



**Department of Housing, Buildings and Construction**  
**Division of Building Code Enforcement**  
**Manufactured Housing Section**  
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**Information Bulletin**  
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## **Manufactured Home Retailers**

### **Affixing of B Seals**

In accordance with KRS 227.600 and 815 KAR25:050, a manufactured home or mobile home taken in trade must be reinspected and certified. An existing B seal shall be removed upon trading or purchase. The unit shall be reinspected and a new seal shall be affixed to the unit if it meets applicable requirements A B2 seal is required to affix to the manufactured home or mobile home if such retailer submits an affidavit that the unit will not be resold for use as such by the public. A retailer shall not transport or install a manufactured home or mobile home, which is to be used for the residential purposes which does not have a class B1 seal.

### **Lost or Damaged Seals**

In accordance with section 11 of 815 KAR 25:050, if a seal is lost or damaged, the retailer 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.

### **Maintenance Records (Monthly Reports)**

In accordance with 815 KAR 25:060, manufactured home retailers must maintain monthly maintenance on form HBCH23. Such records are to be retained for three (3) years and made available to the Manufactured Housing Section field inspector upon request.

### **Certified Dealer Inspection Fees**

In accordance with section 9 of 815 KAR 25:050, a certified manufactured home retailer can perform courtesy inspections on manufactured home or mobile homes for the public. However, the inspection fees cannot exceed \$75 inspection fee, \$25.00 seal fee and \$0.32 per mile measured from the place of the certified retailer's place of business.

### **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.