



Manufactured Home Update

Oregon Department of Consumer & Business Services ■ Building Codes Division

July 2004

BCD to take over dealer licensing, titling

By Albert Endres

Senate Bill 468 passed the responsibility for licensing dealers, issuing trip permits, and maintaining ownership information to the Building Codes Division from the Department of Transportation, effective May 1, 2005.

BCD and ODOT have been working on the transfer for several months, now. Meetings have been held with many of the affected parties to get their input and we are readying the process for review and comment.

Manufacturers, dealers, counties, escrow agents, and security holders may become business partners and will be linked electronically with BCD. As homes are "born" they will be entered into the system. Once in the system, ownership, security interests, location, and movement will all be documented, primarily by the counties. Homes that become real property will be exempt from this process but many will remain in the system as having been produced, if manufacture's enter them in the system.

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Asphalt footings under manufactured homes

By Dwight West

Over the years, Building Codes Division employees have observed manufactured homes being placed over asphalt, some installers have asked if piers under the home need additional footings?

The answer is YES.

The Oregon Manufactured Dwelling Specialty Code specifies footings approved for use under manufactured homes. Because there are different thicknesses of asphalt, it has not been included in approved

materials, even though it does make for a nice clean installation.

This does not mean someone could not get approval for asphalt. If someone were to have a professional Oregon engineer or architect design a system using asphalt, it would have to be approved by the local building jurisdiction.

If you have questions regarding footings under manufactured homes, you may call me, (503) 378-2620. ■

BCD to take over dealer licensing, *continued*

Trip permits will be available electronically to the business partners, who will be able to access the system and apply for permits. Counties will be instrumental in this process, as well.

There will be some changes to dealer licensing, but it will mostly be business as usual. Dealers who are already licensed will continue to be licensed until their current DOT license expires or until January 1, 2006. Renewal applications will be processed by Building Codes Division. There will be provisions for temporary dealer licenses, supplemental licenses, and limited licenses for manufactured-home park owners. The details of this are in Oregon Revised Statutes, Chapter 446.

Our goal is to be ready for testing by the end of December 2004. As the processes are developed with the assistance of all the stakeholders, we will begin training to help all parties learn how the changed system works and to find any bugs or areas where improvement is necessary.

We will create an instructional manual for the electronic process and an operational manual to help dealers comply with requirements. As we develop these manuals, you may be asked to assist. On our routine audits we will be informing dealers of changes and also seeking input and comments. We would also appreciate it if you would start spreading the word of the upcoming changes, notifying park owners, lenders, escrow agents, transporters, and anyone else who should be in the loop.

If you have questions about the transition, please call me, (503) 378-5975, or send me e-mail, Albert.G.Endres@state.or.us. Please ask your lenders to contact me so I can make sure they are on our list for updates and training. ■

Park trailer siting permit and set-up requirements

By Monte Taylor

Over the years, there have been many questions concerning the requirements for installing a park trailer more than 8½ feet wide. Oregon Administrative Rule 918-525-0370 (2) is the reference that requires a permit for this kind of installation. The permit is to be requested from the local building jurisdiction.

A manufactured dwelling installer license is not required to install a park model. This is in accordance with Oregon Administrative Rule 918-525-0055. The installer is required to be licensed by the Construction Contractors Board and to comply with all applicable provisions of ORS Chapters 316, 656, 657 and 701. These statutes focus on taxes, employee provisions, and the licensing and contracts under the CCB statutes. Persons in the business of making on-site electrical or plumbing installations must be licensed by the division according to ORS 479.620, 693.030, and 447.060. These statutes define the licenses required for electrical, plumbing, and accessibility.

Oregon Administrative Rules 918-530-0005 through 918-530-0340 contain all applicable requirements for park trailer and cabana installations in Oregon.

In addition to the permit and set-up requirements for park trailers more than 8½ feet wide, park trailer dealers and distributors are required by Oregon Administrative Rule 918-525-0045 to provide each potential buyer of a new park trailer with a disclosure statement, found on BCD's Web site, bcd.oregon.gov. At the site, click on code programs on the left, click on RV and Parks Program, then Business Requirements, and scroll to Park Trailer Disclosures.

