



Division of Professional Credential Processing
Manufactured Homes/Manufactured Home Unit
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MANUFACTURED HOME COMMUNITY PROGRAM

Department of Safety and Professional Services (DPS) oversees several manufactured home community. The Department of Safety and Professional Services (DPS) 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) 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 302.33](#) regulates the license fee structure per number of mobile home park/manufactured home community sites as follows:

Number of Home Sites	Fee
1-20	\$250
21-50	\$450
51-100	\$700
101-175	\$900
More than 175	\$1,000

[Wis. Stat. § 101.935](#) also sets guidelines for license renewals and allows for local health departments to qualify as a delegated 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 and private water supplies. DPS and the Department of Natural Resources share oversight of manufactured home community requirements.

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 applicant must submit an application and meet the requirements set forth in Wis. Admin. Code § SPS326. 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 DPS, Division of Industry Services, in accordance with §§ SPS 382 and 383.

The information submitted 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, appropriate fees must be submitted.

COMPLAINTS/INSPECTIONS

The DSPS Division of Industry Services receives mobile home park/manufactured home community complaints from both community residents and community owners. The complaint process involves the completion of a DSPS Division of Industry Services 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, DSPS Division of Industry Services 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.

[Wis. Admin. Code § SPS 302.33](#) regulates the plan examination and inspection fee structure per number of mobile home park/manufactured home community sites. See Wis. Admin. Code § SPS 302 for further information.

AGENTS

There are local health departments that serve as delegated agents of DSPS in licensing and regulating manufactured home communities. If your proposed community is located within the boundaries of one of our delegated agents, listed at the below link, please contact them directly for licensing and regulating assistance.

<https://dsps.wi.gov/Documents/Programs/DelegatedAgent/MHCDelegatedAgent.pdf>

LANDLORD/TENANT ISSUES

The Department of Agriculture, Trade and Consumer Protection (DATCP) handles all landlord/tenant issues.

Visit the DATCP website at: https://datcp.wi.gov/Pages/Programs_Services/Complaints

PRIVATE SEWAGE AND PLUMBING PLAN REVIEW

DSPS Division of Industry Services conducts plumbing and private sewage system plan review.

Visit their website at: <https://dsps.wi.gov/Pages/Programs/POWTS>

BASEMENTS AND ADDITIONS

DSPS Division of Industry Services enforces the Uniform Dwelling Code which applies to basements and constructed additions to manufactured homes. Visit their website at: <https://dsps.wi.gov/Pages/Programs/UDC>

WATER QUALITY

The Department of Natural Resources (DNR) handles water quality issues.

Visit DNR's website at: <https://dnr.wisconsin.gov>