

# Manufactured Housing Safety Ordinance for the Town of Bradford

## **Article 1: Title and Purpose**

1.1: This ordinance shall be known as the Mobile Home Safety Ordinance and will be referred to hereinafter as the "Ordinance"

1.2: This Ordinance is enacted by the inhabitants of the Town of Bradford to ensure the availability of a wide variety of housing alternatives to all economic levels within the community, while continuing to promote reasonable standards of safety and health and welfare of the community and its citizens. To this end the Town of Bradford allows the siting of all types of manufactured housing regardless of their date of manufacture. The Town does require that all manufactured housing sited within the Town of Bradford meet certain design and safety standards.

## **Article 2: Authority**

2.1: This ordinance is enacted pursuant to the authority granted to the municipality M.S.R.A. Title 30-A Chapter 141 Section 3001(Home Rule provision) and Chapter 187, Section 4358 (the Regulation of Manufactured Housing).

2.2: The effective date of this ordinance shall be the date it is enacted by the vote of the legislative body of the Town of Bradford.

2.3: Whenever the requirements of this ordinance are in conflict with the requirements of any other lawfully adopted rule regulation, ordinance deed restriction or covenant, the most restrictive or that imposing the higher standard shall govern.

## **Article 3: Severability**

3.1: Should any section or provision of this Ordinance be declared by a court to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

## **Article 4: Application/Permits**

4.1 : This ordinance will apply to all manufactured housing defined as Hud code and Pre-Hud code units located within the Town of Bradford.

4.2 : Building permits and plumbing permits are required prior to the siting of any manufactured housing within the Town of Bradford.

4 3: Building Permit Fees are as stated in Fee Schedule for the Town of Bradford.

4.4: Plumbing permit fees are as required by the Maine State plumbing code.

4.5: The burden of proof rests with the applicant.

4.6: A Certificate of occupancy is required before any occupancy is allowed.

4.7 A safety inspection is require by the fire department. An inspection checklist is available at the town office.

4.8 Certificate of payment of sales tax and property tax.

### **Article 5:Definitions**

1: For the purpose of interpreting this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein

2: Terms not defined shall have the customary dictionary meaning.

**Abutting:** Having a common border with or being separated from such common border by an alley or easement.

**Abutter:** A party owning an abutting lot or owning one directly across the road

**Access:** A means of entry to or exit from a property

**Acre:** A measure of land containing forty-three thousand five hundred and sixty (43,560) square feet.

**Addition:** A room or rooms added to a structure. Any addition added to any Hud - Code or Pre Hud-Code home must comply with the current building code in effect in the town of Bradford.

**Aggrieved person:** A person whose interests are damaged or adversely affected by a decision, action or the failure to act by the planning board or code enforcement officer.

**Alteration:** As applied to a building or structure, a change, rearrangement, or enlargement of the structural parts or means of egress, whether by extending on a side or by increasing in height or by moving from one location or position to another.

**Basement:** The substructure of a building that is partially or wholly below ground level which may or may not be used for living space.

**Certificate of Occupancy:** Official certification that manufactured housing as defined in this ordinance meet or exceeds the requirements of this ordinance and all other pertinent state and local requirements to be used as a residence or other purpose for which it was manufactured.

**Chapters 900 thru 970:** A group of standards adopted by the Manufactured Housing Board to insure that manufactured housing is installed correctly, and safely, and remains affordable.

**Code Enforcement Officer:** A person appointed by the governing body to administer and enforce this Ordinance. Code enforcement officer may be construed to include building inspector, plumbing inspector, electrical inspector and the like where applicable.

**District:** A specified portion of the Town delineated on the official land use map or as described in the Bradford Land Use Ordinance applied under the provisions of this ordinance.

**Enlargement or to enlarge:** Any addition that increases the floor area or square footage of a structure.

**Frontage, Road:** The horizontal distance between the intersections of the side lot lines and the front lot line. Permanent easements and permanent rights of way can be used to calculate road frontage provided they are recorded on the property's deed.

**Lot:** A parcel of property which meets all of the dimensional requirements for the district in which it is located.

**Lot Area:** The area contained within the boundary lines of the lot.

**Lot coverage:** The percentage of the lot covered by impervious surface.

**Lot Depth:** The mean horizontal distance between the front and rear lot line measured within the lot boundaries.

**Lot frontage:** The lot width measured at the street lot line. When a lot has more than one street lot line, the lot width shall be measured and the minimum lot width required, must be provided on one street. (See Frontage, Road above)

**Lot Line:** A line bounding a lot, which divides one lot from another or from a street road or water body as defined below.

1: **Front lot line:** In the case of a lot abutting only one street it is the line separating the lot from the street; in the case of double frontage lots either street line can be considered the front lot line but not both. The access to the lot will be considered the front line if it is the required length.

2: **Rear lot line:** The line that is parallel to and the most distant from the front line of the lot. In the case of irregular, triangular or gore shaped lots, a line 20-ft long entirely within the lot and parallel to and at the maximum possible distance from the front line shall be considered to be the lot line. In the case of lots which have

frontage on more than one road or street, the rear lot line shall be opposite from the lot line along which the lot takes access from the street.

3. **Side lot line:** any lot line not considered a front or rear lot line.

**Lot of record:** Any lot legally existing and recorded as such at the Penobscot County Registry of Deeds.

**Manufactured Housing:** A structural unit or units designed to be used as a dwelling or dwellings and constructed in a manufacturing facility and then transported by the use of its own chassis, or placement on an independent chassis to a building site where it is utilized for housing and that may be purchased, sold, offered for sale, rented, or brokered by a licensee in the interim. For the purpose of this ordinance, four (4) types of manufactured housing are included. They are:

1: HUD -code homes, which are those units constructed after June 15, 1976 that the manufacturer certifies are constructed in compliance with the U. S. Department of Housing and Urban Development (HUD) standard, meaning structures, transportable in one or more sections that, in traveling mode, are 8 body feet or more in width and 40 body feet or more in length or, when erected on site are 320 or more square feet and are built on a permanent chassis and designed to be permanent dwellings, with or without permanent foundations, when connected to the required utilities including plumbing, heating, air-conditioning and electrical contained therein except that such term shall include any structure that meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department of Housing and Urban Development and complies with the standards established under the National manufactured Housing construction and safety standards Act of 1974, 42 United States Code § 5401, et seq; [2005, c344, ss4 (amd).]

