



Public Protection Cabinet  
Department of Housing, Buildings and Construction  
Division of Building Code Enforcement  
Manufactured Housing Section  
500 Mero Street, Floor 1  
Frankfort KY 40601  
Phone: 502-573-1795 Fax: 502-573-1057  
[www.dhbc.ky.gov](http://www.dhbc.ky.gov)

## County Clerk Frequently Asked Questions

### Inspections Requirements

*Q1: Is a "B" seal inspection required on a new recreational vehicle bought out of the state of Kentucky?*

A2: A B-seal inspection **is not** required on **new** recreational vehicle units that has **never** been titled **and** has a certificate of origin.

*Q2: When is a "B" seal inspection required?*

A2: If proof of a B-seal inspection cannot be provided and verified at the time of the requested title transfer. Or any previously owned recreational vehicle or mobile/manufactured home applying for registration that was purchased out of the Commonwealth of Kentucky.

*Q3: Is a "B" seal inspection required on homemade or conversions recreational vehicles?*

A3: The Manufactured Housing Section nor a Certified Dealer will not conduct inspections on homemade recreational vehicles or conversions. Examples include but are not limited to: buses, cargo vehicles, or stock trailers that have been converted to a recreational vehicle and were not constructed to industry or referenced standards. The title will remain the same as what the unit currently is titled as.

*Q4: A mobile/manufactured home was installed prior to July 13, 2004 and will not be moved from the current location, is a "B" seal inspection required?*

A4: The current owner can sign the "Affidavit for previously owned manufactured home" and a "B" seal inspection **is not** required. However, if the mobile/manufactured home was installed after July 13, 2004, a "B" seal inspection is required.

*Q5: Can a master commissioner sign the "Affidavit for previously owned manufactured home" on a repossessed mobile/manufactured home?*

A5: Yes, the master commissioner can sign the affidavit if the mobile/manufactured home is in repossession by the lien holder and the master commissioner is representing the lien holder. Example wording: "{Auctioneer Signature}" signing with permission on behalf of owner, {Owners Name}"

### Inspections

*Q1: Who can perform "B" seal inspections on mobile/manufactured homes and recreational vehicles?*

A1: The Manufactured Housing Section with the Department of Housing, Buildings & Construction can perform "B" seal inspections. A certified dealer that holds a valid manufactured home retailer license issued by the Department of Housing can inspect mobile/manufactured home. A certified dealer that holds a valid recreational vehicle retailer license issued by the Department of Housing can inspect recreational vehicles. The State Fire Marshal's office does not perform the "B" seal inspections.



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*Q2: How do I schedule an inspection with the Manufactured Housing Section?*

A2: Call the Manufactured Housing Section at 502-573-1795 to obtain the name and phone number of your local Manufactured Housing Inspector. Inspectors name and phone numbers are also available on DHBC website at: [dhbc.ky.gov](http://dhbc.ky.gov)

*Q3: When are "B" seal inspections performed by the Manufactured Housing Section?*

A3: The Manufactured Housing Section is available for phone calls Monday through Friday from 8:00 AM to 4:30 PM. All inspections are scheduled and performed Monday through Friday from 8:00 AM to 4:30 PM.

*Q4: How can a recreational vehicle inspection be inspected if the recreational vehicle is currently out of the state of Kentucky?*

A4: Virtual inspections are possible using digital apps such as Skype, Google duo, and face time. **Note: Virtual inspections are granted on an individual basis. Not all units will be candidates for this type of inspection.**

*Q5: What inspections are required on out of state title recreational vehicles before a title transfer?*

A5: Motorized recreational vehicles require inspections by the local Sheriff's Office and "B" seal inspection performed by the Manufactured Housing Section or a certified dealer that holds a valid recreational vehicle license. Non-motorized recreational vehicles only require a "B" seal inspection performed by the Manufactured Housing Section or a certified dealer that holds a valid recreational vehicle license.

*Q6: Does "B" seal inspection reports expire?*

A6: "B" seal inspection report does not expire. Another inspection is only required if the "B" seal has been removed from the mobile/manufactured home or recreational vehicle or proof of "B" seal inspection cannot be obtained to do a title transfer.

*Q7: How do I obtain a copy of a "B" seal inspection report that has been lost by the owner?*

A7: The owner will need to contact the certified dealer directly if the "B" seal inspection was not performed by the Manufactured Housing Section. If the "B" seal inspection was performed by the Manufactured Housing Section, call the Manufactured Housing Section at 502-573-1795 and request a copy of the inspection report. **NOTE: County Clerks will not accept an email or printed copy of a "B" seal inspection from owner(s). However, county clerks will accept an electronic copy of the inspection report if the email is sent by the Manufactured Housing Section.**



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*Q8: What is required by the owner if the serial number of a mobile/manufactured home or recreational vehicle could not be located at the time of the “B” seal inspection?*

A8: The owner(s) will be required to apply for a VIN plate with the county clerk at the time of the transfer.

### **Inspection Fees & Payments**

*Q1: What does the Manufactured Housing Section charge for manufactured or mobile home and recreational vehicles inspections?*

A1: Cost of mobile/manufactured home inspections are \$100.00. Recreational vehicle inspections are \$60.00 for on-site inspections or skype (virtual) inspections.

*Q2: If the inspection is performed by the Manufactured Housing Section, what type of payments are accepted for inspection fees?*

A2: All checks and money orders for inspection fees are made payable to the Kentucky State Treasurer. There is a 2.75% processing fee for any credit card and debit cards and \$1.00 processing fee on electronic processing checks (ACH's). *No cash can be accepted!*

*Q3: What can a certified dealer charge for mobile/manufactured homes and recreational vehicle inspections?*

A3: A certified dealer can charge \$75.00 inspection fee, \$25.00 seal fee and \$0.32 per mile traveled from the place of the certified retailer's place of business for mobile/manufactured home inspections. A certified dealer can charge \$20.00 per hour, \$25.00 seal fee and \$0.22 per mile traveled from the place of the certified retailer's place of business for recreational vehicle inspections. A flat rate inspection fee is not allowed by KAR.

### **Real Property**

*Q1: What is required to convert a mobile/manufactured home to real property?*

A1: Proof of a “B” seal inspection along with the title of the mobile/manufactured home will need to be submitted to the County Clerk to convert the title to real property.



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*Q2: What is required to change the mobile/manufactured home from real property back to a titled unit?*

A2: Owner(s) of the unit will need to obtain a B seal inspection on the unit and apply for a title with the County Clerk.

### Seals

*Q1: What types of seals are issued on mobile/manufactured homes and recreational vehicles?*

A1: **B1 Seal:** This is a seal issued to a unit that has satisfactorily passed and inspection and is deemed safe for Human Occupancy. **B2 Seal:** This is a seal issued to a unit that has not passed an inspection and is deemed not safe for human occupancy. Mobile/manufactured home units shall only be sold for the purpose of use as a storage or utility building. **Certified Installer (CI) Seal:** This seal is by a certified installer when the mobile/manufactured home is installed. A new seal is issued on the mobile/manufactured home each time the unit is relocated.

*Q2: Where can I locate a seal on the unit?*

A2: B1 and Certified Installer seals on mobile/manufactured home are located in the electrical panel box inside the mobile/manufactured home. B2 seals are located by the front door of mobile/manufactured home. B1 and B2 seals on recreational vehicles are located by the door on the handle side at approximately handle height.

*What does a B1, B2 and Certified Installer seal look like? See sample seals below.*

