

**Q. How do I obtain insignias to use during the inspection process?**

A. Insignias may be purchased from the North Dakota Department of Commerce, Division of Community Services.

**Q. Are there any reporting requirements for licensed inspectors?**

A. Yes, licensed inspectors must submit insignia reports to the state office by the 15<sup>th</sup> of the month for any activity that they performed the previous month.

The inspector can also file their reports using the online software used by the North Dakota Manufactured Home Installation Program.

**GENERAL QUESTIONS & ANSWERS**

**Q. What is considered a “manufactured home”?**

"Manufactured home" means a federal housing and urban development (HUD) labeled structure, transportable in one or more sections that, in its traveling mode, is eight body feet [2.44 meters] or more in width or forty body feet [12.19 meters] or more in length, or, when erected on site, is three hundred twenty or more square feet [29.73 square meters]; that is built on a permanent chassis; that is designed to be used as a dwelling; that may or may not have a permanent foundation; that is connected to the required utilities; and that contains the plumbing, heating, air conditioning, and electrical systems; except that such term shall include any structure that meets the size requirements and for which the manufacturer has voluntarily filed a certification required by the secretary of housing and

urban development and that complies with the manufactured home construction and safety standards.

**Q. How can I tell by looking at it if it is a manufactured home?**

A. Each section of the home will have a HUD label on the exterior with the HUD number on it.

**Q. Are there penalties for not following the rules of the Manufactured Home Installation Program?**

A. Yes, failure to follow the rules of the North Dakota Home Installation Program could result in the party being charged with a Class A Misdemeanor.

**Q. Where do I get more information about the North Dakota Manufactured Home Installation Program?**

A. You can get more information about the North Dakota Manufactured Home Installation Program on our website at: <http://www.communityservices.nd.gov/manufacturedhomes/>

You can also call: (701) 328-5300, or (701) 486-3330, or email: Rory Hoffmann at: [rjhoffmann@nd.gov](mailto:rjhoffmann@nd.gov).



Department of Commerce

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Department of Commerce

# FREQUENTLY ASKED QUESTIONS (FAQs)

# NORTH DAKOTA MANUFACTURED HOME INSTALLATION PROGRAM

## INSTALLER QUESTIONS & ANSWERS

### Q. Do I need a license to install manufactured homes in North Dakota?

- A. Yes, you must be licensed by the state of North Dakota to install new manufactured homes in the state of North Dakota.

### Q. How do I get licensed to install manufactured homes in North Dakota?

- A. There are two ways to get licensed to install manufactured homes in North Dakota:
- You can attend the full day training that is held every spring in North Dakota.
  - You can take the online installation class and receive your license.

### Q. Once I receive my installer license, what other requirements are there?

- A. Licensed installers must carry liability insurance and have a surety bond in the amount of \$10,000.

Licensed installers must attend refresher courses every year after receiving their license in order to renew their license.

Licensed installers who received their first license by taking the online course must take the full day training for their refresher course the first year they renew their license.

### Q. What is the process a licensed installer needs to follow when installing a manufactured home?

- A. The licensed installer must first contact a licensed inspector to get authorization to set the home. The inspector will issue a permit

that MUST be displayed in the home during the entire installation process.

The licensed installer must set the home to the manufacturer's installation manual.

- The only deviations allowed must be engineer approved.

The licensed installer must contact the licensed inspector and notify them during the installation process so the inspector can perform the required inspections.

- A minimum of one inspection on single wide homes and two inspections on double wide homes are required by law. There can be more depending on the inspector's requirements.

If the licensed inspector finds the home to meet all of the requirements set forth in the manufacturer's installation manual, he will install a state supplied insignia to the home stating the home passes inspection.

If the home fails inspection, the licensed installer shall be notified by the licensed inspector and the licensed installer shall have ten working days to make corrections to the deficiencies found in the original inspection.

- These repairs are made at the licensed installer's expense.

## INSPECTOR QUESTIONS & ANSWERS

### Q. Do I need a license to inspect manufactured homes in North Dakota?

- A. Yes, you must be licensed by the state of North Dakota to inspect new manufactured homes in the state of North Dakota.

### Q. How do I get licensed to inspect manufactured homes in North Dakota?

- A. There are two ways to get licensed to inspect manufactured homes in North Dakota
- You can attend the full day training that is held every spring in North Dakota.
  - You can take the online installation class and receive your license.

### Q. Once I receive my inspector license, what other requirements are there?

- A. Licensed inspectors must attend refresher courses every year after receiving their license in order to renew their license.

Licensed inspectors who received their first license by taking the online course must take the full day training for their refresher course the first year they renew their license.

### Q. Where can I inspect manufactured homes in North Dakota?

- A. A person who is licensed by the state of North Dakota to inspect manufactured homes can inspect homes statewide.

However, several cities are participating jurisdictions and a licensed inspector must have permission from the city to perform inspections within their jurisdiction.

### Q. Do I need to carry insurance to inspect manufactured homes in North Dakota?

- A. No, you are not required to carry insurance to inspect manufactured homes in North Dakota.