2: State certified modular homes, which are those units that the manufacturer certifies are constructed in compliance with the State's Manufactured Housing Act and regulations, meaning structures transportable in one or more sections that are not constructed on a permanent chassis and are designed to be used as dwellings on foundations when connected to the required utilities including the plumbing, heating, air-conditioning and electrical systems contained therein. [2005, c344, ss4 (amd).]

3: Pre HUD-code homes, which are those units constructed prior to June 15, 1976 meaning structures transportable in one or more sections, that are 8 feet or more in width and are 32 body feet or more in length and are built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities including plumbing, heating, air-conditioning and electrical systems contained therein. [2005, c344, ss4 (amd).]

4: Any other manufactured container that has been or will be converted for use as a residence

**Mobile Home Park:** A parcel of land under unified ownership approved by the Town of Bradford and approved and licensed by the State of Maine for the placement of three (3) or more manufactured homes.

**Sited:** Placed, constructed or located on a lot of record with all permits required and a certificate of occupancy.

**Skirting:** The enclosure between the bottom of the manufactured home and the ground.

**Town:** The Town of Bradford

**Variance:** A waiver of one or more requirements of this ordinance, granted by the Board of Appeals under the terms of the Appeals Board Ordinance of the Town of Bradford.

### **Article 6: Siting Standards**

**6.1:** All Hud-Code and Pre-Hud code units sited within the Town of Bradford after the adoption of this ordinance shall meet the following installation standards. The State of Maine Manufactured Housing Board Manufactured Home Installation Standard Chapter 900, is adopted by reference in its entirety as the installation standard for the Town of Bradford

**6.2:** This standard applies to any manufactured home newly sited in the Town of Bradford as of the adoption date of this ordinance.

**6.3:** This Standard does not apply to any manufactured home legally sited in the Town of Bradford as of the adoption date of this ordinance.

**6.4:** Manufactured housing may not be sited within the Town of Bradford without an HHE 200 for a complete septic system. Gray water or primitive systems are not allowed. The burden of proof rests with the applicant.

### **Article 7: Safety Standards**

**7.1:** All Hud-Code and Pre-Hud code units sited within the Town of Bradford after the adoption of this ordinance shall meet the following Safety Standards. The State of Maine Manufactured Housing Board Used Home Standards Chapters 910 thru 970, which is adopted by reference in its entirety as the Manufactured Home Safety Standards for the Town of Bradford.

**7.2:** These standards must be met prior to any unit being sited within the boundaries of the Town of Bradford.

**7.3:** These standards do not apply to any manufactured home legally sited in the

Town of Bradford unless it is relocated to another lot after the adoption of this ordinance.

**7.4:** These standards apply to manufactured homes located in licensed mobile home parks or on private lots whether rented, leased or owned

### **Article 8: Appearance Standards**

**8.1:** All Manufactured Homes located on private lots whether rented, leased or owned are required to have siding that is residential in appearance or the original factory installed siding.

**8.2:** All manufactured homes are required to be enclosed between the bottom of the, home and the ground.

**8.3:** All manufactured homes located on private lots whether rented, leased or owned are required to have a pitched shingled roof or the factory-installed roof.

**8.4:** These standards do not apply to any manufactured home legally sited in the Town of Bradford prior to the adoption of this ordinance

## **02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

### **385 MANUFACTURED HOUSING BOARD**

#### **CHAPTER 900 MANUFACTURED HOME INSTALLATION STANDARD**

**SUMMARY:** Establishes standards for the installation of mobile homes to meet the requirements of resolve 26 of 1989. The rules define installation as the process of affixing or assembling or setting up manufactured housing on foundations or supports at a building site, and includes the connection of existing electrical, oil burner, gas, water, sewage and similar systems.

#### **SUBPART 1**

##### **1-1 SCOPE AND INTENT OF STANDARD, ORGANIZATION OF STANDARD, AND DEFINITIONS**

**SCOPE:** This standard covers the installation of manufactured homes, wherever located.

- 1-2 INTENDED USAGE OF MANUFACTURED HOMES COVERED UNDER THIS STANDARD. The provisions of this standard are intended to apply to manufactured homes (single section, multiple section or expanded types) for use as a single family dwelling. The following homes are included:

Note 1: the standard does not apply to manufactured housing used for other than dwelling purposes.

Note 2: The provisions of this standard shall not apply to recreation vehicles as defined in the NFPA 501C, Standard for Recreation Vehicles, or to park model trailers as defined in the ANSI A119.5, Standards for Park Trailers.

### **1-2.1 TYPES OF STRUCTURE COVERED**

- (a) **Manufactured Homes.** The manufactured homes covered under this Standard are as follows:
  - (1) Those units constructed after June 15, 1976, which the manufacturer certifies are constructed in compliance with the HUD standard, meaning structures, transportable in one or more sections, which in the traveling mode, are 8 body feet or more in width and 40 body feet or more in length or, when erected on site, are 320 or more square feet, and which are built on a permanent chassis and designed to be used as dwellings, with or without permanent foundations, when connected to the required utilities, including plumbing, heating, air conditioning and electrical systems contained therein; except that such term shall include any structure which meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department of Housing and Urban Development and complies with the standards established under the National Manufactured Housing Construction and Safety Standards Act of 1974.

- (2) Those units constructed prior to June 15, 1976, meaning mobile homes, transportable in one or more sections, which are built on a permanent chassis and designed to be used as dwellings, with or without permanent foundations when connected to the required utilities, including the plumbing, heating, air-conditioning or electrical systems contained therein.

## 1-2.2 APPLICABILITY

This standard is applicable only for new or used mobile homes and is not intended for modular or other types of manufactured dwellings. The standard is designed for the safety and health of mobile home users. It is intended to apply to all mobile homes. Where this standard provides useful technical data for improvements to existing sites falling within its scope and such is encouraged. However, mobile home park pads which are now licensed and all homes currently installed on private lots and may not comply with all design and construction standards of these rules, shall be deemed acceptable if capable of being maintained and operated in a safe and sanitary condition. This standard shall not be construed as relieving the installers of a manufactured home of responsibility for compliance with the manufacturer's installation instructions, state and local ordinances, codes, and regulations. This standard does not relieve the manufactured home owner or occupant from responsibilities for the proper use and maintenance of a manufactured home.

