

Department of Highway Safety and Motor Vehicles

Division of Motor Vehicles

Bureau of Mobile Home and RV Construction

Bureau Headquarters

**2900 Apalachee Parkway
Rooms A 128 & 129, MS66
Neil Kirkman Building
Tallahassee, FL 32399**

Phone 850-617-3004

Fax 850-617-5191

Bureau Website

www.flhsmv.gov/mobilehome/

**Mobile Home Consumer Complaints
against**

(Installers)

407-445-7408

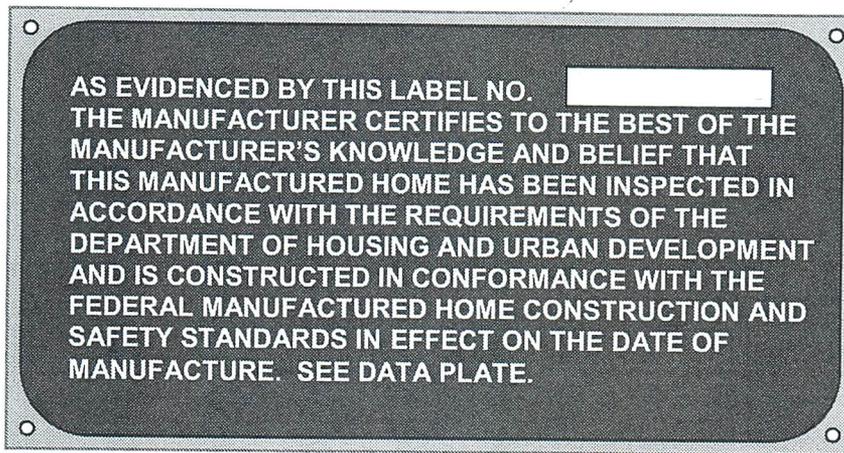
(Dealers and/or Manufacturers)

813-612-7140

Labels and Identification

Labels on the home

Each section of a home manufactured under the federal manufactured home construction and safety standards shall bear a label issued by the inspection agency. A single wide home would have one label; a double wide would have two labels, etc. The label is commonly referred to as the "HUD label" and is approximately 2" by 4" in size and is generally located on the rear of each unit and is required to be affixed in a permanent manner. The label indicates that the manufacturer has certified that the home meets the applicable standards and that the construction process has been monitored by an inspection agency.



Each home will bear a State of Florida installation decal. These labels are a light green color and are approximately 2 3/4" by 3 7/8". The decal shall be placed on the home prior to installation and shall be affixed adjacent to the HUD label. If the mobile/manufactured home is a pre-HUD home or if the HUD seal has been removed or concealed, the decal shall be affixed to the lower left corner of the end of the home opposite the hitch (tail light).

STATE OF FLORIDA INSTALLATION CERTIFICATION LABEL	
_____ LABEL _____	_____ DATE OF INSTALLATION _____
NAME _____	
LICENSE # _____	ORDER # _____
CERTIFIES THAT THE INSTALLATION OF THIS MOBILE HOME TO BE IN ACCORDANCE WITH FLORIDA STATUTES 320.8249, 320.8325 AND RULES OF HIGHWAY SAFETY AND MOTOR VEHICLES, BUREAU OF MOBILE HOME AND RECREATIONAL VEHICLE CONSTRUCTION.	

Labels and Identification, continued...

Data Plate

Each manufactured home will have identification inside the home known as a data plate. The data plate is usually a single piece of 8 1/2 by 11 piece of paper with information about the home. The name of the manufacturer, the date of manufacture, HUD label number(s), serial number, engineering company, appliance and model numbers, wind, roof load, and thermal zones. *Homes built before June 15, 1976 do not have Data Plates or HUD labels.*

Manufacturer Address		
Plant Number		
Date of Manufacture	HUD Label No.(s)	
Manufacturer's Serial Number and Model Unit Designation		
Design Approval by (D.A.P.I.A.)		
<p>This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture. (For additional information, consult owner's manual.)</p>		
The factory installed equipment includes:		
Equipment	Manufacturer	Model Designation
For heating	_____	_____
For air cooling	_____	_____
For cooking	_____	_____
Refrigerator	_____	_____
Water Heater	_____	_____
Washer	_____	_____
Clothes Dryer	_____	_____
Dishwasher	_____	_____
Garbage Disposal	_____	_____
Fireplace	_____	_____

