



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

MANUFACTURERS & INDUSTRIALIZED BUILDERS REGISTRATION INSTRUCTIONS

1. NAME OF BUSINESS TO BE LICENSED - Indicate the business name.
2. EMAIL ADDRESS - By providing your email address you agree to receive communications and required notices by email and to keep a valid email address on file. The Department will add your address to the IHB email notification list, which automatically provides information from the Department on matters affecting the IHB program. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public.
3. CONTACT NAME - Provide the name of the person TDLR will use as contact.
4. PHYSICAL BUSINESS ADDRESS - The physical address of the business location.
5. BUSINESS MAILING ADDRESS - Indicate the address where you receive business mail. This address can be a post office box. Always keep your mailing address current with the Texas Department of License and Regulation, (TDLR).
6. PHONE NUMBER - Provide a phone number where we can reach you during the day.
7. BUSINESS TYPE - Indicate the type of business being registered. Select only one.
8. TAX ID NUMBER - The 11-digit Comptroller's Taxpayer Number, the 9-digit Federal Employer's Identification Number, or if sole proprietor, your social security number. The Social Security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a registration. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the [Texas Attorney General](#).
9. REGISTRATION TYPE - Indicate the type of registration you are applying for. Select only one. **The Department shall conduct an annual audit of all units sold, leased, or installed by the builder.**
10. CORPORATIONS - List names and titles of officers. Partnerships: For each partnership, list the name of each general partner. If any partner is a business entity, then list name and title of officers or partners (attach an additional sheet if necessary).
11. CRIMINAL HISTORY – This does not include minor traffic violations. If YES, complete and attach a [Criminal History Questionnaire \(PDF\)](#). If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting this application and non-refundable fees. To request a criminal history evaluation, do not continue with this application. Download, complete and submit a [Criminal History Evaluation Letter \(PDF\)](#), a completed [Criminal History Questionnaire \(PDF\)](#) for each crime you were convicted of, or placed on deferred adjudication for, and pay a \$10.00 fee.
12. ACKNOWLEDGMENT OF APPLICANT – Carefully read the acknowledgment of applicant before you sign and date your application.

IMPORTANT BUILDER'S INFORMATION

Each industrialized builder shall keep records of all industrialized housing, buildings, modules, and modular components that were sold, leased, or installed. These records shall be kept for a minimum of five years from the date of sale, lease, or installation and shall be made available to the Department for review upon request. An annual audit of units sold, leased, or installed by the builder shall be conducted by the Department. The audit will identify the modules or modular components by the name and Texas registration number of the manufacturer of each unit and the assigned Texas decal or insignia numbers and the corresponding identification, or serial, numbers as assigned by the manufacturer. The builder shall report or provide the requested information to the Department for each unit identified in the audit within the timeframe set by the audit [reference Department rule 70.50]. For more information, please read carefully the bulletin "[Builder Responsibilities, IHB Bulletin #10-001](#)" and the "[Site Inspection Procedures](#)" provided with your registration certificate.

INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES

The Texas Department of Licensing and Regulation recognizes the contributions of our active-duty military service members, their spouses, and veterans. If you want to use a licensing option available to military service members, military veterans and military spouses, please complete the [Military Service Member, Military Veteran or Military Spouse Supplemental Application \(PDF\)](#) and attach it with your application. If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the [TDLR Military Information webpage](#).

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, visit the [TDLR website](#) or reach Customer Service via webform. The webform will allow you to submit your request for assistance and include attachments needed. Customer Service Representatives are available Monday through Friday (excluding holidays) at (800) 803-9202 (in state only), (512) 463-6599, or Relay Texas-TDD: (800) 735-2989.

TDLR PUBLIC INFORMATION ACT POLICY:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the [TDLR Public Information Act Policy](#).

CRIMINAL HISTORY

See the instruction sheet for more information

<p>11. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? If YES, complete and attach a Criminal History Questionnaire (PDF) for each offense.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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12. ACKNOWLEDGMENT OF APPLICANT

Builder registrations only: With knowledge of the penalties for false statements, **I certify** that records of all units sold, leased, or installed under this registration shall be kept in accordance with Department rule 70.50(b) and shall be made available to the Department upon request. **I further certify** that alterations of industrialized housing and buildings and the foundation and installation of all units installed under this registration shall be constructed in accordance with the mandatory building codes, the engineered plans and Department rules, and shall be inspected in accordance with the inspection procedures established by the Texas Industrialized Building Code Council.

All registrants: **I certify** that I have read the Texas Occupations Code, Chapter 1202, and the current Department of Licensing and Regulation rules promulgated thereunder. If the registration is issued, I agree to furnish to the Department of Licensing and Regulation any change in information on this form and all attached documents within TEN (10) DAYS of the change.

Registration is subject to revocation if the Department is not notified, in writing, of any changes in the information given on this application or if there is a rule or law violation. With knowledge of the penalties for false statements, I certify that I believe all information submitted on this application and on all attached documents is true and correct.

Applicant's Printed Name

Signature of Applicant, Managing Partner, or Officer if Inc.

Date of Signature