## 1-3 DEFINITIONS

**ANCHORING EQUIPMENT (TIES).** Straps, cables, turnbuckles, and chains, including tensioning devices, which are used to secure a manufactured home.

**ANCHORING SYSTEM.** A method of construction which when properly designed and installed will resist overturning and lateral movement of the manufactured home.

**APPROVED.** Acceptable to the Board.

**NOTE: THE BOARD DOES NOT APPROVE OR CERTIFY ANY INSTALLATION, PROCEDURES, EQUIPMENT, OR MATERIAL, NOR APPROVE OR EVALUATE TESTING LABORATORIES. IN DETERMINING THE ACCEPTABILITY OF INSTALLATION OR**



PROCEDURES, EQUIPMENT OR MATERIALS, THE BOARD'S ACCEPTANCE MAY BE BASED ON A SITE INSPECTION BY BOARD PERSONNEL OR AGENTS OF THE BOARD. THE BOARD REFERS TO THE LISTING OR LABELING PRACTICES TO AN ORGANIZATION CONCERNED WITH PRODUCT EVALUATIONS WHICH IS IN A POSITION TO DETERMINE COMPLIANCE WITH APPROPRIATE STANDARDS FOR THE CURRENT PRODUCTION OF LISTED ITEMS.

**DIAGONAL TIE.** A tie intended to primarily resist horizontal or shear forces and which may secondarily resist vertical, uplift, and overturning forces.

**FOUNDATION, MANUFACTURED HOME.** A site-built or site assembled system of stabilizing devices which is:

- (a) Capable of transferring design dead loads and live loads required by Federal Regulations and other design loads unique to local home sites due to wind, seismic, and water conditions, that are imposed by or upon the structure into the underlying soil bedrock without failure.

**GROUND ANCHOR.** A device at the manufactured home stand designed to transfer manufactured home anchoring loads to the ground.

**HURRICANE-RESISTIVE MANUFACTURED HOME.** A manufactured home which meets the wind design load requirements for Zone II in Subpart D, Section 3280.305(c)(2) of the Federal Standard or the applicable hurricane-resistive design requirements of the Standard for Mobile Homes, NFPA 501B/ ANSIA119.1 edition in effect at the time of manufacture.

**INSTALLER.** Any licensed dealer or an employee of a licensed dealer, or a person licensed as a mechanic I who engages in the process of affixing or assembling or setting up of manufactured housing on foundations or supports at a building site.

**INSTALLATION.** The process of affixing or assembling or setting up manufactured housing on foundation or supports at the building site.

**Mechanic.** For the purposes of these rules, any licensed individual who engages in the process of installing manufactured housing. Meaning the process of affixing or assembling or setting up a home on foundations or supports at the building site.

**PAD.** That area which has been established for the placement of a home.

**PIER.** That portion of the support system between the footing and the manufactured home, exclusive of caps and shims.

**SET-UP.** The work performed and operations involved in the placement and securing of a manufactured home or any portion thereof.

**SHALL.** Indicates a mandatory requirement.

**SHOULD.** Indicates a recommendation or that which is advised but not required.

**SITE.** A. designated parcel of land designed for the accommodation of one manufactured home, its accessory buildings or structures, and accessory equipment for the exclusive use of the occupants.

**SKIRTING.** A weather-resistant material to enclose the space from the bottom of the manufactured home to grade.

**STABILIZING DEVICES.** All components of the anchoring and support systems such as piers, footings, ties, anchoring equipment, ground anchors, or any other materials and methods of construction which supports and secures the manufactured home to the ground.

**STAND.** That area of a manufactured home site which has been reserved for the placement of a manufactured home.

**SUPPORT SYSTEM.** A combination of footings, piers, caps, and shims that will, when properly installed, support the manufactured home.

**TIE.** See anchoring equipment.

**UNCONTROLLED FILL.** Uncontrolled fills are fill materials that are placed without control of the content of the fill materials or without adequate compaction to assure a bearing capacity without undue settlement. For purposes of this STANDARD, uncontrolled fills shall mean fill materials containing organic matter or fills which are placed without compaction necessary to provide a uniform bearing capacity of 1000 lbs./ft.

**VERTICAL TIE.** A tie intended to resist the uplifting and overturning forces.

## **SUBPART 2 SITING AND FOUNDATION SYSTEMS**

### **2.1 Siting and Foundation Systems**

#### **2-1.1 GENERAL**

This chapter prescribes standards for siting, design and installation of manufactured home foundation systems. It identifies acceptable foundations systems. This chapter is applicable to all new and relocated manufactured homes, when and wherever newly installed at a home site. Homes which are designated 30 PSF snow zone in the manufacturer's data plate shall not be installed in 40 PSF roof load zones designated in Appendix B. Homes designated 20 PSF snow zone in the manufacturer's data plate shall not be installed in the State of Maine. Homes which are designated 15 PSF wind zone on the manufacturer's data plate shall not be installed in a 25 PSF wind load zone as identified in Appendix B.

2-1.2 A MANUFACTURED HOME FOUNDATION SYSTEM shall be constructed on each manufactured home site.

#### **EXCEPTION:**

1. Sites which have been licensed by Manufactured Housing Board in accordance with rules governing the licensing of mobile home parks prior to the adoption of this Installation Standard.
2. Sites for the installation of manufactured housing to provide temporary relief from fire, flood or other disasters. The site is exempted from the provisions of Chapter 2 for a period of two years from the date of the installation of the home.

#### **2-1.3**

A Manufactured Home Foundation System shall be constructed in accordance with one of the following;

- (a) the manufacturer's installation instructions,
- (b) by Appendix C of the Installation Standard
- (c) a foundation design prepared by a Registered professional engineer or architect for the site.

#### 2-1.4

Homes installed on sites exempted from the requirement of 2-1.2 shall be installed and the sites maintained in a manner which is not detrimental to the functions of any of the systems in the home. Homes which require perimeter blocking shall be blocked at locations required by the manufacturer of the home.