For additional information, contact Monte Taylor, (503) 373-7542. ■

Alteration permit and inspection requirements discussed

By Tom Nicolai

As defined in ORS 446.003(2)(a)(b), “alteration” means any change, addition, repair, conversion, replacement, modification, or removal of any equipment or installation that may affect the operation, construction, or occupancy of a manufactured structure. Alteration does not mean minor repairs with approved component parts, conversion of listed fuel-burning appliances in accordance with the terms of their listing, adjustment and maintenance of equipment, or replacement of equipment or accessories in kind.

Apparently, when to get a state building codes permit confuses many dealers and some manufacturers. Recent dealer-lot audits found files identifying alterations for which there were no permits or inspections.

One example was a dealer who had a manufacturer’s service department install a sliding glass door in place of an already-installed dining room sidewall window. The home had left the factory and records indicated the alteration was part of the contract with the first

homeowner. The dealer didn’t think a permit was required because the manufacturer did the work. The manufacturer didn’t think it needed a permit for work by its own service department.

Neither party called BCD to ask about permit requirements. In this example, the dealer and the manufacturer were both at fault for not acquiring necessary permits and inspections.

If you change anything on a manufactured home after it leaves the factory and before it is in possession of the homeowner, you need to contact BCD to see if a permit is required.

Once again, if the alteration is done prior to or as part of the sales contract, call Building Codes Division for a permit. If the alteration is done after the sale and independent of the terms of the sale, call the local building department for the permit. Call (503) 378-5975 if you have questions about alteration permits. ■

Concrete masonry unit (CMU) retaining wall skirting —

By Dwight West

There has been some confusion recently regarding CMU retaining wall skirting. Some people seem to think that if they are using eight-inch block, they can backfill up to 28 inches without having to use rebar and that they don’t have to fill the cells of the block with concrete. This is true for the masonry skirting, but the footing must meet the requirements of the code. What we are seeing in the field is that people are just pouring four-inch-thick fiber mesh runners or full slabs. With the eight-inch block and backfill over eight inches, you still need to prepare a proper footing.

The Oregon Manufactured Dwelling and Park Specialty Code requires a minimum six-inch-thick, 12-inch-wide concrete footing under the skirting wall if

the backfill is nine to 28 inches. You also must install two rows of #4 horizontal rebar centered vertically and no closer than three inches to the sides of the footing. If the backfill is more than 28 inches, there must be #4 vertical rebar installed at 48 inches on center around the home in the skirting wall and #4 horizontal rebar installed within eight inches of the top of the foundation, and all CMU block cells must be filled with concrete.

If there are questions regarding backfilling around a manufactured home, call me, (503) 378-2620. ■

Contracts: Be specific, put it in writing

By Tom Nicolai

Webster's Dictionary defines "contract" as a binding agreement between two or more persons or parties, especially one legally enforceable, or a business arrangement for the supply of certain goods or services at a fixed price.

In the course of investigating and mediating requests for assistance, BCD customer-assistance staff members frequently face preventable situations. Many investigations could have been avoided had communication among all parties been better. Both oral communications and written contracts among contractors, installers, dealers, and other parties involved in the manufactured-home business need to accurately describe what is to be done and who is responsible for doing it.

All contracts need to be written with care and understood by all parties who are to sign them. Contracts are not binding unless they are signed. If contracts were prepared and signed in this manner, they would help BCD inspectors assign responsibility and accountability when asked to do so.

The following examples show where misunderstandings commonly occur and how easily they could have been avoided.

Appliances: standard or upgraded?

A potential homebuyer being shown homes on a dealer's lot asks if the appliances — the range, dishwasher, and side-by-side refrigerator that he sees — are standard. The salesman indicates that they are upgrades and would have to be ordered. The homebuyer indicates that these are what he wants, but he does not *specifically* request the side-by-side refrigerator.

When the home is delivered, the refrigerator is not the side-by-side that the homebuyer saw on the dealer's lot. When he questions the dealership, he is told that the refrigerator in the home is upgraded from standard and to have gotten a side-by-side, the homebuyer would have had to specify it in the sales contract.

