

Manufactured Home Installation Request

Thank you for choosing ICC NTA, LLC as your Installation Inspector! The documents included in this packet are all you need to have your installation inspected by a HUD-approved inspector from NTA.

- Form 1A - REQUEST FOR INSPECTION form. It has a lot of information that helps the inspector prepare for the field inspection. Please complete and return.
- Form 1B - Credit Card Form - Complete and return. The fee is \$395.00
- Form 2 - HUD INSTALLATION INSPECTION 309 form. This is the request for inspection and that the installer's certification work is compliant and completed. NO COMPLETED 309 BY INSTALLER, NO INSPECTION. Please complete and return - This form will be forwarded to the inspector for him to complete.

Along with the return of the 309 form, the dealer or installer needs to provide one of the following:

- Detailed turn by turn direction to get to the site from the nearest town
- GPS coordinates
- A map pinpointing the exact location of the structure.

We conduct the inspections to the Manufactures APPROVED DAPIA Designs Only. ALL homes must meet the requirements of 24 CFR3285.

Any questions, comments and or concerns please feel free to contact Penny Eddinger at 574-773-1607.

Please email your documents to Penny at peddinger@icc-nta.org. Thank you and we look forward to doing business with you.

Sincerely,
ICC NTA, LLC



NTA IM-001.17
ON-SITE HUD INSTALLATION INSPECTION REQUEST FORM



Date of This Request: _____ This form and all additional comments may be emailed to Penny Eddinger at
Date of Expected Completion: _____ peddinger@ntainc.com or faxed to 574-773-2732 (Attn: P. Eddinger).
Type of Inspection(Check One): Physical: OR Virtual:

This form outlines the minimum information necessary to perform an adequate installation inspection. Please provide all of the information requested. Any information that is not provided may delay the completion of the inspection.

24 CFR 3286.107 INSTALLATION IN ACCORDANCE WITH THE STANDARDS. (a) Compliance with installation requirements. (1) For purposes of determining installer compliance, a manufactured home that is subject to the requirements of this subpart B must be installed in accordance with: (i) An installation design and instructions that have been provided by the manufacturer and approved by the Secretary directly or through review by the DAPIA; or (ii) An installation design and instructions that have been prepared and certified by a professional engineer or registered architect, that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. (2) If the installation instructions do not comply with the installation standards, the manufacturer is responsible for any aspect of installation that is completed in accordance with the installation instructions and that does not comply with the installation standards. (3) All installation work must be in conformance with accepted practices to ensure durable, livable, and safe housing, and must demonstrate acceptable workmanship reflecting, at a minimum, journeyman quality of work of the various trades. (4) Except as set out in paragraph (a)(2) of this section, all installation defects due to the work of the installer are the responsibility of the installer or retailer or manufacturer that retained the installer and must be corrected. (5) If the manufacturer or retailer retains the installer, they are jointly and severally responsible with the installer for correcting installation defects. (6) Installation defects must be corrected within 60 days after the date of discovery of the installation defect. **24 CFR 3286.109 INSPECTION REQUIREMENTS - GENERALLY.** This installer or the retailer must arrange for the inspection of the installation work on any manufactured homes that is sited in a state without a qualifying installation program. Before the home can be occupied, the installer must certify, and the inspector must verify, the home as having been installed in conformance with the requirements of 3286.107(a).

HOME MANUFACTURER INFORMATION

Business Name _____
Business Address _____
City _____ State _____ Zip Code _____
Manufacturer's Serial No. _____ No. of Sections: _____
HUD Certification Label No. _____

DEALER/RETAILER INFORMATION

Primary contact for scheduling inspection (check)

Business Contact: _____
Business Name _____
Business Address _____
City _____ State _____ Zip Code _____
Telephone: _____ Work _____ Cell _____ Other _____
Email Address: _____

LICENSED INSTALLER INFORMATION

Primary contact for scheduling inspection (check)

Business Contact: _____
Business Name _____
Business Address _____
City _____ State _____ Zip Code _____
Telephone: _____ Work _____ Cell _____ Other _____
Email Address: _____
HUD License #: _____

ALL ENGINEERED FOUNDATION SYSTEMS OR ALTERNATIVE FOUNDATION SYSTEMS MUST BE DAPIA-APPROVED AND A COPY MUST BE PROVIDED WITH THIS FORM.