## 2-2 SITE CONSIDERATIONS.

### 2-2.1 GENERAL

#### 2-2.1.2 EVALUATION.

Each site shall be evaluated by the person assuming responsibility to determine if it is suitable for its intended use and if such hazards as flood erosion, sediment deposition, or other hazards exist that might impair the use or utility of the site. When, during preparation of the site, such unforeseen factors as rock formation, high groundwater levels, springs, biologically generated gases, etc., are encountered, corrective works shall be taken to siting of the manufactured home.

#### 2-2.1.3

**PROTECTIVE SLOPES OF UNPAVED AREAS AROUND MANUFACTURED HOME STANDS.** Grades shall slope away from stands, from walls, skirting, and foundations, and from water supply wells to adequate outfalls or to drainage swales discharging to adequate outfalls.

## 2-3 Soil Considerations

2-3.1 **FOOTINGS.** It shall be determined when natural soils or controlled fill (free of grass and organic material) are used, that the footing shall support the loads imposed by the support system of the manufactured home placed thereon.

### 2-3.2. ANCHORING

#### 2-3.2.1

**ANCHOR DESIGN AND INSTALLATION.** Homes installed on sites in the 25 PSF wind zone as identified in Appendix B of this standard and which

are occupied by other than the home owner shall be installed with an anchoring system properly designed and constructed to resist sliding and overturning of the home.

## **2-4 PLACEMENT**

### **2-4.1**

#### **Clearances.**

##### **2-4.1.1**

Clearance Under Home. A minimum clearance of 12 in. shall be maintained beneath the lowest member of the main frame (I-beam or channel beam).

##### **2-4.1.2**

Elevated Manufactured Homes. When the manufactured home is installed on a basement or split entry type foundation over a habitable lower-level area, or when more than one-fourth of the area of the manufactured home is installed so that the bottom of the main frame members are more than 3 ft. above ground level, the foundation system shall be designed by a registered professional engineer or architect. Appendix C can not be used for any elevated installation or in combination with the manufacturers instructions.

##### **2-4.1.3**

Removal of Manufactured Home Transportation Components at the Time of Installation. No portion of a manufactured home shall be removed when located on its home site unless it is designed to be removed in accordance with HUD's and the manufacturer's instruction.

## **2-5.1 VENTILATION**

### **2-5.1.1 Access to and Ventilation of Underfloor Areas.**

- (a) Provisions shall be made to minimize condensation in underfloor areas through ventilation openings or other suitable means.

- (b) If combustion air for heat appliance(s) is taken from within the underfloor areas, ventilation shall be adequate to assure proper operation of the appliance(s). This requirement shall take precedence over the provisions of 2-6-2.1 (a).
- (c) A minimum of four ventilation openings shall be provided from the underfloor space to the exterior. One shall be placed at or near each corner as high as practicable. Their total net free area shall be calculated by:

- 1.  $a = A/150$  or

- 2.  $a = A/600$  if the home is installed on a concrete slab or with a ground cover in accordance with 2-6.2.4. where:

A = the area of the crawl space, square feet

A· = the total net free vent area

Openings shall provide cross ventilation on at least two opposite sides. The openings shall be covered with corrosion resistant wire mesh not less than 1/8 in. and not more than 1/2 in. in any dimension or with openings designed to retard entry of dry vegetation, waste material, or rodents.

#### 2-6.2.2.

Intake air for ventilation purposes shall not be drawn from underfloor spaces of the home.

#### 2-6.2.3.

Moisture producing devices, such as dryers, shall be vented to the atmosphere in such a manner to insure that moisture laden air is carried beyond the perimeter of the home.

#### 2-6.2.4

Under floor Continuous Ground Cover/Vapor Retarder.

If a ground cover is required, a uniform 4 to 6 mil. polyethylene sheet material or other acceptable membrane materials shall be installed for this purpose.

## 2-6.2.5

### Skirting

- (a) **Materials.** Skirting, if used, shall be of durable materials suitable for exterior exposures.

#### **General installation.**

Skirting, if used, shall be installed in accordance with the manufacturer's installation instructions. It shall be secured, as necessary, to assure stability, to minimize vibrations, to minimize susceptibility to wind damage, and to compensate for possible frost heaves. Access opening(s) not less than 18 in any dimension and not less than 3 sq. ft. in area shall be provided and shall be located so that any water supply and sewer drain connections located under the manufactured home are accessible for inspection. Such access panel(s) or door(s) shall not be fastened in a manner requiring the use of a special tool to remove or open same. On-site fabrication of skirting shall meet the objectives cited herein.

## **SUBPART 3 PLUMBING**

### **3-1 General Requirements**

**NOTE:** Where this standard differs from the State of Maine Plumbing Code, the standard adopted by the State of Maine shall prevail.

#### 3-1.1

**Need for Plumbing and Utility Connections.** Each manufactured home stand shall be provided with water supply and sewer located and arranged to permit attachment to the manufactured home in a workmanlike manner.

#### 3-1.2

**Location of Plumbing Utility Connections.** The plumbing utility connection shall be located under the mobile home stand.

## 3-2 Water Supply.

### 3-2.1

**Water -Riser Pipes, Size, and Protection.** Water-riser pipes shall be a minimum of 3/4 in. nominal diameter. Water-riser pipes shall extend a minimum of 6 in. above ground elevation. Water riser pipes shall be terminated with a threaded plug, hose bib, or cap when a manufactured home does not occupy a site. Surface drainage shall be diverted from the location of the riser pipe.

#### 3-2.1.1.

**Water Supply Shutoff Valves.** An accessible shutoff valve shall be provided on the water-riser pipe serving the manufactured home. The system shall be protected from backflow for single family residences on shared wells.

#### 3-2.1.2.

**Protection Against Freezing.** Provision shall be made to protect the water supply piping and valves, including the riser.

- (a) Frost-proof valves shall be installed where necessary and shall be listed for backflow protection.
- (b) In areas subject to heaving and thawing, the piping shall be adequately protected to prevent damage.
- (c) Heat cables and tapes, when used for protection of plumbing components against freezing, shall be listed and labeled.
- (d) Install in accordance with manufacturer's directions and listing requirements.