The salesperson and the homebuyer share the responsibility for this unhappy situation. If either had taken more time or given or asked for more specifics, this could have been prevented.

Tip: Be specific. List *exactly* what you want on the sales contract.

What is included in a park pack?

Many homeowners have their newly purchased homes installed in developments owned by the dealers who sold them the homes. They may be offered a "park package" for some amount beyond the cost of the home. Included in park packages may be driveways, carports, sidewalks, gutters, etc. Even though each of the items in the homeowner's park package is listed in the sales agreement, homeowners often end up unhappy because what they receive is just not what they pictured. Even though the driveway is poured according to the sales agreement, it is a single-car driveway instead of the double-car driveway that the homeowner expected.

Again, the salesperson and the homeowner share the responsibility for being clear about what is included in the park package. If the buyer is allowed to leave the sales meeting with a picture in his or her head that differs from what the salesperson has on paper, the scene is set for customer dissatisfaction.

Tips: Take time to be sure you understand one another and put in writing what is to be delivered. Each party should sign and keep a copy of the agreement. ■

Citation specialist enforcement and licensing ---

By *Chad Brooks*

Building Codes Division is responsible for adoption and enforcement of statewide codes related to the construction, reconstruction, alteration, and repair of buildings and structures and the installation of mechanical, plumbing, and electrical devices and equipment. The division is responsible for examining, certifying, registering, and licensing individuals and issuing operating permits. The Enforcement and Licensing Section is responsible for building codes enforcement, assessment of civil penalties, licensing, and training.

The section provides technical assistance to local jurisdictions, building officials, the construction industry, building owners, and the general public.

The citation-enforcement inspector conducts license checks at construction sites and decides what licenses are needed. The citation-enforcement inspector determines whether workers at the site have appropriate licenses and issues citations to those in violation of licensing regulations. A \$1,000 civil penalty is assessed for each citation issued. The citation-enforcement inspector explains license requirements to the public and responds to questions and complaints about unlicensed workers or about what licenses are needed to perform work.

If you have questions concerning this article, call Chad Brooks, (503) 373-1239. ■

Solving the masonry block gap problem ---

By *Mark Campion*

Perhaps the single most popular skirting choice for manufactured homes in Oregon is masonry split-face block. It is estimated that over 90 percent of sets on private property have this kind of skirting, the remainder being vinyl skirting, preservative-treated plywood, and poured-in-place stemwalls (not uncommon east of the Cascades but rarely found in the Willamette Valley). Split face block is attractive and durable, but has one minor drawback. When the top course is overlapped with the belt-line trim, hardboard, cedar, or cementitious, there are gaps between the trim board and face of the block. This is unavoidable because split-face block will not allow for a “tight” overlap. We receive several complaints a

year from homeowners about problems with rodents getting into their homes, and they all point to the gaps between the trim and the block. And it doesn't take much of a gap for a rodent to gain access to the crawlspace.

I saw an ingenious solution to this problem recently. The skirting installer had used plain face block for the top course. This allowed for a tight fit where the belt line trim overlapped and yet was still quite attractive. There is also a cost savings, because plain block is less expensive. Many installers already use plain-face block for the lowest course, which is typically covered by the back fill. ■

Request for dealer locations

By Irene Lickiss

Well, I have to ask all you installers a favor. But first, I want to thank you for the excellent tag reports you have been sending to me. I really appreciate all your efforts.

In order to do accurate population studies, I need your help. We have dealers with multiple purchase sites all over the state. Some locations are reasonably close to each other. I have enclosed a chart below, showing a majority of the dealers in Oregon. I have also included abbreviations of city names to use if you have multiple sites.

When you are entering the dealer name, would you please include the town or location of that dealer? Once you get into the habit, it will happen without your having to think about it.

