sections that, in its traveling mode, is eight body feet [2.44 meters] or more in width or forty body feet [12.19 meters] or more in length, or, when erected on site, is three hundred twenty or more square feet [29.73 square meters]; that is built on a permanent chassis; that is designed to be used as a dwelling; that may or may not have a permanent foundation; that is connected to the required utilities; and that contains the plumbing, heating, air-conditioning, and electrical systems; except that such term shall include any structure that meets the size requirements for which the manufacturer has voluntarily filed a certification required by the Secretary of Housing and Urban Development and that complies with the manufactured home construction and safety standards.

### ***How can I tell by looking at it if it is a manufactured home?***

Each section of the home will have a HUD label on the exterior with the HUD number on it.

### ***Do I need a license to install or inspect manufactured homes in North Dakota?***

- Yes, you must be licensed by the state of North Dakota to install or inspect new manufactured homes in the state of North Dakota.
- You cannot be both an installer and inspector.

### ***How do I get licensed to install or inspect manufactured homes in North Dakota?***

There are two ways to get licensed to install or inspect manufactured homes in North Dakota.

- You can attend the full day training that is held every spring in North Dakota and pass the exam.
- You can take the online installation class and receive your license.

### ***Once I receive my license, what other requirements are there?***

- Licensed installers and inspectors who received their first license by taking the online course must take the full day training for their refresher course the first year they renew their license.
- Licensed installers and inspectors must attend refresher courses every three (3) years after receiving their license in order to renew their license.
- Licensed installers must carry liability insurance and have a surety bond in the amount of \$10,000.00.
- No insurance is required by the state of North Dakota to inspect manufactured homes.



### ***What is the process a licensed installer needs to follow when installing a manufactured home?***

- The licensed installer must first contact a licensed inspector to get authorization to set the home. The inspector will issue a permit that MUST be displayed in the home during the entire installation process.
- The licensed installer must set the home to the manufacturer's installation manual.
  - ◇ Any deviations MUST be engineer approved.
- The licensed installer must contact the licensed inspector and notify them during the installation process so the inspector can perform the required inspections.

### ***Where can a licensed inspector inspect manufactured homes in North Dakota?***

- A person who is licensed by the state of North Dakota to inspect manufactured homes can inspect homes statewide.
  - ◇ However, several cities are participating jurisdictions and a licensed inspector must have permission from the city to perform inspections within their jurisdiction.

### ***Are there penalties for not following the rules of the Manufactured Home Installation Program?***

Yes, failure to follow the rules of the North Dakota Home Installation Program could result in the party being charged with a Class A misdemeanor.

### ***Where do I get more information about the North Dakota Manufactured Home Installation Program?***

- You can get more information about the North Dakota Manufactured Home Installation Program on our website at: <http://www.communityservices.nd.gov/manufacturedhomes/>
- You can also call Rory Hoffmann: 701-486-3330, 701-328-5300 or email: [rjhoffmann@nd.gov](mailto:rjhoffmann@nd.gov).