## 3-3 Wells as a Source of Supply.

### 3-3.1

**Location of Wells.** A well shall not be located within the boundaries of a manufactured home stand.



## **SUBPART 4 MECHANICAL EQUIPMENT (HEATING and COOLING)**

### **4-1 Exterior Mechanical Equipment.**

4-1.1 Mechanical Equipment shall not be installed in a manner that would obstruct any means of required egress. Mechanical equipment shall not be installed in window openings which are part of an exiting system and shall not obstruct sidewalks or other means of egress from the home.

## **SUBPART 5 FUEL SUPPLY**

### **5-1**

**General.** All fuel piping systems serving manufactured homes, which are not part of the manufactured home shall be designed and constructed in compliance with all applicable local , state and Federal codes.

## **SUBPART 6 ELECTRICAL**

### **6-1**

**Site Electrical Equipment and Installations.** Sites provided with an electrical service shall have all electrical equipment and installations designed and constructed, and maintained in accordance with the applicable provisions of NFPA 70, National Electrical Code.

## **SUBPART 7 LIFE AND FIRE SAFETY**

### **7-1**

**For life and fire safety requirements,** see NFPA 501A, Standard for Fire Safety Criteria for Manufactured Home Installation, Sites and Communities (1987) and NFPA 101, Life Safety Code (1988).

## **APPENDIX A PREVENTIVE MAINTENANCE**

Use and Preventive Maintenance of Manufactured Home Installations

This Appendix is not part of the requirements of this document, but is included for information purposes only.

### **A-1 Responsibilities of the Manufactured Home Resident.**

A-1.1 The resident should comply with all applicable requirements of this standard and should maintain his manufactured home site, its facilities, and its equipment in good repair and in a fire safe condition.

## A-2 Storage Practices Beneath Manufactured Homes

A-2.1 Periodic inspections of the enclosed space are recommended to assure that all utility and other connections are secured and no fire hazards exist

A-2.2 Homeowner should keep site free of an accumulation of combustible materials such as rubbish, paper, leaves, and brush

## **APPENDIX B WIND ZONE and ROOF LOAD ZONE**

MUNICIPALITY	ROOF LOAD	WIND LOAD	INSTALLATION ZONE
<b>Bradford</b>	<b>40</b>	<b>15</b>	<b>NORTHERN</b>

## **APPENDIX C**

(Note: The paper copy of this Appendix includes a number of drawings not reproduced below. Please contact the Board for a copy.)

## **PREFACE TO APPENDIX C**

The purpose of this appendix is to provide installation instructions which may be less expensive to implement than the manufacturer's installation instructions. This appendix instruction will provide adequate structural support for homes in all but the most extreme winter temperature conditions. During extreme temperature conditions, foundations detailed in this instruction may be subject to frost heave. Owners who choose to have homes installed in accordance with this instruction must understand that they accept responsibility for maintaining the home in a level condition. Failure to maintain the home in a level condition may result in the manufacturer's warranty being voided. Mechanics installing new homes and park owners renting pads to owners should insure that home owners understand the risks and their responsibility when homes are installed on sites constructed in accordance with this instruction.

## **I GENERAL REQUIREMENTS**

### **1. HOME SITE SELECTION**

Home sites shall not be constructed on mud, organic silt or uncontrolled-fill. Home sites shall not be constructed in any naturally occurring seasonal drainage swale.

### **2. HOME SITE PREPARATION**

Site soil conditions shall be evaluated. Home sites shall be prepared as required by SITE PREPARATION DETAILS I and the GENERAL SPECIFICATIONS FOR SITE PREPARATION.

### **3. LOCATION OF SUPPORTS**

- A. New homes shall be supported where required by the manufacturer's installation instructions.
- B. Used homes for which installation instructions are available shall be supported where required by those instructions.
- C. Used homes for which installation instructions are not available shall be supported at locations indicated in SUPPORT LOCATION DETAILS V.
- D. Each unit in multi unit homes shall be supported as a separate unit in accordance with this instruction. For purposes of this instruction, required marriage wall support shall be the same as required for perimeter blocking support.

### **4. FOOTING REQUIREMENT**

- A. Footings shall consist of a concrete pad constructed in accordance with CONCRETE SLAB DETAIL IV-A when
  - (1) The home requires perimeter support or
  - (2) The home is located in the 25 Wind Zone shown in Appendix 8 and the home is to be rented or occupied by someone other than the home owner.
- B. Footings for homes other than those identified in Requirement 4.A.(1) shall be constructed in accordance with FOOTING DETAIL II or CONCRETE SLAB DETAIL IV-A.
- C. A footing shall be installed at each support location.

## GENERAL SPECIFICATIONS FOR SITE PREPARATION

- (1) Compacted fill shall consist of gravel or sand which contains less than 5% (by weight) grains that will pass a #200 sieve. Gravel fill shall contain no rocks or boulders larger than 3" in diameter. Compacted fill shall contain no organic matter. Compacted fill shall not be frozen when placed or compacted.
  - (2) Compacted fill shall be compacted in a maximum of 6" lifts. Each lift shall be compacted sufficiently so that when 1000 lbs. is applied to a 3½" x 3½" block placed on top of the fill, the block will not sink more than 3/8" into the fill. (see recommended compaction test procedure below.)
  - (3) Compacted fill shall be placed on undisturbed and unfrozen soil. The site shall be free of topsoil and organic matter prior to the placement of fill.
  - (4) Crushed rock shall consist of clean, washed rock, and may range in size from pea gravel to 3/4". All crushed rock shall be retained by a #4 sieve.
  - (5) The perimeter of foundation sites shall be graded to prevent the flow of surface water under the home and to prevent the accumulation of surface water within 10 (ten) feet of the perimeter of the home.
- D. Footings shall be centered within 1" of the required support location.
- E. Footing surface shall be level within ¼" on the top surface after the home has been installed.

## 5. PIER REQUIREMENTS

- A. Piers shall be constructed at all locations of support under the main steel frame of the home.
- B. Piers constructed under the main frame shall be constructed in accordance with PIER DETAILS.
- C. Perimeter blocking or support, where required, shall be constructed in accordance with PERIMETER BLOCKING DETAILS.
- D. Piers shall be centered on the footing within 1"

- E. Piers shall be centered under the main frame Within 1" of required support locations.

## 6. Leveling Requirements

After the home is set, the home shall be leveled so that all doors and windows operate as intended and waste plumbing function in a safe manner. Specifically, leveling shall be adequate to maintain plumbing trap seals and prevent the buildup of solid waste in drain piping.

