

***Frequently Asked Questions***  
***815 KAR 25:090 – Site Preparation, Installation, and Inspection Requirements***

815 KAR 25:090 establishes the inspection process for manufactured home installations. Recent updates have raised numerous and repetitive questions from potentially affected industry groups. For convenience, efficiency, and guidance, the Department of Housing, Buildings, and Construction provides the following responses to frequently asked questions.

*Q1: What is the purpose of the new manufactured housing site and footer location inspections?*

A1: The site and footer location inspection will verify that the site is properly cleared, that the footer location has the proper soil, and that the hole is dug to the proper depth.

*Q2: Who is responsible for coordinating the site and footer location inspection?*

A2: The retailer is responsible for coordinating with the Manufactured Housing Section to schedule a site and footer location inspection.

*Q3: Who do I contact to request an inspection?*

A3: All requests for inspection shall be made directly to the Manufactured Housing Section. The individual may call in the request to the Manufactured Housing Section at 502-573-1795, email the inspection request to Shawna McMichael at MFH@ky.gov, or submit an inspection request electronically through a portal on the Department's website.

*Q4: When do I submit a footing design?*

A4: Footing designs must be submitted to the department for review at least five (5) working days prior to the department's inspection of the site and footer location. Submission of a footing design is not a request for a site and footer location inspection. Footing designs shall be sent to the Manufactured Housing Section to Shawna McMichael at MFH@ky.gov or submitted footer location designs to the Department through the portal on the Department's website.

*Q5: When do I request an inspection?*

A5: Retailers must request a site and footer location inspection at least one (1) business day in advance of the anticipated inspection.

*Q6: What happens once I request an inspection?*

A6: Upon receiving an inspection request, the Department will assign the inspection to a qualified inspector. The inspector will communicate with the requester and coordinate either an in-person location visit or an electronic submission. It will be at the discretion of the inspector as to whether the inspection will be performed in-person or electronically. Payment of the installation inspection fee is due prior to the inspection.

The Department will strive to perform the site and footer location inspection on the scheduled date. The Department has a maximum of three (3) days to perform the inspection from the receipt of the request. To ensure timely responsiveness to all requested inspections the Department has cross-trained personnel so that twenty (20) inspectors, instead of the previous six (6) inspectors, are qualified to perform requested site and footer location inspections across the state. The

Department also anticipates adding more inspectors that are qualified by continuing to cross-train employees.

*Q7: What happens if the Department does not complete the inspection in three (3) days?*

A7: Four days following the request for an inspection, the retailer or installer may proceed with the installation if the Department has not completed its inspection.

*Q8: What happens if a site fails the installation inspection?*

A8: If a site fails the installation inspection, the inspector issues a report to the installer, purchaser, and retailer identifying all deficiencies and corrective actions required. The installer has thirty (30) days to correct the deficiencies. There is a \$100 re-inspection fee.

*Q9: If a retailer has already sold and built a manufactured home, but has not yet delivered the home to a consumer, will the new manufactured home be subject to the new administrative regulations?*

A9: The Department understands that homes have been sold and built, but not yet delivered to the customer on January 4, 2019, the anticipated effective date of the administrative regulation. The Department understands subjecting such homes to new inspection requirements would create significant burdens and costs for new homeowners and the manufactured housing industry. To allow time for inspector, industry, and consumer education, as well as to avoid interfering with transactions already underway, the Department will allow a thirty (30) day grace period for manufactured housing retailers to come into compliance with the new administrative regulation. If a retailer is able to show the Department that a new manufactured home was purchased or under contract prior to February 4, 2019, but not delivered to the consumer until after February 4, 2019, the Department will not hold the retailer or certified installer accountable for any violations of the new administrative regulation requirements under 815 KAR 25:090. All homes sold after this date will be expected to comply fully with the new requirements.

*Q10: Do existing sites in land-lease communities (parks) need to comply with the new administrative regulations?*

A10: Land-lease communities are required to comply with the administrative regulations. If a home is being moved out and a new home is being moved in with the intent to use the existing footing from the previous home, the Certified Installer is to evaluate the existing footing for compliance with the manufacturer's installation instructions to ensure compliance. If the existing footing complies with the new home's installation instructions, it will be verified by the Department and permitted accordingly.