HOME CONSTRUCTED FOR <input type="checkbox"/> Zone I <input type="checkbox"/> Zone II <input type="checkbox"/> Zone III		
<p>This home has not been designed for the higher wind pressure and anchoring provisions required for oceanfront areas and should not be located within 100' of the coastline in Wind Zones II and III, unless the home and its anchoring and foundation system have been designed for the elevated requirements specified for Exposure D in ANSI/ASCE 7-88.</p> <p>This home has been designed with storm shutters or other protective coverings for windows and exterior door openings. For homes designed to be located in Wind Zones II and III, which have not been provided with shutters or equivalent covering devices, it is strongly recommended that the home be made ready to be equipped with these devices in accordance with the manual recommendations of manufacturers printed instructions.</p>		

BASIC WIND ZONE MAP

DESIGN ROOF LOAD ZONE MAP

North 40 PSF South 20 PSF
Middle 30 PSF Other PSF

U/O VALUE ZONE MAP

COMFORT HEATING

This manufactured home has been thermally insulated to conform with the requirements of the federal manufactured home construction and safety standards for all locations within U/O value Zone _____ (See map at bottom)

Heating equipment manufacturer and model (see list at left)

The above heating equipment has the capacity to maintain an average 70° F temperature in this home at outdoor temperatures of _____° F.

To maximize furnace operating economy, and to conserve energy, it is recommended that this home be installed where the outdoor winter design temperature (or 1.2%) is not higher than _____ degrees Fahrenheit.

The above information has been calculated assuming a maximum wind velocity of 15 mph at standard atmospheric pressure.

COMFORT COOLING

Air conditioner provided of factory (Alternate I)

Air conditioner manufacturer and model (see list at left)

Cooling capacity _____ B.T.U./hour in accordance with the appropriate air conditioning and refrigeration industry standards.

The central air conditioning system provided in this home has been sized assuming an orientation of the front (back) end of the home facing _____ On this basis the system is designed to maintain an indoor temperature of 76° F when outdoor temperatures are _____° F dry bulb and _____° F wet bulb.

The temperature to which this home can be cooled will change depending upon the amount of exposure of the exterior of this home to the sun's radiant heat. Therefore, the heater's heat gain will vary dependent upon its orientation to the sun and any permanent shading provided. Information concerning the calculation of cooling loads at various locations, window exposures and shading are provided in Chapter 22 of the 1963 edition of the ASHRAE Handbook of Fundamentals.

Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this home.

Air conditioner not provided at factory (Alternate II)

The air distribution system of this home is suitable for the installation of central air conditioning.

The supply air distribution system installed in this home is sized for a manufactured home central air conditioning system of up to _____ B.T.U./hour cooling capacity which are oriented in accordance with the appropriate air conditioning and refrigeration industry standards, when the air circulators of such air conditioners are rated at 0.3 inch water column static pressure or greater for the cooling air delivered to the manufactured home supply air duct system.

Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this manufactured home.

Air conditioning not recommended (Alternate III)

The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system.

To determine the required capacity of equipment to cool a home efficiently and economically, a cooling load (heat gain) calculation is required. The cooling load is dependent on the orientation, position and the structure of the home. Central air conditioners operate most efficiently and provide the greatest comfort when their capacity closely approximates the calculated cooling load. Each home's air conditioner should be sized in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals 1963 edition, once the location and orientation are known.

INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT GAIN

Walls (without windows and doors) _____ sq. ft.

Ceilings (not roofs or light ceiling) _____ sq. ft.

Ceilings and roofs of dark color _____ sq. ft.

Floors _____ sq. ft.

Air ducts in floor _____ sq. ft.

Air ducts in ceiling _____ sq. ft.

Air ducts insulated outside the home _____ sq. ft.

The following are the duct areas in the home:

Air ducts in floor _____ sq. ft.