Thanks, again, for your help. ■

| Dealer name | City | Abbreviations |
|-----------------------|-------------------|----------------|
| Alpine Homes | Central Point, OR | Alpine-CP |
| Alpine Homes | Medford, OR | Alpine-ME |
| Alpine Homes | Redmond, OR | Alpine-RE |
| Crown Homes | Grants Pass, OR | Crown-GP |
| Crown Homes | White City, OR | Crown-WC |
| Fleetwood Home Center | Albany, OR | Fleetwood-AL |
| Fleetwood Home Center | McMinnville, OR | Fleetwood-MC |
| Fleetwood Home Center | Portland, OR | Fleetwood-PO |
| Fleetwood Home Center | Woodburn, OR | Fleetwood-WO |
| Inter-City Homes | Albany, OR | Inter-City-AL |
| Inter-City Homes | Bend, OR | Inter-City-BE |
| Leisureland Homes | Albany, OR | Leisureland-AL |
| Leisureland Homes | Salem, OR | Leisureland-SA |
| Nelmstar | Bend, OR | Nelmstar-BE |
| Nelmstar | Sutherlin, OR | Nelmstar-SU |
| Oakwood Homes | Albany, OR | Oakwood-AL |
| Oakwood Homes | Redmond, OR | Oakwood-RE |
| Oakwood Homes | Sutherlin, OR | Oakwood-SU |
| Oakwood Homes | White City, OR | Oakwood-WC |
| Palm Harbor | Medford, OR | Palm Harbor-ME |
| Palm Harbor | Portland, OR | Palm Harbor-PO |
| Palm Harbor | Roseburg, OR | Palm Harbor-RO |
| Palm Harbor Village | Coburg, OR | Palm Harbor-CO |
| Palm Harbor Village | Millersburg, OR | Palm Harbor-MI |
| Palm Harbor Village | Redmond, OR | Palm Harbor-RE |
| Palm Harbor Village | Woodburn, OR | Palm Harbor-WO |
| Prestige Homes | Medford, OR | Prestige-ME |
| Prestige Homes | Roseburg, OR | Prestige-RO |
| Santiam Homes | Aumsville, OR | Santiam-AU |
| Santiam Homes | Woodburn, OR | Santiam-WO |
| Terrace Homes | Coos Bay, OR | Terrace-CB |
| Terrace Homes | Florence, OR | Terrace-FL |

Smoking may contribute to yellowing in decorated vinyl panels

by Mark Campion

Over the years, decorated vinyl panels (DVPs) have received their share of complaints. In the 1990s, when the panels were more common, the sloppy, dirty caulking of fastener holes — or no hole caulking — and poor application of batt trim were typically on our consumer complaint list.

Now it's rare to get a complaint about DVPs. In fact, my opinion, based on what I see on dealer lots and in occupied homes, is that workmanship has improved dramatically. But every year, we have one or two complaints about the caulk turning yellow.

In one case several years ago, the factory had run out of the caulk that they normally used and gone to the local hardware store and purchased some caulk

to use until their normal product was available. The yellowing was dramatic. Appeasing the homeowners was expensive.

Although such yellowing typically appears in the homes of smokers, smoking may only be a contributor. I have been in homes occupied by smokers and observed no yellowing. I have also been in homes where the occupants do not smoke and have seen yellowing. It would appear that the quality of the caulk is the underlying cause. If you never receive complaints about caulk yellowing, my advice would be not to change the product. If you are getting complaints, be aware that there are products available that do not yellow. ■

Pay attention to code requirements for under-floor separation

By Chad Brooks

On a recent home inspection, I found no separation between the factory-built porch and the under-floor area, and the moisture barrier under the porch had not been removed. When a factory-built porch does not have a solid waterproof floor surface and allows air and moisture to pass through to the under-floor area, there must be separation between the under-floor area of the porch and the dwelling to prevent the migration of moisture to underside of the home.

The 2002 Oregon Manufactured Dwelling and Parks Specialty Code, in section 3-9.10 states that the under-floor enclosure shall be placed below the

recessed exterior walls of the manufactured dwelling or the outside perimeter of the factory-built porch and that durable rigid or flexible curtain-wall material be placed below the recessed exterior wall of the manufactured dwelling. It also requires that there be no moisture barrier in this area and that the under-floor area below the porch be drained.

The code requirements are intended to protect the home and the homeowner. ■



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Changes of address; written notification required

By Irene Lickiss

Have you moved recently? Do we have your new address?

We are required to get address changes in writing. You can send a note when mailing in your reports, and I will record the change or you may fax address changes to us, (503) 378-4101. ■

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