

INSTALLATION:

- NEW
- USED (form & fee) A USED manufactured home inspection **fee of \$75** shall be paid by the installer in the State of Oklahoma



USED MOTOR VEHICLE AND PARTS COMMISSION

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UMVPC OFFICE USE

- PAID _____
- AUDIT _____
- RECONCILED _____

REV: 9/2020

SET-UP INSPECTION - Form I

FORMS MUST BE SUBMITTED ON ALL NEW AND USED HOMES no later than the 15th of the month subsequent to the month in which the installation is performed.

Submission Date: _____ **Check One:** Mail Fax Email/Online Hand

Date Installed: _____ **Transporter Business Name:** _____

Installer License#: _____ **Installer Business name:** _____

Mailing Address City State Zip Code

Phone Number Fax Number E-Mail Address

Check One: Manufacturer's Installation Instructions Professional Engineer's Instructions Oklahoma's Generic Code

Make/Model: _____ **Year:** _____ **Size:** _____

Serial Number: _____ **HUD Number(s):** _____

Retailer/MHP License #: _____ **Retailer/ MHP Business name:** _____

Mailing Address City State Zip Code

Phone Number Fax Number E-Mail Address

Homeowner: _____ **Phone Number:** _____

Address City State Zip Code County

FOR NEW HOMES ONLY!

Check One: Passed Failed Resubmit

PLEASE complete by Certified Installation Inspector, Local Authority Having Jurisdiction (LAHJ) or Licensed Engineer

Inspector Name (Printed): _____ **Certification #:** _____ **Expires:** _____

Address Phone Number E-Mail Address

I hereby certify on this _____ day of _____, 20____ that the above inspection results are true and correct to the best of my knowledge and belief.

Certified Installation Inspector, Municipal Inspector (LAHJ) or Licensed Engineer Signature: _____

On the above date, an installation inspection was conducted. The following violations, as shown by "NO" responses and miscellaneous items listed were noted.

Imminent safety hazards, which are marked with an asterisk (*), create imminent and unreasonable risks of death or severe personal injury. The following steps must be taken to correct the situation:

- Address the violations **IN WRITING** within **2 BUSINESS DAYS** after receiving the report.
- Correct the violations within **14 BUSINESS DAYS** for imminent safety hazards
- Examples of an **imminent safety hazard** are:
 1. Tie downs not properly installed. Improperly installed tie downs could be a safety hazard.
 2. Improperly installed electric crossover
 3. Improperly installed gas line crossover
- All other violations that are **non-imminent safety hazards**. The following steps must be taken to correct the situation:
 1. Correct the violations within **30 days of receiving this report**.
 2. Amend the I-Form showing the home passed inspection and resubmit to the state.

1. If a **NEW** home, were manufacturer's installation instructions available? YES NO N/A

Comment:

2. Was the **2x3 Installation Label** placed by the breaker box? YES NO N/A

Comment:

SITE PREPARATION

3. All organic material (i.e., grass, loose top soil, etc.) was removed from under each foundation support. YES NO N/A

Comment:

4. Proper drainage has been provided per installation instructions to prevent water and moisture from collecting under the home. YES NO N/A

Comment:

5. Vapor barrier, if required by installation instructions, has been properly installed. YES NO N/A

Comment:

6. If skirting is installed, proper ventilation is provided.	YES	NO	N/A
Comment:			

SUPPORT SYSTEMS

7. Footings are of the proper size and construction for soil conditions.	YES	NO	N/A
Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. If used, is the alternation foundation system (stabilizing system) installed correctly?	YES	NO	N/A
Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Spacing of piers is in accordance with the installation instructions.	YES	NO	N/A
Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Pier construction meets installation instructions.	YES	NO	N/A
Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Marriage line is blocked at all ridge beam support columns.	YES	NO	N/A
Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Piers or other acceptable support is located at all exterior door locations and other large openings as required by installation instructions.	YES	NO	N/A
Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Pier blocking at fireplaces, recessed entries, porches, etc. has been provided as required by installation instructions.	YES	NO	N/A
Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

14. Piers are shimmed tight against I-beam.

YES NO N/A

Comment:

15. Correct Anchors for soil condition.

YES NO N/A

Comment:

16. Anchor strap degree of angle per installation instructions.

YES NO N/A

Comment:

17. Anchors installed to full depth per installation instructions.

YES NO N/A

Comment:

18. Anchor straps wrapped properly at anchor heads

YES NO N/A

Comment:

19. Anchor straps installed at I-beam properly.

YES NO N/A

Comment:

20. Anchors are correctly spaced.

YES NO N/A

Comment:

21. On units with factory installed tie down straps and/or brackets
Straps and anchors are installed per installation instructions.

YES NO N/A

Comment:

22. If the manufacturer requires " longitude anchoring " are they installed per the installation instructions? Comment: _____ _____	YES	NO	N/A
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23. Stabilizer plates are installed at anchor locations as per anchor manufacturer's installation instructions. Comment: _____ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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24. Anchors are within 24 inches of ends of home. Comment: _____ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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UTILITIES

25. Assure that the drain for the water heater drip pan does not terminate under the home. Comment: _____ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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26. Proper support has been provided on drain lines. Comment: _____ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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27. Proper electrical connection between sections was made. Comment: _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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DATA PLATES

28. Access was provided to data plate at time of inspection	YES	NO	N/A
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FINISHING

29. All duct work, vents, and drain lines are routed to perimeter of home. YES NO N/A

Comment:

30. Proper support has been provided on all duct work. YES NO N/A

Comment:

31. If damaged, bottom board has been repaired. YES NO N/A

Comment:

32. Ventilation has been provided in roof. YES NO N/A

Comment:

33. On multi-section units, the roof, walls, and floor all appear to have been joined properly. YES NO N/A

Comment:

34. All exterior siding is in place and free of damage. YES NO N/A

Comment:

ALTERNATIVE CONSTRUCTION UNITS

35. (AC) Alternative Construction letter approval has been provided YES NO N/A

36. (SC) Site Construction letter approval has been provided. YES NO N/A

Comment:
