

## General Instructions

Per the Mobile Home Commission Act, "A person shall not operate a mobile home park or seasonal mobile home park without a license."

Per Manufactured Housing General Rules,

"Rule 204. An applicant shall file a change to a licensing application with the department within 30 days after the change is made."

"Rule 214k. (1) If a licensing application is for a new community or an expansion to an existing community, then the applicant shall submit a completed application to the department on a form prescribed by the department.

(2) If a licensing application is for a community that is or was licensed to another person, then the applicant shall submit a completed application to the department on a form prescribed by the department not more than 30 days after the date the community is conveyed by deed or land contract.

(3) After conveyance, the applicant is responsible for operation of the community."

"Rule 214n. (1) Except as provided in subrule (2) of this rule, before the department issues an initial license for a new community or adds additional home sites to the community's existing license, all of the following shall be certified to be complete under the provisions of the act: (a) Internal roads servicing the completed home sites. The owner may construct the final lift of the road in the next construction season if a bond covering the cost of constructing the final lift is delivered to the department before licensure. The bond shall be made payable to the "State of Michigan."

(b) Home site individual sidewalk.

(c) Common sidewalks, if provided, servicing the completed home sites.

(d) Parking servicing the home site.

(e) Patios, if provided.

(f) Permanent foundations.

(g) Internal road lighting servicing the completed home sites.

(h) At a minimum, the stabilization of the soil on the completed home sites to prevent, as much as possible, erosion and soil runoff.

(2) Upon approval by the department, all of the following may be constructed after licensing of a home site for the purpose of customizing the home site to a specific home:

(a) The home site individual sidewalk.

(b) Parking on the home site.

(c) Patio, if provided.

(d) Light fixture, if on the home site.

(e) Permanent foundation.

(3) The applicant shall file all of the following documents with the license application for a new community or additional home sites:

(a) An affidavit signed by the community owner or operator and an engineer or architect stating that the construction was completed according to the approved plans and specifications under the provisions of the act. If the community owner or operator elects to complete the home site under the provisions of subrule (2) of this rule, then the affidavit shall specifically state that the home site construction shall be completed before the home is occupied and shall be 12 completed according to the approved plans and specifications. The affidavit shall cite the specific home sites to be licensed by home site number.

(b) Certification of the community sewer system by home site number under the provisions of R 325.3391.

(c) Certification of the community-owned electrical system by home site number under the provisions of R 325.3391.

(4) Before the department may issue a license, the department shall receive certification of the home sites by the Michigan department of environmental quality and the Michigan department of labor and economic growth under the provisions of the act.

(5) It is a violation of this rule and the act if any home that is placed on a home site is occupied by residents before the home site is licensed. In a licensed community, each home site that has a home occupied by residents shall be licensed whether or not it is being offered to the public."

**Manufactured Housing Retailer and Installer/Service Licenses:** A manufactured home community license is expressly for the operation of a community. Additional licenses for selling or installing and repairing manufactured homes must be applied for separately through the Bureau of Construction Codes, Building Division. A Manufactured Home Retailer License allows for the business of offering manufactured homes for sale, and a Manufactured Home Installer and Service License allows for the business of installing or disassembling the installation of homes, or servicing a manufactured home for compensation.

**Certificate of Compliance:** As a condition of licensing pursuant to Executive order No. 2006-16 and Sections 16 (3) and 17 (1) of the Mobile Home Commission Act, the Department of Licensing and Regulatory Affairs (LARA) is required to conduct annual inspections of manufactured housing and seasonal communities and grant certificates of compliance for the purpose of licensing. Inquiries regarding certification may be directed to LARA's Bureau of Construction Codes, Building Division at 517-241-9317.

## Instructions for Application for Manufactured Home Community License

### Required Submittals for Community Licensing

For each separate community, submit completed application, appropriate fee made payable to the State of Michigan and required documentation as stated below. Your application will not be processed if incomplete or without the required fees and documentation. There is no written test for this license.

#### Manufactured Home Community

License Type	Fee	Documents	Notes
New or Transfer of Existing Community License	\$225.00 for 25 sites or less, plus \$3.00 for each site in excess of 25	Legal documentation proving ownership to entity listed under Owner Information	<ul style="list-style-type: none"> <li>• Transfers shall be filed not more than 30 days after date community conveyed by deed or land contract.</li> <li>• Site(s) must be licensed prior to resident occupying site.</li> <li>• Upon receipt of applicable documents and fees, the Building Division will conduct inspection of previously unlicensed sites.</li> </ul>
Additional Sites to an Existing Community	\$3.00 for each site (include only if combined number of existing and additional sites exceeds 25)	<ul style="list-style-type: none"> <li>• <a href="#">Manufactured Home Community Construction Affidavit</a></li> <li>• Certification of community sewer system by site number from state or local plumbing authority</li> <li>• Certification of community-owned electrical system by site number from state or local electrical authority</li> </ul>	

