General Instructions

Per the Mobile Home Commission Act,

MCL 125.2316(1)
"A person shall not operate a mobile home park or seasonal mobile home park without a license."

MCL 125.2322
"The commission may promulgate rules to require a licensed mobile home dealer to post a surety bond in an amount up to $10,000.00 for each sales location and may determine conditions of the bond. An appropriate deposit of cash or securities shall be accepted in lieu of a bond which is required.

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 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."

Mobile Home Dealer and Installer/Repairer Licenses: A mobile home park license is expressly for the operation of a park. Additional licenses for selling or installing and repairing manufactured homes must be applied for separately through the Bureau of Construction Codes, Building Division. A Mobile Home Dealer License allows for the business of offering mobile homes for sale, and a Mobile Home Installer and Repairer License allows for the business of installing or disassembling the installation of homes, or servicing a mobile 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 mobile home and seasonal mobile home parks 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 Mobile Home Park License, Mobile Home Dealer License or Mobile Home Installer / Repairer License

Required Submittals for Park Licensing

For each separate park, 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.

Mobile Home Park

"LHD" - Local Health Department, "DEQ" - Department of Environmental Quality, "LEA" - Local Enforcing Agency

License Type	Fee	Documents	Notes
New or Change of Park License (includes owner, operator, or site change)	$225.00 for 25 sites or less, plus $3.00 for each site in excess of 25	• Certifications or approvals: • LHD or DEQ - On-site water supply and wastewater systems are in compliance. If municipal connections, letter from governing municipality stating connected to their system(s). • Mobile Home Park Construction Affidavit • Certification of park sewer system by site number • Certification of park-owned electrical system by site number	• Changes in owner/operator shall be filed not more than 30 days after date park is conveyed by deed or land contract. • Site(s) must be licensed prior to resident occupying site. • Upon receipt of applicable documents and fees, the Building Division will conduct inspection of previously unlicensed sites.

Seasonal Park

"LHD" - Local Health Department, "DEQ" - Department of Environmental Quality, "LEA" - Local Enforcing Agency

License Type	Fee	Documents	Notes
New or Change of Park License (includes owner, operator, or site change)	$120.00 for 25 sites or less, plus $1.50 for each site in excess of 25	• Certifications or approvals: • LHD or DEQ - On-site water supply and wastewater systems are in compliance. If municipal connections, letter from governing municipality stating connected to their system(s). • Mobile Home Park Construction Affidavit • Certification of park sewer system by site number • Certification of park-owned electrical system by site number	• Changes in owner/operator shall be filed not more than 30 days after date park is conveyed by deed or land contract. • Site(s) must be licensed prior to resident occupying site. • Upon receipt of applicable documents and fees, the Building Division will conduct inspection of previously unlicensed sites.

Mobile Home Dealer License

License Type	Fee	Documents	Notes
New or Change of Ownership of Existing Dealer License	$450.00	• Proof of applicable surety bond or account in accordance with Manufactured Housing General Rules, Rule 214f.	• There is no written test for this license. • Separate applications shall be filed for each sales location. • License Exemption: A licensed mobile home park is not required to obtain a dealer license in order to engage in the leasing or renting of homes in the park; however, it remains responsible for complying with the Retailer Business Practices of the Manufactured Housing General Rules.

Mobile Home Installer / Repairer License

License Type	Fee	Documents	Notes
New or Change of Ownership of Existing Installer / Repairer License	$150.00	Must complete approved installation instructional course before application is submitted for approval to the Mobile Home Code Commission.	• Manufacturer who installs or services homes it manufactured or one of its employees installs or services as part of employment. • If performing work for which person is licensed under another Michigan license as indicated in Mobile Home Commission Act, Section 25(2).

Print Clear

15/16/17

Application for Mobile Home Park License, Mobile Home Dealer License or Mobile Home Installer / Repairer Licence

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Building Division
P.O. Box 30255, Lansing, MI 48909
Phone 517-241-9317 / Fax 517-241-9308
E-Mail: bccbldg2@michigan.gov
www.michigan.gov/bcc

This form can be completed by tabbing to each field and typing in the required information.

FEE(S): See Below

FOR OFFICE USE ONLY
LICENSE NUMBER
DATE ISSUED
FEE

Authority: 1987 PA 96

Penalty: Failure to provide the information may result in denial of your request.

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Check One — License Type (see instructions)	Fees (See instructions)	License Number	Number of Sites
☐ New Park **(17)**			
☐ Change of Owner/Operator (Check one) ☐ Mobile Home Park **(17)** ☐ Seasonal Park **(17)**			
☐ Change of Sites to an Existing Park **(17)**			
☐ Changes to Original Application (Must be filed within 30 days after the change is made)			

Check One — License Type (see instructions)	Fees (See instructions)	License Number
☐ New License (Check one) ☐ Dealer **(15)** ☐ Additional Location **(15)** ☐ Installer / Repairer **(16)**		
☐ Change of Ownership of Existing License (Check one) ☐ Dealer **(15)** ☐ Installer / Repairer **(16)**		
☐ Changes to Original Application (Must be filed within 30 days after the change is made)		

Business Information

NAME	ASSUMED NAME		
STREET ADDRESS	**CITY**	STATE **MI**	ZIP CODE
PARCEL NO. (Parks Only)	COUNTY		
TELPHONE NUMBER (Include Area Code)	E-MAIL ADDRESS		

Contact Information

NAME (Must be an individual)			TELEPHONE NUMBER (Include Area Code)
STREET ADDRESS	CITY	STATE / PROVINCE	ZIP CODE / POSTAL CODE
E-MAIL ADDRESS	PREFERRED METHOD OF CONTACT/CORRESPONDENCE (Check One) ☐ E-Mail ☐ Regular Mail		

Check One

☐ Sole Proprietor ☐ Limited Partnership ☐ Corporation

☐ Partnership ☐ Limited Liability Partnership ☐ Limited Liability Company

☐ Other Type _____

Installer/Repairer License:

List the date and location that the owner completed Commision and Department approved installation instruction during this licensing cycle.

Date _____ Location _____

Certification and Signature of Owner

I hereby certify I am authorized to make this application and I agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge. Any misleading, incomplete, or false statement shall be grounds for denial of this application.

I stipulate and agree any legal process affecting the business, served on the Mobile Home Code Commission shall have the same effect as if personally served on me and all other general partners or corporate officers of this business, if any. I further agree this appointment shall remain in force as long as any liability of this business shall remain outstanding within the State of Michigan.

_____ _____
(Print Name) (Title)

_____ _____
(Signature) (Date)