**NTA IM-001.17
ON-SITE HUD INSTALLATION INSPECTION REQUEST FORM**



SITE LOCATION INFORMATION

Primary contact for scheduling inspection (check)

Homeowner Name _____
 Site Address _____
 City _____ State _____ Zip Code _____
 Name of manufactured home community, if applicable _____
 Telephone: _____ Work _____ Cell _____ Other _____
 Email Address: _____

If the Site Address is not easily identifiable, please provide detailed directions to the site in the space provided below, draw a detailed map in the space provided below, or attach a detailed map showing the site location.

TURN-BY-TURN DIRECTIONS TO SITE LOCATION

DETAILED MAP OF SITE LOCATION

TECHNICAL INFORMATION

Is there a variation to the installation instructions? (ie slab, basement, runners, any footers above the frost line) (Y/N)	_____	Is the home located in a flood plain? (Y/N)	_____
Home width (in feet)	_____	How is the home supported?	
Home length (in feet)	_____	Frame-only support system? (Y/N)	_____
Roof pitch (?/12)	_____	Frame/Perimeter support system? (Y/N)	_____
Sidewall height (in inches)	_____	Soil bearing capacity (in pounds)	_____
Wind zone	_____	Frost depth (in inches)	_____
Thermal zone	_____	Footing sizing (in inches)	_____
Roof load (in pounds/square feet)	_____	Footing depth (in inches)	_____
I-Beam spacing (in inches)	_____	Are footings installed below frost depth? (Y/N)	_____
Length of anchor used (in inches)	_____	Pier spacing (in feet)	_____
Anchor spacing	_____	Were all required tests completed (Y/N)	_____
Alternative anchoring system used? (Y/N)	_____		

By signing below, I certify all information is true and correct to the best of my knowledge.

Signature

Date Signed

**HUD Manufactured Home
Installation Certification
And Verification Report**

**U.S. Department of Housing and Urban Development
Office of Manufactured Housing Programs**

OMB Approval No. 2502-0578
Expires 04/30/2018

The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Sections 111 and 411 require the licensed installer certify that the manufactured home has been installed and inspected in accordance with the regulations. The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Subpart F requires a qualified inspector verify that the manufactured home has been installed in accordance with the requirements of Part 3286 and Part 3285. The information collected here will ensure that the licensed installers and qualified inspectors inspect the minimum elements for compliance. The public record burden for the collection of information is estimated to average 3.5 hours per response including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collected information. Response to this information is mandatory. This agency may not collect this information, and you are not required to complete this form, unless the form displays a currently valid OMB control number.

Certification Label Number(s) <small>(include all zeros and agency prefix)</small>	Manufacturer's Serial Number(s) <small>(include all letters and numbers)</small>	(Installer Name)	(HUD License No.)
(Homeowner Name)	(State)	(Inspector Name)	(State)
(Street Address)	(City) (Zip)	(Street Address)	(Phone)

1. Initial Inspection

Inspection Item	Inspector Verification			Installer Certification		
Site location with respect to home design and construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Consideration of site specific conditions	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart C - Site preparation and grading for drainage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart D - Foundation construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart E - Anchorage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart F - Optional features (Skirting, etc.)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart G - Completion of ductwork, plumbing, and fuel supply systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart H - Completion of electrical systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart I - Exterior and interior close-up	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Completion of operational checks and adjustments	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A

2. Reinspection of Home (To be completed and initialed by the inspector)

If the inspector discovers that any item during the Initial Inspection fails to comply with the manufacturer's installation instructions or with an installation design and instructions that have been certified by a professional engineer or registered architect, the installation must be reinspected after the installation is corrected.

Briefly describe the work that did not pass the initial inspection. Upon reinspection, inspector must initial item(s) that are in compliance. Attach additional sheet(s) if necessary.

3. Inspector Verification

I have performed a visual inspection in accordance with 24 CFR § 3286.507, of the manufactured home installation identified above. I have inspected the minimum elements noted above, as required by 24 CFR § 3286.505 and the items above have been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements in any matter within the jurisdiction of the United States such as the verification statement on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

Inspector Signature _____

(Date) _____

4. Installer Certification

I hereby certify, in accordance with 24 CFR §§ 3286.111 and 3286.411, that the manufactured home identified above has been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements and/or certifications in any matter within the jurisdiction of the United States such as the certification on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

Installer Signature _____

(Date) _____

Distribution:

- Installer
- Retailer
- Purchaser