

Manufactured Housing

 dos.ny.gov/manufactured-housing

Overview

The purpose of the act is to implement the provisions of the Federal Manufactured Housing Improvement Act of 2000. The Act provides for the certification of manufacturers, retailers, installers and mechanics (servicing the structural parts of the home). The law only applies to the federally approved manufactured homes and the relocations of mobile homes, not New York State approved modular homes. It provides for the establishment of training and continuing education programs, standards for warranty seals and bonding requirements. The Act provides for the creation of the Manufactured Housing Advisory Council and dispute resolution process. It also provides for the establishment of penalties for violations and other provisions for compliance with federal laws. It is the responsibility of the licensees to understand the Manufactured Housing Laws and regulations:

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[Requirements](#)

Requirements

Submit a completed application and the required fee to the Department of State.

Manufacturer:

Must have current HUD approval pursuant to 19 NYCRR Part 1210.04(a).

Retailer:

- Minimum one-year full time employment in the manufactured home industry OR
- Minimum one-year full time employment in a business substantially similar to the manufactured home industry.
- Completion of three hours of NYSDOS approved Article 21-B introductory course

Installer:

- Minimum two-year full-time employment in the manufactured home industry OR

- Minimum two-year full-time employment in a business substantially similar to the manufactured home industry.
- Substantial involvement in the installation of at least 20 manufactured homes in NYS
- Completion of sixteen hours of NYSDOS approved courses relating to the installation of manufactured homes including the Article 21-B introductory course OR
- Applicant is currently certified or licensed as an Installer by the State of
- and is applying pursuant to 19 NYCRR 1210.08. *Article 21-B introductory course is required.*

Mechanic:

- Minimum one-year full-time employment in the manufactured home industry OR
- Minimum one-year full-time employment in a business substantially similar to the manufactured home industry.
- Completion of six hours of NYSDOS approved courses relating to manufactured homes including the Article 21-B introductory course OR
- Applicant is currently certified or licensed as a mechanic by the State of and is applying pursuant to 19 NYCRR 1201.08. *Article 21-B introductory course is required.*

Limited Certification:

- Must be employed by a person who, or a business entity which is certified as a Manufacturer, Retailer, Installer or Mechanic holding current financial security.
- Courses must be completed within 6 months of application
- File a Certificate of Deposit, Letter of Credit or Bond in the amount of \$50,000 for Manufacturer, \$25,000 for Retailer, \$10,000 for Installer and \$5,000 for Mechanic

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[Fees](#)

Fees

There are fees associated with a Manufactured Housing certification. You may pay these fees by check or money order made payable to the Department of State. **DO NOT SEND CASH.** Application fees are nonrefundable. A \$20 fee will be charged for any check returned by your bank.

- \$200 - Retailer Certification application
- \$200 - Manufacturer Certification application
- \$200 - Installer Certification application
- \$100 - Mechanic Certification application

- \$25 - Limited Certification application

Renew or Update

Renew Your License

You are eligible to renew your license 90 days prior to your license expiration date. Your license expiration date is printed on the license.

Renewal forms are mailed approximately 90 days prior to the license expiration date. Complete and submit the renewal form to the address on the form.

If you are eligible to renew your license and you have not received a renewal form, email the [Division of Licensing Services](#) and request a form. Your email must include your full name, mailing address, license type, unique identification number and expiration date of your license.

Update Your License

To update your personal name, business or residence address or to request a duplicate license certificate submit a request in writing to the NYS Department of State, Division of Licensing Services.

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[Apply](#)

Apply

To apply for a Manufactured Housing Certification, submit a completed application to the NYS Department of State, Division of Licensing Services.

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[Licensee Search](#)

Licensee Search

Searches are limited to active licenses only.

- Search by [ID Number](#) (Unique ID or Registration Number)

- Search by Name (last name, first name and *optionally* city/zip code/county)
- Search by Business Name (business name and *optionally* city/zip code/county)

Every effort has been made to ensure that the information contained on this site is up to date and accurate. As the Department relies upon information provided to it, the information's completeness or accuracy cannot be guaranteed.

Please note that information pertaining to residence addresses is not included on this database. Such information is protected by privacy law.

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[FAQs](#)

FAQs

What is a "manufactured home"?

A manufactured home was built on or after June 15, 1976, and bears a seal signifying conformance to the design and construction requirements of the Department of Housing and Urban Development (HUD), Manufactured Home Construction and Safety Standards. Manufactured homes are regulated by Article 21-B Manufactured Homes and Part 1210 Manufactured Home Regulations.

For the definition of a "manufactured home," see Chapter 2 of the Residential Code of New York State (RCNYS).

What is a "mobile home?"