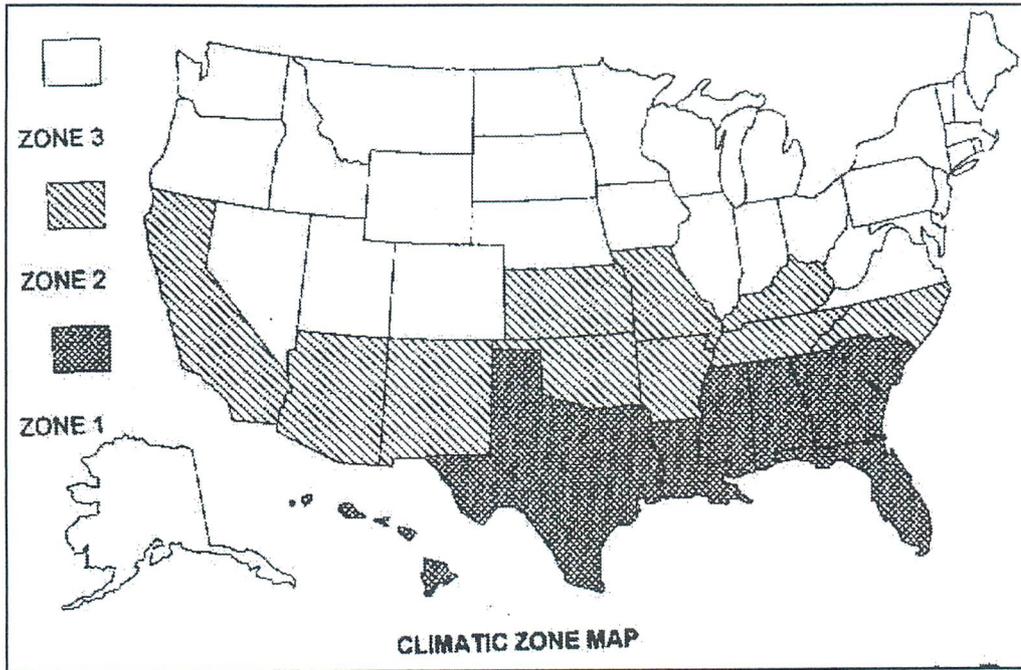
Air ducts in ceiling _____ sq. ft.

Air ducts outside the home _____ sq. ft.

