

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

Application for Certificate of Acceptability, Application for Manufactured Home Retailer's License, Certified Installer Application, Installer Training Verification Form, License and Certification Renewal

FILED: April 2023

Form HBC MH/RV-1, Application for Certificate of Acceptability, is a four (4) page application that captures information necessary for the Department of Housing, Buildings and Construction to issue a certificate of acceptability to manufacturers of manufactured homes or recreational vehicles.

Form HBC MH-2, Application for Manufactured Home Retailer's License, is a seven (7) page application form that captures information necessary for the Department of Housing, Buildings and Construction to issue a Manufactured Home Retailer's license to an applicant. The form includes data related to the business, the site on which the business will be located, and a prorated fee schedule.

Form HBC MH-3, Certified Installer Application, is a three (3) page application form that captures information necessary for the department to issue an installer certification to an applicant. The form includes biographical data and a prorated fee schedule.

Form HBC MH-3A, Installer Training Verification Form, is a two (2) page form utilized by applicants who wish to apply for installer certification pursuant to 815 KAR 25:060 Section 3(1)(a)7.a. that captures information related to manufactured homes the applicant has assisted in installing. This form used to be included in Form HBC MH-3 but has removed to reflect the changes to the administrative regulation allowing new pathways to installer certification.

Form HBC MH/RV-3, License and Certification Renewal, is a one (1) page document utilized by manufactured housing and recreational vehicle licensees and certificate holders who wish to renew their license or certificate.

KRS 227.590 requires the Department of Housing, Buildings and Construction to promulgate administrative regulations reasonably required to effectuate the provisions of KRS 227.550 to 660 and to carry out the department's responsibilities as a state administrative agency for the enforcement and administration of the National Manufactured Housing Construction and Safety Standards Act of 1974. KRS 227.580 makes it unlawful for a manufacturer to manufacture, import, or sell manufactured homes in Kentucky without a certificate of acceptability. KRS 227.570(3) requires the department to promulgate administrative regulations to establish standards for the certified installer seal program. KRS 227.570(1)(a) requires the Department of Housing, Buildings and Construction to promulgate administrative regulations establishing a process for licensing retailers and issuing certificates of acceptability. KRS 227.620(4)(a) requires the department to establish fees for a retailer's license, manufacturer's "certificate of acceptability," and "Class B," "Class B1," and "Class B2" seals, in accordance with KRS 227.620(4)(a) 1. to 4.

Summary of changes to material incorporate by reference:

1. Form HBC MH-2, Application for Manufactured Home Retailer's License has had numerous unnecessary submittal requirements removed, including sensitive financial information and employment history.
2. Form HBC MH-3, Certified Installer Application, has had the verification form removed and made a separate form to reflect changes to the administrative regulation allowing new pathways to certification. Check box for liability insurance requirement added.
3. Removed references to KRS 164.772, which was repealed in 2019.
4. Removed outdated logos from all forms.