- A. The floor should be not more than 3/8" out of level in any 8 foot.
- B. The floor should be not more than 2" out of level along the entire length of the home.

## 7. Tie Down Requirements

Tie downs shall be installed in accordance with the CONCRETE SLAB DETAIL IV-A on all homes which:

- A. are located in the 25 Wind Zone as defined in Appendix B of this Standard, and
- B. which are rented or otherwise occupied by other than the home owner.

### SITE PREPARATION DETAIL I-A REV. NOTES:

1. This detail may be used when:
  - a. the foundation site is overlain with at least 24" of naturally occurring gravel or sand with less than 7% (by weight) passing a #200 sieve, and
  - b. the highest ground water table is more than 24" below the finish grade.
2. Sites prepared in the Coastal Zone as defined in Appendix B require 18" where 24" is specified in Note 1.
3. Construction may be placed on naturally occurring soils after all organic material has been removed from the construction site.

SITE PREPARATION DETAIL I-B      REV. NOTES:

1.      This detail may be used when the foundation site;
  - a.      does not contain any mud, organic silt or uncontrolled fill, and
  - b.      the highest ground water table is more than 24" below finish grade.
2.      If a slab is to be constructed on this site, crushed rock must be installed under the entire slab.
3.      A drainage swale at least 6" deep and within 10' of the sidewalls of the home must be constructed around the home. The swale shall have an unobstructed discharge allowing water to flow away continuously from the perimeter of the home.
4.      The 4" drainage system shall provide for free flow of water from the rock pads and shall prevent the accumulation of any water.

SITE PREPARATION DETAIL I-C      REV. NOTES:

1.      This detail may be used on any foundation site that does not contain mud, organic silt or uncontrolled fill.
2.      Sites prepared in the Coastal Zone as defined in Appendix B require 18" where 24" is specified in this detail.
3.      Finish grade shall be loamed and seeded with grass or otherwise finished to prevent erosion of compacted fill.
4.      Compacted fill may be placed below the original site grade only if a drainage system is installed in the fill to prevent the accumulation of water within 24" of the bottom of the footing.

FOOTING DETAIL II-A      REV. NOTES:

1.      Concrete shall have a minimum compressive strength of 3000 psi at 28 days
2.      Concrete shall be protected from freezing for the first 7 days after it has been cast.
3.      Footing pads may be cast on in situ or precast and delivered to the site for placing.

4. Footing pads which are precast for later placement shall be cured at least 7 days prior to handling.

FOOTING DETAIL II-3

REV. NOTES:

1. This detail is of a wood isolated footing to be placed on a prepared site. This detail may be used when pier height does not exceed 30".
2. Wood used in this detail must be Southern Yellow Pine, #2, pressure treated with water-borne preservatives in accordance with AWPA C2 or C9. The AWPA stamp must indicate that the treatment is for use in contact with ground.

PIER DETAIL III-A

REV. NOTES:

1. This detail applies to piers which are a maximum of 24" high from the top of footing.
2. Masonry units in this detail shall comply with ASTM C90, Grades N-I or N-II.
3. Wood block shall be of a structurally graded lumber with the 12" dimension centered under the main frame. No more than 2 wood blocks may be stacked.
4. Shims shall provide contact between main frame and 2" x 10" for at least 6".

SUPPORT LOCATION DETAIL V-A

REV. NOTES:

1. This detail applies to homes
  - A. which are used, and
  - B. for which no manufacturer's installation instructions are available, and
  - C. which have floor frames constructed with 2" x 8" or deeper floor joists or are 12' or less wide.
2. Support locations are required within 2' of the end of the main frame and at no more than 8' o.c. under the main frame.

## SUPPORT LOCATION DETAIL V-B REV. NOTES:

1. This detail applies to homes:
  - A. which are used, and
  - B. for which no manufacture's installation instructions are available, and
  - C. which have floor frames constructed with 2" x 4" or 2" x 6" floor joists and are more than 12' wide.
2. Support locations are required within 2' of the end of the main frame and at no more than 8' o.c. under the main frame. Continuous perimeter support is required under side walls of the unit.

## PERIMETER BLOCKING DETAIL VI-A REV. NOTES:

1. This detail applies where perimeter blocking or support is required.
2. Provide venting through sheathing as required by this standard.
3. Provide an access door to the underside of the home as required by other portions of this standard.
4. P.T. treated lumber shall be treated per AWPA C-2 or C-9 for use above grade
5. Provide a weather protective covering for the sheathing.

## APPENDIX D Ground Level Installation of Manufactured Homes (Floor at Grade)

D-1 General. Ground level installations refer to manufactured homes installed over an open excavation where the supporting foundations are below finished ground level.

D-1.1 Grading Permit Requirements. All required permits will be obtained.

D-1.2 Retaining Walls. Retaining walls to resist the lateral displacement of soil and other materials should be designed to resist the lateral pressure of the retained material in accordance with accepted engineering practice. Retaining walls, if fastened to the manufactured home at the time of installation, should not degrade the stabilizing system of the home. When a retaining wall is not used as a foundation, it should not be attached to the home. Retaining walls



should be constructed of treated foundation grade wood, concrete, masonry, other approved materials or combinations of these materials.

D-1.3 Backfill, Fill and Grading. All fill and backfill soil surrounding the home should be compacted. Grading around the home should be done in such a manner that water will drain from the unit at a slope of 1/2 ft. vertical for every 12 ft. horizontal.

AUTHORITY: 10 M.R.S.A. Part 11, Chapter 951, Subchapter 1, Section 9006, Paragraph I and Resolve #26 of 1989.

EFFECTIVE DATE: February, 1. 1993

EFFECTIVE DATE (ELECTRONIC CONVERSION): January 11, 1997

## **02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

### **385 MANUFACTURED HOUSING BOARD**

#### **Chapter 910 Used Standard - Space Requirements**

SUMMARY: The intent of this chapter is to assure that a home that is to remain in a park after it is sold will meet certain minimum health and safety standards.

#### **Light and Ventilation**

Each habitable room shall be provided with exterior windows and/or doors having a total glazed area of not less than 8 percent of the gross floor area.