#### Seasonal Community

License Type	Fee	Documents	Notes
Transfer of Existing Community License	\$120.00 for 25 sites or less, plus \$1.50 for each site	Legal documentation proving ownership to entity listed under Owner Information	<ul style="list-style-type: none"> <li>• Transfers shall be filed not more than 30 days after date community conveyed by deed or land contract.</li> <li>• Site(s) must be licensed prior to resident occupying site.</li> <li>• Upon receipt of applicable documents and fees, the Building Division will conduct inspection of previously unlicensed sites.</li> </ul>
Additional Sites to a Seasonal Community	\$1.50 for each site (include only if combined number of existing and additional sites exceeds 25)	<ul style="list-style-type: none"> <li>• <a href="#">Manufactured Home Community Construction Affidavit</a></li> <li>• Certification of community sewer system by site number from state or local plumbing authority</li> <li>• Certification of community-owned electrical system by site number from state or local electrical authority</li> </ul>	

Licenses are issued in 3-year cycles which expire September 30. A renewal application is mailed to each licensee every 3 years in August and must be returned before October 1 with the applicable fees. All licensees are on the same 3-year cycle; therefore, licensing fees are prorated depending on the year of the cycle. For example, if applying for a license in the 2nd year of the cycle, divide the 3-year total by 3, and then multiply by 2. If applying in the 3rd year of the cycle, divide the 3-year total by 3.

**Community Information:** Provide all requested information including the address for the physical location of the community; not a post office location. If the owner is a foreign (non-Michigan) corporation, limited liability company, or limited or limited liability partnership, and does not have a Certificate of Authority to transact business in Michigan, one may be obtained from the Bureau of Commercial Services, Corporation Division, P.O. Box 30054, Lansing, MI 48909; 517-241-6470.

**NOTE:** To obtain a Certificate of Assumed Name, if the community owner is a corporation, limited liability company, limited partnership or limited liability partnership, they will need to contact the Bureau of Commercial Services, Corporation Division, P.O. Box 30054, Lansing, MI 48909; 517-241-6470. If the owner is not one of the previously mentioned entities, they will need to contact their county clerk's office. **For partnerships (except Limited and Limited Liability) that do not have a Certificate of Assumed Name, include a copy of the Certificate of Copartnership.**

**Operator Information:** Provide all requested information. All correspondence will be sent to this address and this entity will be directly responsible for the operation of the licensee as described in the Manufactured Housing General Rules (the Rules) including all fees. As defined in the Rules, an "Operator" means an individual 18 years of age or older who is an officer of a corporation, a manager or member, if member managed, of a limited liability company, a general partner, a copartner, or a sole proprietor."

**Owner Information:** Provide all requested information. If the owner is a foreign (non-Michigan) corporation, limited liability company, or limited or limited liability partnership, and does not have a Certificate of Authority to transact business in Michigan, one may be obtained from the Bureau of Commercial Services, Corporation Division, P.O. Box 30054, Lansing, MI 48909; 517-241-6470. See NOTE above.

**Certification and Signature:** Provide all requested information with an original signature.

If you have any questions regarding the license application, contact the Bureau of Construction Codes, Building Division at 517-241-9317. To obtain a copy of the [Mobile Home Commission Act](#), [Manufactured Housing General Rules](#), [Manufactured Home Buyer's & Resident's Handbook](#) or additional forms, visit our web site at [www.michigan.gov](http://www.michigan.gov).

# Application for Manufactured Home Community License

Michigan Department of Licensing and Regulatory Affairs  
 Bureau of Construction Codes / Building Division  
 P.O. Box 30255, Lansing, MI 48909  
 517-241-9317  
 www.michigan.gov/bcc

FOR OFFICE USE ONLY	
LICENSE NUMBER	
DATE ISSUED	
FEE	

Authority: 1987 PA 96 Completion: Voluntary Penalty: Failure to complete may result in denial of application	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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### Instructions

- Complete application. Type or print in ink.
- Failure to accurately complete the form may be reason for denial.
- Be sure to sign application.
- Make check or money order payable to the **State of Michigan**.
- Mail application, all applicable documents, and payment to the address listed above.

Check One	License Type (see instructions)	Fees (see instructions)	License Number	Number of Sites
<input type="checkbox"/>	New Community			
<input type="checkbox"/>	Transfer Existing License (Check one)			
	<input type="checkbox"/> Manufactured Home Community			
	<input type="checkbox"/> Seasonal Community			
<input type="checkbox"/>	Additional Sites to an Existing Community			
<input type="checkbox"/>	Changes to Original Application (Must be filed within 30 days after the change is made)			

### Community Information

COMMUNITY ENTITY		ASSUMED NAME		
COMMUNITY TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS		
COMMUNITY LOCATION - STREET ADDRESS	CITY	COUNTY	STATE <b>MI</b>	ZIP CODE

### Operator Information

NAME OF OPERATOR (Last, First, Middle Initial) (Must be an individual)		BIRTH DATE (MO / DAY / YEAR) (Required)	FEIN OR SOCIAL SECURITY NO.* (Required)	TELEPHONE NUMBER (Include Area Code)
MAILING STREET ADDRESS	CITY	STATE / PROVINCE	ZIP CODE / POSTAL CODE	COUNTRY, IF NOT U.S.

\*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.



**Application for Manufactured Home Community License**  
**Additional Owner Information Continued**  
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List names and residence addresses of sole proprietor, partners, corporate officers and directors or LLC managers or members. Mark partners as Limited or General (LP or GP). Attach additional sheet(s) if necessary.

NAME (Last, First, Middle Initial)		BIRTH DATE (MO / DAY / YEAR) (Required)	FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER* (Required)	
STREET ADDRESS		CITY	STATE / PROVINCE	ZIP CODE / POSTAL CODE
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