

**MANUFACTURED HOUSING
DEALER LICENSING KIT**
from the Pennsylvania Manufactured Housing Association

This kit includes all of the forms required by the State of Pennsylvania to become a licensed manufactured housing dealer.

Apply for Certificate of Occupancy for Your Sales Office

As a licensed manufactured home dealer, you are required to have a sales office. A display area is not required for those dealerships selling only pre-owned homes; those dealerships selling new homes are required to have 5,000 square feet of display area in addition to their sales office.

The Department of State requires that the building being used as your sales office have a Certificate of Occupancy, this certificate will be issued by either the Department of Labor and Industry or your Local Township or municipality. If your local township/municipality opted in to the UCC, then the Certificate of Occupancy will be issued locally; if your township/municipality opted out of the UCC, then the Certificate of Occupancy will be issued by the PA Department of Labor and Industry in Harrisburg.

If your township/municipality opted in:

Contact your local authorities for their procedure with regards to obtaining a Certificate of Occupancy for your sales office.

If your township/municipality opted out:

The first step is to submit plans for your sales center for approval by an inspector from L & I. This involves providing three (3) sets of detailed plans for review. Once plans are received by L & I, it will take approximately 6-8 weeks for review then the inspected plans will be returned to you by mail. Plans which are not approved must be resubmitted for review. Plans that are approved will be returned along with the phone number of your local inspector who you must call to schedule your building inspection for issuance of a Certificate of Occupancy.

Any questions regarding the specifics of your building and/or its construction should be directed to the inspectors at Labor & Industry, you may contact them at 717-787-3806.

Plans should be mailed to:

**Buildings Section
Bureau of Occupational & Industrial Safety
Department of Labor & Industry
1600 Labor & Industry Building
Harrisburg, PA 17120**

PMHA Members may mail their plans to our office and a staff member will hand-deliver your plans directly to the Labor & Industry building in Harrisburg (...just one of many PMHA Member Benefits).

WHAT TO SUBMIT (if applying for Certificate of Occupancy from the Dept. of Labor & Industry):

- Plan Review Check List
- Three (3) sets of plans; minimum 28"x24" paper size, 1/8 " = 1"
- For an existing building...photos of the building (3 sets of photos, minimum size 4"x6" – digital photos are acceptable)

- Any forms needed depending on your building
- Make check payable to “Commonwealth of PA”

Submit Criminal History Request to State Police Harrisburg Headquarters PMHA is now involved with the PATCH program through the PA State Police and can process your criminal history request on-line, ask about this member benefit.

WHAT TO SUBMIT:

- SP-4

Submit Your Applications for Licensing

The forms listed below should be completed and forwarded to the Department of State’s Board of Vehicle Manufacturers, Dealers and Salespersons (the DOS office will forward portions of your application to PENNDOT).

Should there be additional information required, the DOS will contact you. Your licensing application will not be processed until all required information has been provided to their satisfaction. Once your application is processed at the Department of State, a request for inspection will be forwarded from their office to the Bureau of Enforcement and Investigation who will, in turn, assign and inspector to review your sales center. Once you have passed inspection, the inspector will provide you with a temporary license as well as a form which must be faxed to PENNDOT in order to receive your Dealer Identification Number (DIN) – if the inspector does not provide this form, request a copy – a DIN is required for filing title applications at PENNDOT.

Contact Department of State at 717-783-1697. PMHA staff will hand-deliver member license applications directly to the Department of State.

WHAT TO SUBMIT:

- Completed Vehicle Business Initial License Application Form SPOA-2602B. Application for your dealers license, please read instructions before filling out the application
- MV-349 (this form allows PENNDOT to issue your Dealer Identification Number)
- Copy of Certificate of Occupancy issued by the Department of Labor & Industry
- Criminal History Report
- Photos of complete overall view showing office and display area; inside of office (desk, phone, and filing cabinet), business sign and posted hours (minimum of 20 hours per week; it is not permitted to list “by appointment” as your business hours. Must be taped to 8 1/2” x 11” paper and clearly marked with your company name and contact information.
- Copy of insurance rider
- Hand drawn diagram of dealership on 8 1/2”x11” paper; must include signature of Owner/President along with company name and contact information.
- Salespersons application forms SPOA-2602 and/or 2606
- Copy of lease or deed
- Franchise agreement, two copies (needed for application of selling new homes only)
- Document from the municipality verifying that your business location has proper zoning to sell manufactured homes. If the municipality does not have a zoning ordinance, a letter must still be provided stating that the location is properly zoned.
- Copy of phone bill or letter from the telephone company verifying installation of a single business phone.
- Statement of previous history, record, and association of each owner, partner, officer, and director.

- Information on who would be providing the services for transportation, installation, and repair
- On the documents provided, the business name and address must appear exactly as on your application for licensure.

The Banking License Application and Sales Tax License Application may be done at any time and forwarded directly to the appropriate offices, these forms are not submitted along with your dealership license application.

Submit the Banking License Form to the Department of Banking.
Contact Department of Banking at 717-787-3717

WHAT TO SUBMIT:

- BKMV-5

Submit your Sales Tax License Application and your PTA Tax License Application to Department of Revenue. Contact Department of Revenue at 717-772-2340

WHAT TO SUBMIT:

- REV-100, Sales Tax License and PTA License

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