Each bathroom and toilet compartment shall be provided with artificial light and, in addition, be provided with external windows or doors having not less than 1½ square feet of fully operable glazed area, except where a mechanical ventilation system is provided capable of producing a change of air every 12 minutes. Any mechanical ventilation system shall exhaust directly to the outside of the home.

#### **Ceiling Height**

Every habitable room shall have a minimum ceiling height of 6 feet and 6 inches.

#### **Exit Facilities - exterior doors.**

Homes shall have a minimum of two exterior doors located remote from each other.

1. Required egress doors shall not be located where a lockable interior door must be used in order to exit.
2. Doors may not be less than 12 feet from each other as measured in any straight line direction regardless of the length of the travel between doors.
3. One of the required exit doors must be accessible from the doorway of each bedroom without traveling more than 35 feet.
4. All exterior swinging doors shall provide a minimum 28 inches wide by 74 inches high clear opening. All exterior sliding glass doors shall provide a minimum 28 inches wide by 72 inches high clear opening. Locks shall not require the use of a key for operation from the inside.

### **Exit Facilities - egress windows and devices.**

Homes shall have the following second means of escape or alternate emergency egress facilities. They are:

1. Every room designed expressly for sleeping purposes, unless it has an exterior exit door, shall have at least one outside window operable from the inside without the use of tools and providing a clear opening of not less than 20 inches in width, 24 inches in height and 5.7 square feet in area. The bottom of the opening shall not be more than 44 inches off the floor.

### **Interior-Doors**

Each interior door, when provided with a privacy lock, shall have a privacy lock that has an emergency release on the outside to permit entry when the lock has been locked by a locking knob, lever, button or other locking devices on the inside.

### **Room Requirements**

Every home shall have sufficient space and functional arrangements to accommodate the normal activities of living in a manufactured home.

1. Every home shall have at least one common area with no less than 150 square feet of gross floor area.
2. All bedrooms shall have at least 50 square feet of floor area.
3. Bedrooms designed for two or more people shall have 70 square feet of floor area plus 50 square feet for each person in excess of two.

4. Every room designed for sleeping purposes shall have accessible clothes hanging space with a minimum inside depth of 22 inches and shall be equipped with rod and shelf. Each such room shall have an operable door with a latch to separate the room from the common area.
5. Each toilet compartment shall have a minimum of 21 inches of clear space in front of each toilet.
6. Hallways shall have a minimum horizontal dimension of 28 inches measured from interior finished surface to the opposite finished surface. Minor protrusions by doorknobs, trim, smoke detectors or light fixtures are permitted.

EFFECTIVE DATE: December 12, 1990

EFFECTIVE DATE (ELECTRONIC CONVERSION): January 11, 1997

## **02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

### **385 MANUFACTURED HOUSING BOARD**

#### **Chapter 920 Used Standard - Fire Safety**

SUMMARY: The purpose of this chapter is to set forth requirements that will assure reasonable fire safety to the occupants by reducing fire hazards and by providing measures for early detection.

#### **I. Fire Detection Equipment.**

All manufactured homes, regardless of the date of manufacture, shall meet the following requirements. They are:

1. At least one smoke detector (which may be a single station alarm device) shall be installed in the home in the following locations:
  - A. A smoke detector shall be installed on any wall in the hallway or space communicating with each bedroom area between the living area and the first bedroom door unless a door separates the living area from that bedroom area, in which case the detector shall be installed on the living area side as close to the door as practical. Homes having bedroom areas separated by any one or combination of communication areas such as kitchen, dining room, living room, or family room (but not a bathroom or utility room) shall have at least one detector protecting each bedroom area.

- B. When located in hallways, the detector shall be between the return air intake and the living area.
- C. The smoke detector shall not be placed in a location which impairs its effectiveness.
- D. Smoke detectors shall be labeled as conforming with the requirements of Underwriters Laboratory Standards No. 217, Third Edition, 1985, as amended through October 8, 1985, for single and multiple station smoke detectors.
- E. Each smoke detector shall be installed in accordance with its listing on a wall or ceiling. If installed on a wall, the top of the detector shall be located 4 inches to 12 inches below the ceiling. However, when a detector is mounted on an interior wall below a sloping ceiling, it shall be located 4 inches to 12 inches below the intersection on the connecting exterior wall and the sloping ceiling (cathedral ceiling). The required detector(s) shall be attached to an electrical outlet box and the detector connected by permanent wiring method into a general electrical circuit. There shall be no switches in the circuit to the detector between the over-current protection device protecting the branch circuit and the detector. The smoke detector shall not be placed on any circuit protected by a ground fault circuit interrupter.

## **II. Flame Spread**

All manufactured homes constructed before June 15, 1976, are "grandfathered" from meeting flame spread limitations, except work that is performed to meet the requirement of this code shall not be exempt. The requirements are:

1. Ceiling interior finish shall not have a flame spread rating exceeding 75.
2. Walls and ceilings adjacent to enclosing a furnace or water heater shall have an interior finish with a flame spread rating not exceeding 25. Sealants and other trim material 2 inches or less in width used to finish adjacent surfaces within this space are exempt if supported by framing members or by materials having a flame spread rating not exceeding 25.
3. Exposed interior finishes adjacent to the cooking range shall have a flame spread rating not exceeding 50.
4. Kitchen cabinet doors, countertops, backsplashes, exposed bottoms, and end panels shall have a flame spread rating not to exceed 200.

5. Finish surfaces of plastic bathtubs, shower units, and tub or shower doors shall not exceed a flame spread of 200.
6. No burner of a surface cooking unit shall be closer than 12 horizontal inches to a window or an exterior door.

### **III. Kitchen Cabinet Protectors**

All manufactured homes, regardless of the date of manufacture, will meet the following requirements. They are:

1. The bottom and sides of combustible kitchen cabinets over cooking ranges to a horizontal distance of 6 inches from the outside edge of the cooking range shall be protected with at least 5/16-inch thick gypsum board or equivalent limited combustible material. One-inch nominal framing members and trim are exempted from this requirement. The cabinet area over the cooking range or cooktops shall be protected by a metal hood with not less than a 3-inch eyebrow projecting horizontally from the front cabinet face. The 5/16-inch thick gypsum board or equivalent material which is above the top of the hood may be supported by the hood. A 3/8-inch enclosed air space shall be provided between the bottom surface of the cabinet and the gypsum board or equivalent material. The hood shall be at least as wide as the cooking range.
2. The metal hood will not be required if there is an oven installed between the cabinet and the range.
3. Ranges shall have a vertical clearance above the cooking top of not less than 24 inches to the bottom of combustible cabinets.

