

# APPENDIX II-C

## RULEMAKING NOTICE FORM

Notice Number _____	Rule Number _____	<b>Inst 700</b>
1. Agency Name & Address:  <b>Installation Standards Board          c/o Office of Professional Licensure &amp;          Certification          7 Eagle Square          Concord, NH 03301</b>	2. RSA Authority: <b>RSA 205-D:20, I and X</b> 3. Federal Authority: <b>n/a</b> 4. Type of Action: Adoption <b>X</b> Repeal _____ Readoption _____ Readoption w/amendment _____	
5. Short Title: <b>Manufactured Housing Installation Standards</b>		

6. (a) Summary of what the rule says and of any proposed amendments including whether the rule implements a state statute for the first time:

**The former Chapter Inst 600 on manufactured housing installation standards expired 4/14/2022. The Installation Standards Board is dividing the previous Inst 500 and Inst 600 into sections that comply with Chapter 4, Part 1, 1.8 of the Drafting and Procedure Manual for Administrative Rules. The Installation Standards Board (Board) is adopting the chapter Inst 600 again, renumbered as Chapter Inst 700, and with and without additional changes from the expired rules as described below:**

- **Inst 701, previously Inst 701, previously Inst 601, provides the purpose and scope for the chapter and is being adopted with on editorial change;**
- **Inst 702, previously Inst 602, provides definitions and is being adopted with no changes;**
- **Inst 703, previously Inst 603, describes installation standards including filing of the installation manual with the Board, site preparation systems, design requirements including load-bearing capacity, clearance under the house, design procedures for concrete block piers, footings, foundations, anchoring, and utility connection and testing. This part is being modified to change may to shall in Inst 703.03(g) on design requirements for piers less than 36 inches high and Inst 603.04(b) on hardwood shims used to close gaps and level the hours, and add the Office of Professional Licensure and Certification for submission of the installation manual.**

**Other proposed change are intended to improve program integrity, efficiency, and to align with current practices.**

6. (b) Brief description of the groups affected:

The groups affected are licensed manufactured home installers and anyone who is having a manufactured home installed.

6. (c) Specific section or sections of state statute or federal statute or regulation which the rule is intended to implement:

RULE	STATUTE
Inst 701 - 702	RSA 541-A:7
Inst 703	RSA 205-D:4; RSA 205-D:20, I

7. Contact person for copies and questions including requests to accommodate persons with disabilities:

Name:	<b>Tina M. Kelley</b>	Title:	<b>Rules Coordinator</b>
Mailing Address:	<b>Office of Professional Licensure &amp; Certification 7 Eagle Square Concord, NH 03301</b>	Phone #:	<b>(603) 271-5247</b>
		Fax#:	<b>None</b>
		E-mail:	<b>OPLC-Rules@oplcnh.gov</b>
		TTY/TDD Access:	<b>Relay NH 1-800-735-2964 or dial 711 (in NH)</b>

8. Deadline for submission of materials in writing or, if practicable for the agency, in the electronic format specified: **Monday, May 20, 2024 at 4:00 p.m.**

☐ Fax

☒ E-mail

☐ Other format (specify):

9. Public hearing scheduled for:

Date and Time: **Friday, May 10, 2024 at 9:15 a.m.**

Physical Location: **Office of Professional Licensure and Certification  
7 Eagle Square  
Concord, NH 03301**

Electronic Access (if applicable): **N/A**

10. Fiscal Impact Statement (Prepared by Legislative Budget Assistant)

FIS # 24:005 , dated 01/24/2024

**1. Comparison of the costs of the proposed rule(s) to the existing rule(s):**

Not applicable as rules expired on April 14, 2022.

**2. Cite the Federal mandate. Identify the impact on state funds:**

No federal mandate, no impact on state funds

**3. Cost and benefits of the proposed rule(s):**

When compared to the expired rules, the proposed rules change language in accordance with installation standards from a “may comply” to a “shall comply” which would have an indeterminable increase in cost of materials needed to independently owned businesses or State Citizens who fall under these proposed rules.

**A. To State general or State special funds:**

None

**B. To State citizens and political subdivisions:**

None

**C. To independently owned businesses:**

See #3 above.

10. Statement Relative to Part I, Article 28-a of the N.H. Constitution:

**These rules do not violate Part I, Article 28-a of the New Hampshire Constitution. These rules do not mandate or assign this program to any political subdivision in any way.**