Florida's Roof and Climate Zones

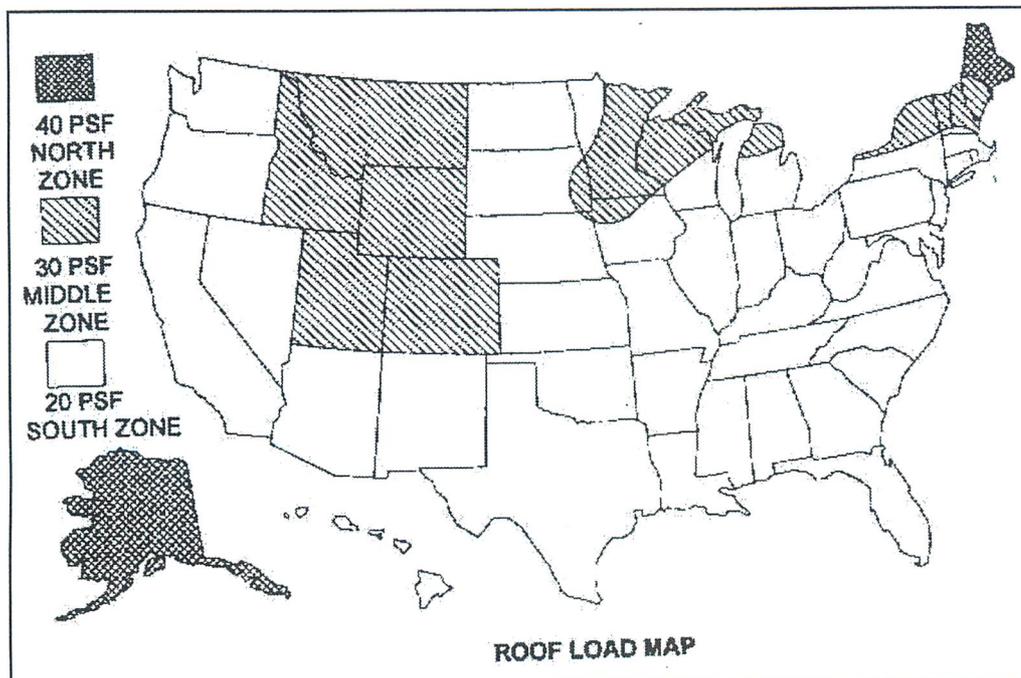
Florida is located in Climate Zone 1

Climate zones are used to figure heating and air conditioning needs.



Florida's Roof Load is 20 psf

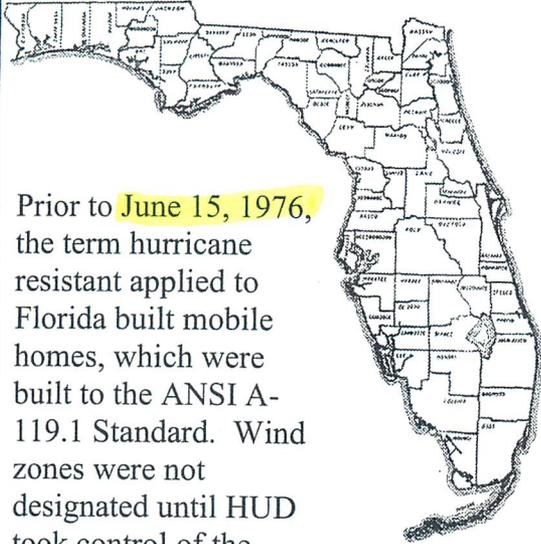
The roof load map is one indicator to installers of weight on piers.



Wind Zones for manufactured homes

Hurricane Resistant

Prior to June 15, 1976, the term hurricane resistant applied to Florida built mobile homes, which were built to the ANSI A-119.1 Standard. Wind zones were not designated until HUD took control of the industry.



Wind Zone II

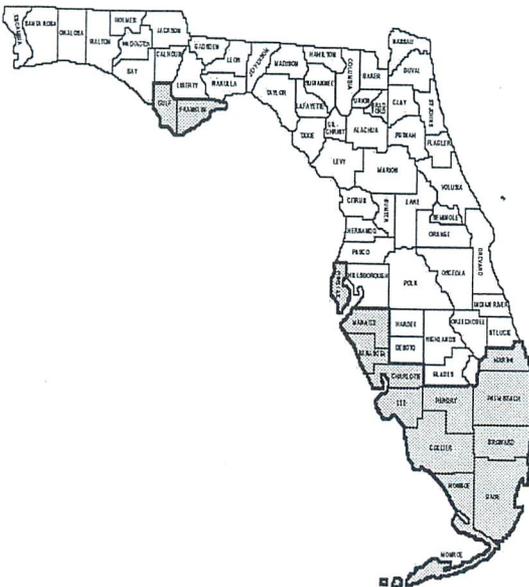
June 15, 1976, HUD takes over the regulation and construction of the mobile home industry nationwide. All mobile homes built in or to be shipped into Florida were designated as Wind Zone II.



Wind Zone II & III

July 13, 1994, HUD added Wind Zone III after a two year study of Hurricane Andrew. The following counties in Florida are designated as in Wind Zone III; Broward, Charlotte, Collier, Dade, Franklin, Gulf, Hendry, Lee, Martin, Manatee, Monroe, Palm Beach, Pinellas and Sarasota.

Wind Zone II homes shall only be located in Wind Zone II counties. Wind Zone III homes may be located in any county since they are built to stronger criteria.





Florida
Department of Highway Safety
and Motor Vehicles

Division of Motorist Services
Manufactured Housing Section

PROCEDURE: MHS-24	SUBJECT: Mobile/Manufactured Home Repair and Remodeling Guidelines
DESCRIPTION OF USE: This procedure concerns the guidelines to be used when repairing or remodeling a mobile or manufactured home. .	