### **IV. Carpeting**

All manufactured homes, regardless of the date of manufacture, shall meet the following requirements. They are:

1. Carpeting shall not be used in a space or compartment designed to contain only a furnace and/or water heater. Carpeting may be used in other areas where a furnace or water heater is installed, provided that it is not located under the furnace or water heater.

EFFECTIVE DATE: December 12, 1990

EFFECTIVE DATE (ELECTRONIC CONVERSION): January 11, 1997

**02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

**385 MANUFACTURED HOUSING BOARD**

**Chapter 930 Used Standard - Body and Frame Requirement**

SUMMARY: The chapter of this rule is to assure that minimum requirements are met to provide structural strength and rigidity and protection against corrosion, decay, insects and other similar destructive forces.

**Roof Loads**

All homes manufactured prior to June 15, 1976, are exempt from meeting The National Manufactured Home Construction and Safety Standards for roof loads for the State of Maine, except:

1. All homes with roofs added after construction will be inspected by a registered professional engineer to determine that the roof and home can withstand any snow loads or wind uplifts that may occur.

**Floors**

All floors will be of a solid construction to protect users of the home from the hazard of an unsafe floor.

**Anchoring System**

No park operator may require a manufactured home to be anchored unless a concrete slab is provided.

**Exterior Coverings**

Exterior coverings shall be of moisture and weather resistant materials to resist wind, snow and rain.

EFFECTIVE DATE: December 12, 1990

EFFECTIVE DATE (ELECTRONIC CONVERSION): January 11, 1997

**02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

**385 MANUFACTURED HOUSING BOARD**

**Chapter 940 Used Standard - Thermal Protection**

SUMMARY: This chapter outlines the minimum requirements for thermal protection.

**Insulation**

The minimum requirements for a home shall be as follows:

1. Walls - R-11
2. Roof - R-14
3. Floor - R-11

A destructive inspection will not be performed to determine the actual amount, however, a thermal scan may be used to determine uniformity of the insulation.

EFFECTIVE DATE: December 12, 1990

EFFECTIVE DATE (ELECTRONIC CONVERSION): January 11, 1997

**02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

**385 MANUFACTURED HOUSING BOARD**

**Chapter 950 Used Standard - Plumbing Systems**

SUMMARY: This chapter covers the plumbing materials, fixtures, and equipment installed within or on manufactured homes. It is the intent of this chapter to assure water supply, drain, waste and vent systems which permit satisfactory functioning and provide for health and safety under all conditions.

**General Requirements**

A State of Maine licensed plumber shall inspect and verify that the following conditions are met. They are:

1. The plumbing is of a durable material, free from defective workmanship that would cause a safety hazard.
2. Water closets are adjusted to use a minimum quantity of water consistent with proper performance and cleaning.
3. All plumbing, fixtures, drains, appurtenances, and appliances designed or used to receive or discharge liquid waste or sewage are connected to the drain system in a manner that is consistent with the State Plumbing Code.

4. All piping and fixtures subject to freezing temperatures shall be insulated or protected to prevent freezing under normal occupancy. To prevent freezing, a modern technological designed heat cable should be used.
5. All dishwashing machines shall not be directly connected to any waste piping, but shall discharge its waste through a fixed air gap installed above the machine.
6. Clothes washing machines shall drain either into a properly vented trap, into a laundry tub tailpiece with watertight connections, into an open standpipe receptor, or over the rim of a laundry tub.
7. Toilets shall be designed and manufactured according to approved or listed standards and shall be equipped with a water flushing device capable of adequately flushing and cleaning the bowl.
8. Each shower stall shall be provided with an approved watertight receptor with sides and back at least 1 inch above the finished dam or threshold.
9. Water supply pumping systems shall be sized to provide an adequate amount of water to each plumbing fixture at a flow rate sufficient to keep the fixture in a clean and sanitary condition without any, danger of backflow or siphonage.
10. Each home shall be equipped with a kitchen sink and bathtub and/or shower and be provided with a hot water supply system including a listed water heater.
11. No part of a water system shall be connected to any drainage or vent piping.
12. All new plumbing after the effective date of these standards shall be lead free with solders and flux containing not more than 0.2 percent lead and pipes and pipe fittings containing not more than 8.0 percent lead.

EFFECTIVE DATE: December 12, 1990

## **02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

### **385 MANUFACTURED HOUSING BOARD**

#### **Chapter 960 Used Standard - Heating and Fuel Burning Systems**

SUMMARY: This chapter covers the heating and fuel burning equipment installed within, on, or external to a manufactured home.

1. A person holding a master license issued by the State of Maine Oil and Solid Fuel Examining Board shall inspect and certify that the heating and fuel system is in a safe condition and meets the requirements of NFPA-31 Installation of Oil Burning Equipment as adopted by that Board.



2. Heat-producing appliances and vents, roof jacks and chimneys necessary for installation in manufactured homes shall be listed or certified by a nationally recognized testing agency for use in manufactured homes.

EFFECTIVE DATE: December 12, 1990

EFFECTIVE DATE (ELECTRONIC CONVERSION): January 11, 1997

## **02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

### **385 MANUFACTURED HOUSING BOARD**

#### **Chapter 970 Used Standard - Electrical System**

SUMMARY: This chapter covers the electrical conductors and equipment installed within or on a home and the conductors that connect the home to the supply of electricity.

A person holding a master license issued by the State of Maine Electricians Examining Board shall inspect and certify that the electrical system that is accessible, including the wiring of the smoke detector, is safe and meets the National Electrical Code at the time the home was constructed.

- A. Homes wired with aluminum conductors shall meet the current Underwriter Laboratory (UL) requirements for connecting to branch circuits of 30 amps or less. (Note: The intent of this is not to require the home to be rewired but only to require that U. L. listed conductors be affixed to receptacle switches and light fixtures. There are several methods of doing this. The most preferred is the "pig tail" method.)

EFFECTIVE DATE: December 12, 1990

EFFECTIVE DATE (ELECTRONIC CONVERSION): January 11, 1997