



**Department of Housing, Buildings and Construction  
Division of Building Code Enforcement  
Manufactured Housing Section  
101 Sea Hero Road Suite 100  
Frankfort KY 40601-5412  
Office Phone Number: 502-573-1795  
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Information Bulletin  
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## **Certified Installers**

### **Affixing of CI Seals**

In accordance with section 5 of 815 KAR 25:080, a certified installer who installs a manufactured or mobile home in accordance with this regulation shall place a certified installer seal on the home. Each certified installer seal consists of 2 parts that shall be affixed as follows:

1. One part shall be placed 2 inches above the HUD label on the outside left corner of a manufactured home or on the outside corner of a mobile home if a HUD label is not required
2. One part shall be placed on the inside of the electrical panel in the manufactured home.

### **Lost or Damaged Seals**

In accordance with section 5 of 815 KAR 25:080, if a seal is lost or damaged, the certified installer shall notify the office immediately in writing. A damaged seal shall be promptly returned to the office and replaced by the office at a cost of \$25.00.

### **Application (Purchase) of Seals**

For security reasons, our Department requests that you do NOT fax or email your credit card information to our office. If you wish to pay for seals by credit card, you can fax or email your application to the Manufactured Housing Section then call our office at 502-573-1795 so that your credit card information can be obtained. Seals can be ordered by walk-ins to the Department from 8 am to 4 pm Monday through Friday. Seal orders received as a walk-in after 4 pm will be processed the next business day.

### **Certified Installer Monthly Reports**

In accordance with section 5 of 815 KAR 25:080, a certified manufactured home installer shall report monthly all installed homes to the Manufactured Housing Section within the Division of Building Code Enforcement. The form can be submitted by US mail, fax or electronically on form DHBC MH 40-30 (Monthly Certified Installer Certification). The forms shall be retained for three (3) years and made available to the Manufactured Housing field inspector upon request.

Form and informational bulletins are available on our website at: [www.dhbc.ky.gov](http://www.dhbc.ky.gov). If you have any questions or concerns, please contact our office at 502-573-1795.