I. PROVISIONS OF LAW:

- A. Section 320.8232, Florida Statutes, Establishment of uniform standards for used recreational vehicles and repair and remodeling code for mobile homes.—

(1) The provisions of the repair and remodeling code shall ensure safe and livable housing and shall not be more stringent than those standards required to be met in the manufacture of mobile homes. Such provisions shall include, but not be limited to, standards for structural adequacy, plumbing, heating, electrical systems, and fire and life safety.

- B. Section 320.8245, Florida Statutes, Limitation of alteration or modification to mobile homes or recreational vehicles.—

(1) **LIMITATION OF ALTERATIONS OR MODIFICATIONS.**—No alteration or modification shall be made to a mobile home or recreational vehicle by a licensed dealer after shipment from the manufacturer’s plant unless such alteration or modification is authorized in this section.

(2) **EFFECT ON MOBILE HOME WARRANTY.**—Unless an alteration or modification is performed by a qualified person as defined in subsection (4), the warranty responsibility of the manufacturer as to the altered or modified item shall be void.

(a) An alteration or modification performed by a mobile home or recreational vehicle dealer or his or her agent or employee shall place warranty responsibility for the altered or modified item upon the dealer. If the manufacturer fulfills, or is required to fulfill, the warranty on the altered or modified item, he or she shall be entitled to recover damages in the amount of his or her costs and attorneys’ fees from the dealer.

(b) An alteration or modification performed by a mobile home or recreational vehicle owner or his or her agent shall render the manufacturer’s warranty as to that item void. A statement shall be displayed clearly and conspicuously on the face of the warranty that the warranty is void as to the altered or modified item if the alteration or modification is performed by other than a qualified person. Failure to display such statement shall result in warranty responsibility on the manufacturer.

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(3) **AUTHORITY OF THE DEPARTMENT.**—The department is authorized to promulgate rules and regulations pursuant to chapter 120 which define the alterations or modifications which must be made by qualified personnel. The department may regulate only those alterations and modifications which substantially impair the structural integrity or safety of the mobile home.

(4) **DESIGNATION AS A QUALIFIED PERSON.**—

(a) In order to be designated as a person qualified to alter or modify a mobile home or recreational vehicle, a person must comply with local or county licensing or competency requirements in skills relevant to performing alterations or modifications on mobile homes or recreational vehicles.

(b) When no local or county licensing or competency requirements exist, the department may certify persons to perform mobile home alterations or modifications. The department shall by rule or regulation determine what skills and competency requirements are requisite to the issuance of a certification. A fee sufficient to cover the costs of issuing certifications may be charged by the department. The certification shall be valid for a period which terminates when the county or other local governmental unit enacts relevant competency or licensing requirements. The certification shall be valid only in counties or localities without licensing or competency requirements.

(c) The department shall determine which counties and localities have licensing or competency requirements adequate to eliminate the requirement of certification. This determination shall be based on a review of the relevant county or local standards for adequacy in regulating persons who perform alterations or modifications to mobile homes. The department shall find local or county standards adequate when minimal licensing or competency standards are provided.

C. Florida Administrative Code (FAC) 15C-2.0081 Mobile/Manufactured Home Repair and Remodeling Code.

These guidelines shall be used to assure safe and livable housing and shall not be more stringent than the standard to which the home was originally constructed.

(1) Structure.

(a) Additions, including, but not limited to add-a-rooms, roof-overs and porches shall be free standing and self-supporting with only the flashing attached to the main unit unless the added unit has been designed to be married to the existing unit. All additions shall be constructed in compliance with State and locally adopted building codes.

(b) Anchoring of additions shall be in compliance with requirements for similar type construction.

(c) Repair or remodeling of a mobile/manufactured home shall require the use of material and design equivalent to the original construction. Structure shall include, but not be limited to, roof system, walls, floor system, windows and exterior doors of the mobile/manufactured home.

(2) Electrical repair and replacements shall require the use of material and design equivalent to the original construction.

(3) Plumbing repairs and replacements shall require the use of material and design equivalent to the original construction

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II. POLICY:

A. Introduction:

The department may regulate only those alterations and modifications which substantially impair the structural integrity or safety of the mobile home. It is the intent of the Division of Motorist Services that the repair levels described in this procedure provide general guidelines for repair and remodel of mobile homes and the general level of expertise required for proper completion. These examples are not meant to be all inclusive.