A mobile home was constructed in a factory **prior to June 15, 1976**, with or without a label certifying compliance with NFPA, ANSI or a specific state standard. Mobile homes are regulated by Article 21-B Manufactured Homes and Part 1210 Manufactured Home Regulations.

For the definition of a "mobile home," see Chapter 2 of the RCNYS.

What is a "modular home"?

A modular home is a factory-manufactured dwelling unit conforming to applicable provisions of the New York State Uniform Fire Prevention and Building Code (Uniform Code) and

bearing insignia of approval issued by the Secretary of State of New York State. Modular homes are regulated by Part 1209 Regulations and Fees for Factory Manufactured Buildings. For the definition of a "modular home," see Chapter 2 of the RCNYS.

What do Article 21-B Manufactured Homes and Part 1210 Manufactured Home Regulations require?

Article 21-B and Part 1210 require that:

- Homes manufactured after 1/1/06 have a manufacturer's warranty seal.
- Homes installed after 1/1/06, either new or relocated (even within the same park or community), get a building permit and an installer's warranty seal.
- No person or business entity manufacture, sell, install, or service (service means structural repairs or alterations) a manufactured home unless the person or business is certified.
- No person or business entity install or service a manufactured home unless at least one certified person is on-site.
- Certificates of Occupancy not be issued until the warranty seals are installed in the largest closet in the largest bedroom.

Where can a list of certified individuals be found?

List of certified manufacturers, retailers, installers and mechanics of manufactured homes.

What are the responsibilities of the manufactured home installer?

Whether they actually perform the work or not, installers are responsible for anything that makes the home livable after delivery (e.g. - electrical connections, plumbing hook-ups and site preparation) in compliance the applicable Codes and the construction documents.

What are the responsibilities of the code enforcement official (CEO)?

The CEO has responsibility for enforcing the Code for work performed at the site, but has no jurisdiction enforcing the requirements of HUD's Manufactured Home Construction and Safety Standards. In other words, the CEO cannot require changes to any assemblies or parts from the factory. However, any parts supplied by the factory that require field attachment or assembly should be verified by the CEO as having been installed properly using the manufacturer's installation manual as a guide.

Can the CEO rely on a certified individual to perform their responsibilities in compliance with the Code and not perform inspections?

NO, the CEO must still perform the required inspections.

Where can the requirements for the installation, alterations, additions, repairs or relocation of manufactured homes be found?

The requirements for the installation, alteration, addition, repair or relocation of manufactured homes can be found in Appendix E, *Manufactured Housing Used as Dwellings*, of the Residential Code of New York State (RCNYS).

Are any of the new engineered foundation tie down and support systems Code-complying?

YES, if they are installed according to the manufacturer's requirements and limitations. Approved systems are generally listed in the **manufacturer's manual**.

Are zoning or other local laws that require manufactured homes to be installed on something other than the standard pier and footing system legal?

NO, jurisdictions that regulate manufactured homes more restrictively than the RCNYS or the HUD standard, whether by zoning or other local law, must have these more restrictive local standards approved by the State Fire Prevention and Building Code Council. For information on zoning and other local laws, contact the NYS DOS Division of Local Government Services at (518) 473-3355.

Can an addition be constructed on a manufactured home?

YES, if the addition is structurally independent of the manufactured home. If the addition is structurally connected to the manufactured home, engineering calculations for the proposed structural connection is required. Additions are not required to be constructed by certified individuals, but openings (such as doorways) made in manufactured homes for access to additions have to be done by a certified installer or mechanic. The HUD-required second egress door cannot be used or blocked by an addition unless another egress door is provided.

If you have additional questions, contact the Manufactured Housing Unit at (518) 474-4073.

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Effective April 1, 2017, The Department of State, Division of Licensing Services is responsible for the review and issuance of new and renewal Manufactured Housing Certifications. For information on warranty seals, complaints, questions and requests for technical assistance on

Manufactured Housing, contact your appropriate Regional Technical Support Offices. Additionally, for further information on Manufactured Housing, please visit the [Building Standards and Codes](#).

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Contact

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Mailing Information:

Albany Mailing Address

NYS Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

To ensure prompt delivery of your mail, it is important that you utilize the above mailing address.

Albany Physical Address

Division of Licensing Services

99 Washington Avenue, 6th Floor
Albany, NY 12231

General Information (518) 474-4429

Security Guard and Armored Car Guard Information (518) 474-7569

Call Center Representatives are available from 8:30am to 4:30pm Monday through Friday except on Legal Holidays.

Utica: This office is closed until further notice

NYS Department of State

Division of Licensing Services
State Office Building

Utica, NY 13501-2812
(518) 474-4429 (customer service hours 9:00am to 3:00pm)