



Division of Professional Credential Process  
Manufactured Homes/Manufactured Home Unit  
1400 E Washington Ave  
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## MANUFACTURED HOME COMMUNITY PROGRAM

Department of Safety and Professional Services oversees several manufactured home community functions: 1) licensing of new manufactured home communities and renewing current licensed communities; 2) regulation of manufactured home communities; 3) the investigation and resolution of manufactured home community complaints; 4) plan review for private sewage systems serving manufactured home communities; 5) plan review for some plumbing system features; 6) site installation features and basement or addition construction requirements; 7) licensing of manufactured home manufacturers; and 8) after July 1, 2000, titling of manufactured/mobile homes.

### **GENERAL INFORMATION**

The general information of manufactured home communities falls under Wisconsin State Statute 101.935 and Wisconsin Administrative Code SPS 326.

Wisconsin Administrative Code SPS 326 regulates the license fee structure per number of mobile home park/manufactured home community sites as follows: 3 - 20 sites \$250; 21 - 50 sites \$450; 51 - 100 sites \$700; 101 – 175 sites \$900, and 176 sites or more \$1000.

§ 101.935 also sets guidelines for license renewals and allows for a village, city, or county to qualify as an agent to perform the licensing and regulating for the department.

Wisconsin Administrative Code SPS 326 states the requirements for designing and modifying a manufactured home community and the general upkeep requirements. For example, the garbage must be disposed of as often as necessary to prevent decomposition or overflow. SPS 326 also refers to the appropriate codes for private sewage systems at DPCS and private water supplies at Department of Natural Resources.

### **LICENSING**

A license is required if three or more manufactured homes are located on a plot or plots of ground. To be licensed as a manufactured home community, the licensee must submit an application packet and meet the requirements set forth in Wisconsin Administrative Code SPS 326. Some of the requirements to be met are:

- ◆ Submit 2 sets of plans and one set of specifications of the manufactured home community.
- ◆ For private water supplies, submit a safe water sample result in accordance with NR809.
- ◆ For private sewage systems, submit an approval letter from DPCS, Safety & Buildings Division, in accordance with SPS 382 and 383.

The information provided is reviewed and an inspection of the manufactured home community may be ordered. If approved, a two-year license is issued and the licensee is provided with copies of applicable state regulations governing mobile home parks/manufactured home communities. To renew a mobile home park/manufactured home community license, a notice is sent out and the fees must be submitted.

### **COMPLAINTS/INSPECTIONS**

The Safety & Buildings Integrated Services Bureau also receives mobile home park/manufactured home community complaints from both community residents and community owners. The complaint process involves the completion of a Safety & Buildings complaint form and, if necessary, an inspection of the mobile home park/manufactured home community. If a State Statute or Administrative Code within our jurisdiction is violated, Safety & Buildings may commence formal action, such as a written order to correct the violation, final denial, suspension, or revocation of the manufactured home community license. An inspection will be conducted on a manufactured home community when there is a new community, expansion, or a complaint. The contact number is 608-785-9335.

## **AGENTS**

In addition, there are local and county health departments who serve as agents of the Safety & Buildings division in licensing and regulating manufactured home communities. If your proposed community is located within the boundaries of one of the following local or county offices, please contact them directly for licensing and regulating assistance:

<b><u>AGENCY</u></b>	<b><u>TELEPHONE</u></b>
Appleton City Health Dept	(920) 832-6429
Ashland County Health Dept	(715) 682-7028
Brown Co Health Dept	(920) 448-6400
Dane Co Dept Human Services/Pub Health Div	(608) 243-0330
Douglas Co Dept of Health & Human Svcs	(715) 395-1304
Eau Claire City/Co Health Dept	(715) 839-4718
Kenosha Co Human Serv Bldg/Div of Health	(262) 605-6700
La Crosse Co Health Dept	(608) 785-9731
Lincoln County Health Dept	(715) 536-0307
Manitowoc Co Health Dept	(920) 683-4155
Marathon Co Health Dept	(715) 261-1900
Menasha City Health Dept	(920) 967-5119
City of Milw/Dept of Neighborhood Svcs	(414) 286-2543
Oneida County Health Dept	(715) 369-6111
Oshkosh City Health Dept	(920) 236-5031
Outagamie Co Health & Human Services	(920) 832-5107
Portage Co Health & Human Services	(715) 345-5771
Rock Co Health Dept	(608) 757-5441
St Croix Co DHHS Health Dept	(715) 246-8370
Taylor County Health Dept	(715) 748-1410
Waupaca Co Health & Human Svcs	(715) 258-6300
Winnebago County Health Dept	(920) 232-3000
Wood Co Health Dept	(715) 421-8911

## **LANDLORD/TENANT ISSUES**

The Department of Agriculture, Trade & Consumer Protection handles all landlord/tenant issues. Their contact number is (800) 422-7128.

## **PRIVATE SEWAGE AND PLUMBING PLAN REVIEW**

Safety & Buildings conducts plumbing and private sewage system plan review. Their contact number is (608) 266-3151.

## **BASEMENTS AND ADDITIONS**

Safety and Buildings enforce the Uniform Dwelling Code which applies to basements and constructed additions to manufactured homes. The contact number is (920) 360-0020.

## **WATER QUALITY**

The Department of Natural Resources (DNR) handles water quality issues. Contact the nearest DNR office:

Eau Claire	(715) 839-3700
Green Bay	(414) 492-5800
Madison	(608) 275-3266
Milwaukee	(414) 961-2738
Rhineland	(715) 362-7616
Spooner	(715) 635-2101