B. Repair and Remodel Guidelines:

Level 1 - Ordinary Repair and Remodel

Ordinary repairs are nonstructural repairs. These are types of construction and repair that neither local government nor the department may require permitting or other oversight. Thus, a mobile home owner can perform these repairs without the necessity of local permitting or department approval.

Examples of Level 1 - Ordinary Repairs and Remodel:

- Replacement of a window(s)

Example: Replace window for a window of the same size. The window opening is not to be enlarged. A 24" X 36" window cannot be installed where a 20" X 30" was.

- Replacement of door.

Example: Replace a door for a door of the same size. A single door cannot be replaced with a double door or a sliding glass door cannot be replaced with a single standard 3/0 door.

- Sealing around vents and pipes on the roof.

Example: This is normal maintenance.

- Replacement of exterior siding.

Example: Replace with like materials.

Note: Replacement of metal siding with heavier product such as concrete/wood (CW) products or equivalent would be a major repair.

- Replacement of small area of floor decking (max. 4' X 4').

Example: Small section at the exterior door and/or small section in the bathroom.

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- Replacement of interior wall sheathing. (wall covering)

Example: Must be replaced with materials of a like or lesser weight.

- Replacement of interior doors.

Example: Use of like materials.

- Replacement of carpet, roll goods, or ceramic tile.

Example: Replacement with materials of a like or lesser weight.

- Replacement of toilet.

Example: Remodel or replacement. Ordinary repair/maintenance.

- Replacement of kitchen/ bathroom faucet or shower head.

Example: Within the description of ordinary repair/maintenance.

- Replacement of door locks.

Example: Ordinary home owner maintenance.

- Replacement of kitchen cabinets:

Example: Kitchen cabinets can be replaced; however the orientation or location **cannot** be changed if it would require new plumbing and electrical wiring. Changing the plumbing and electrical connections/ receptacle locations would constitute a major repair.

- Replacement of kitchen appliances:

Example: Replace with like appliances of a like or lesser weight.

Note: Changing out an electric range to a gas range would be a major repair.

- Repair or remodel of roof covering.

Example: Remove old shingles before applying new shingles is an ordinary repair. However, applying new shingles over old shingles will place too much weight on the roof and therefore constitutes an alteration or modification affecting the structural integrity or safety of the mobile home and may require a local building permit. Homeowners are advised to check with local building departments for permitting requirements.

Ordinary repairs *do not include:*

The cutting away of any structural wall, partition or portion thereof.

The removal or cutting of any structural beam or load-bearing support.

The removal or change of any required means of egress.

The rearrangement of parts of a structure affecting the egress requirements.

The addition to, alteration of, replacement or relocation of any water supply, sewer, drainage, vents or similar piping, or electric wiring.

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Level 2 - Major Repair or Remodel that Substantially Impairs the Structural Integrity or Safety

A major repair or remodel of a mobile home will require an engineer's plan, or blue print to show that it is a deviation from the original home. Work is considered a deviation from the original home if: (1) the materials being used are heavier than the original materials; (2) the repair or remodel changes the original home design; or (3) interior walls are moved or modified; or (4) if the repair or remodel involves major electrical and plumbing work. These types of construction and repair may require permitting, and owners should check with their local jurisdiction to determine permitting requirements. If a building permit is required, the repair or remodel shall be approved if the repair or remodel complies with the engineer's plan or blueprint. Neither the local government nor the department shall impose additional requirements on the repair or remodel.

A major repair or remodel must be performed by qualified or licensed persons. To be designated as a person qualified to alter or modify a mobile home or recreational vehicle, a person must comply with local or county licensing or competency requirements in skills relevant to performing alterations or modifications on mobile homes or recreational vehicles. If no such local or county licensing or competency requirements exist the person must meet state licensing requirements in skills relevant to performing alterations or modifications.

A list of major repairs and remodeling has been provided. This list is not meant to be all encompassing of all possible repairs or remodels. The repairs or remodeling when not performed properly may result in significant personal injury or failure of the repaired or remodeled aspects of the home.

