



## **Adopted Rules for the Installation Standards Board for Manufactured Housing**

Dear Licensee,

The Installation Standards Board for Manufactured Housing would like to inform you of the recently adopted rules, which will become **effective January 17, 2025**.

### **Inst 100 - Organizational Rules and Operations:**

- **Inst 103.01:** The board consists of 9 members, with a chair and vice-chair elected every two years;
- **Inst 103.03:** Committees or individual members handle fact-finding to assist in board duties;
- **Inst 103.05:** Board will follow the office hours of OPLC: 8 AM–4 PM, Monday-Friday, located at 7 Eagle Square, Concord, NH;
- **Inst 103.06:** The board manages rules, licensing qualifications, inspections, and disciplinary actions;
- **Inst 104.02:** A quorum of 5 members is needed to conduct board business;
- **Inst 104.03:** Decisions require a majority vote; members can vote on final decisions even if absent during deliberations; and
- **Inst 105.01:** Requests for records must comply with Plc 103 procedures.

### **Inst 300 - Licensing Requirements:**

- **Inst 301.01:** A license is required to install manufactured homes in NH;
- **Inst 301.02:** Applicants must be 18+, have 2 years of experience, and complete a board-approved 6-hour training course within 3 years of applying;
- **Inst 301.03:** Applications require employment history, references, education, proof of experience, and financial responsibility;
- **Inst 301.04:** Background checks are mandatory for applicants answering "yes" to specific screening questions;
- **Inst 301.05:** Applications may be denied for incomplete information, fraud, incompetence, or rule violations;
- **Inst 301.06:** Licensees must report changes in personal or professional details to OPLC within 30 days; and
- **Inst 302.01:** A \$25,000 bond or letter of credit is required to ensure compliance and cover potential fines.

### **Inst 600 - Inspections and Installations:**

- **Inst 601.01:** Inspectors are local enforcement agencies as defined in RSA 205-D:1, X;
- **Inst 602.01:** All manufactured home installations must be inspected for compliance before occupancy;
- **Inst 602.02:** Inspectors can issue orders for corrections, stop work, and grant

compliance certificates when standards are met;

- **Inst 602.03:** Inspections must be conducted within 72 hours of a request and completed before occupancy; and
- **Inst 602.04:** Violations must be corrected; individuals can request hearings within 30 days of a correction order. The board may issue stop work orders for unresolved violations.

Please note **the current rules in place are in effect until January 17, 2025** . These rules must be adhered to until the new rules go into effect. For more information, please visit [here](#).

Thank you,

The Office of Professional Licensure and Certification



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