Examples of Level 2 - Major Repair or Remodel

- Repair or remodel of the exterior of the home which changes the original foot prints (design specifications) of the home.
Example: Addition of a room, or enlarging any portion of the home.
- Repair or remodel of the exterior with a different finish material that is heavier than the original material.
Example: Over layment or replacement of metal siding with a "concrete wood" where the weight of the "concrete wood" product exceeds the weight of the original siding.
- Repair or remodel of windows or door(s) with a different size.
Example: 18" X 24" window(s) replaced with 34" X 30" window or a standard 3/0 door replaced with double doors.
- Removal of any interior walls.
Example: Removal of any interior wall may result in removal of a shear wall which is a major repair.
- Repair or remodel of interior wall finish.
Example: Over layment or replacement of interior wall finish with a material that is heavier than the one the home was originally designed for. (The original home specifications were not designed for the added weight of a heavier wall covering such as sheetrock.)

Major electrical repair or remodel

- Replacement of damaged wiring.
Example: Replacement of any damaged cable in a wall. Damaged NM cable from fire or an electrical short, etc.
- Replacement of main panel box.
Example: Replacement of the panel box due to fire or undersized for demand. This includes the entrance cables.

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- Addition of receptacles. Any addition of electrical receptacles is a major repair.
Example: Addition of a receptacle for new appliance, interior or exterior.
- Replacement of receptacles and switches. Any replacement of electrical receptacles and switches are a major repair. (Any electrical work is a major repair.)
Example: Replacement of faulty switch or receptacle or replacement of out dated receptacle or switch.
- New wiring. Any new wiring is a major repair. (Any electrical work is a major repair.)
Example: New wiring for new kitchen cabinets or counters.
Example: Remodel of bathroom, the moving of receptacles and switches.

Major plumbing repairs or remodeling

- Remodel of bathroom. Any plumbing change is a major repair.
Example: Changing the foot print of the bath plumbing.
- Remodeling the kitchen. Any plumbing change is a major repair.
Example: Changing the foot print of the kitchen plumbing.
- Changing the supply/drain piping within the home.
Example: Replacement of Polybutylene (Poly) pipe with Chlorinated Poly Vinyl Chloride (CPVC) pipe.

Level 3 – Changes that Disqualify the Structure as a Mobile Home

Certain conditions will arise that may disqualify a Mobile/Manufactured home as being the home described on the title. Changes to the home as well as damage from storms can render a Mobile/Manufactured home unfit and a danger to residents. A few examples are; storm damage, neglected and/or abandoned homes.

Mobile/Manufactured homes that may be disqualified as mobile/manufactured home.

1. Section 319.30(2)(a), Florida Statutes, requires each person mentioned as owner in the last issued certificate of title to surrender the certificate of title to the department when a mobile home is dismantled, destroyed or changed in such a manner that it is no longer the mobile home described in the certificate of title.
A few examples:
 - a. Damaged homes that meet the requirements of s. 319.30 (3)(a)1. & 2.
 - b. Homes where all interior walls, cabinets, vanities, HVAC and all other interior items have been removed.
 - c. Home stripped down to the floor or frame.
 - d. Homes wrecked or declared a total loss by the insurance company.

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2. Insured mobile/manufactured homes.

319.30(3)(a)2. A mobile home shall not be considered a “total loss” if the insurance company and owner of mobile home agree to repair, rather than to replace, the mobile home. However, if the actual cost to repair the mobile home to the insurance company exceeds 100 percent of the cost of replacing the wrecked or damaged mobile home with one of like kind and quality, the owner shall forward to the department, within 72 hours after the agreement, a request to brand the certificate of title with the words “Total Loss Vehicle.” Such a brand shall become a part of the vehicle’s title history.

3. Uninsured mobile/manufactured home.

319.30(3)(a)1.b. A mobile home is considered a total loss, when the mobile home is wrecked or damaged and the cost, at the time of loss, of repairing or rebuilding the home is 80 percent or more of the cost to the owner of replacing the wrecked mobile home with one of like kind and quality.