

# TEXAS DEPARTMENT OF LICENSING AND REGULATION

Compliance Division – Industrialized Housing and Buildings  
 PO Box 12157 · Austin, TX 78711 · (800) 803-9202 · (512) 539-5735 · FAX (512) 539-5736  
 Email Address: [IHBTech@tdlr.texas.gov](mailto:IHBTech@tdlr.texas.gov) Internet Address: [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## REF Builder’s Request and Payment for Decals for New Construction of Site-Built REFs Instructions for Completing Form #TDLR 077ihb

The Request and Payment for Decals must be completed and submitted with applicable fee to obtain decals for attachment to new site-built REFs. Failure to provide all information requested could delay processing of your order. All units to which these decals are to be attached must meet the requirements of the mandatory building codes and standards in effect at the time of construction. The REF builder is responsible for assuring that the assigned decal numbers are attached only to the project described on this form. Decals may not be transferred from one REF Builder to another or from one site-built REF project to another.

1. **REF Builder Name** – Please enter your name as it appears on your registration certificate in the space provided.
2. **Reg #REF** – Please enter your registration number as it appears on your registration certificate in the space provided.
3. **REF Builder Contact Person** – Enter the name of the person who should be contacted if there are questions about your order.
4. **Email address (optional)** – Please provide an email address for the contact person. The Department may add your address to the IHB e-mailing list, which 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.
5. **Phone** – Enter the phone number of the contact person.
6. **School District** – Enter the name of the school district or charter school for which the project will be constructed.
7. **Unique ID or Project #** – Enter the unique ID or Project # that you have assigned to this project. This number must not be the same as the ID or project # assigned to another site-built REF for which you are responsible.
8. **Construction Address** – Enter the address where the site-built REF will be constructed.
9. **DRA Responsible for Plan Review** – Enter the name of the Design Review Agency (DRA) responsible for reviewing and approving the plans for this project. A design review agency is a third party agency approved by the Texas Industrialized Building Code Council (Council) to review and approve construction documents for all site-built REFs. A list of DRAs approved by the Council may be found on our web site at <http://www.license.state.tx.us/ihb/ihblists.htm>.
10. **DRA Reg #IHDRA** – Enter the registration number of the Council approved DRA. A list of DRAs approved by the Council may be found on our web site at <http://www.license.state.tx.us/ihb/ihblists.htm>.
11. **Check this box only if the project is located within a city with a building inspection Department.** Decals will not be released until evidence of successful final inspection is received from the REF Builder. Evidence may include, but is not limited to, a copy of a CO or a copy of a final inspection report.
12. **Check this box only if the project is outside a city or inside a city without a building inspection Department.**
  - A. **Are construction costs \$50,000 or more?** – Check “YES” if the construction costs for the project are  $\geq$  \$50,000. If yes is checked then you must also enter the TDLR Architectural Barriers (AB) project registration number. For more information see <https://www.license.state.tx.us/ABProjectRegistrationOnline/>.
  - B. **Enter the name and registration number of the Council approved inspector or inspection agency responsible for the site inspections.** Decals will be released only to the Council approved inspector or third party inspection agency responsible for the site inspections of site-built REFs constructed outside a city or inside a city without a building inspection Department. A list of Council approved inspectors may be downloaded at <http://www.license.state.tx.us/ihb/ihblists.htm>.
13. **Decals Requested** – Enter the size in square feet (sf) of each movable section and multiply by the fee of \$0.07 per sf. If this amount is less than \$25.00, then enter \$25.00 as the *Decal Fee per Movable Section*. If the fee is greater than \$25.00, then enter the fee as calculated. Enter the number of decals needed for this project for each size in the *Number of Decals Requested* field and multiply this number by the *Decal Fee per Movable Section*. Enter this number in the Fee Subtotal. Add the fee subtotals for the Total amount due for the decals.

**Example:** The project consists of three movable sections. Two sections are 620 sf and a third section is 357 sf. Calculate the total due as shown below.

Floor Area Per Movable Section (sf)	Fee Per Square Foot (\$0.07/sf)	Decal Fee Per Movable Section (\$25.00 minimum per decal)	Number of Decals Requested	Fee Subtotal	DEPARTMENT USE ONLY PLEASE DO NOT WRITE OR STAMP BELOW (assigned decal numbers)
620	X \$0.07/sq. ft.	\$43.40	X 2	= \$86.80	
357	X \$0.07/sq. ft.	\$25.00	X 1	= \$25.00	
<b>TOTALS =</b>			<b>3</b>	<b>\$111.80</b>	

14. Enter the check number, the date of the check, and the amount of the check and send form and check (payable to TDLR) to TDLR, PO Box 12157, Austin, TX 78711. For overnight deliveries: 920 Colorado St, Austin, TX 78701.



# TEXAS DEPARTMENT OF LICENSING AND REGULATION

Compliance Division - Industrialized Housing & Buildings Program

P.O. Box 12157 Austin, Texas 78711 (512) 539-5735 • (800) 803-9202 • FAX (512) 539-5736

Email Address: [industrialized.buildings@license.state.tx.us](mailto:industrialized.buildings@license.state.tx.us) Internet Address: [www.license.state.tx.us](http://www.license.state.tx.us)

## REF Builder's Request and Payment for Decals for New Construction of Site-Built REFs

Receipt Number	Payment Amount

DO NOT WRITE ABOVE THIS LINE

Please print or type all information

1. REF Builder Name: \_\_\_\_\_ 2. Reg #REF- \_\_\_\_\_

3. REF Builder Contact Person: \_\_\_\_\_

4. Email address: \_\_\_\_\_ 5. Phone: \_\_\_\_\_

6. School District: \_\_\_\_\_ 7. Unique ID or Project #: \_\_\_\_\_

8. Construction Address: \_\_\_\_\_

9. DRA Responsible For Plan Review: \_\_\_\_\_ 10. DRA Reg #IHDRA- \_\_\_\_\_

CHECK THE APPLICABLE BOX BELOW – ONLY ONE BOX MAY BE CHECKED.

11.  Project is located within a municipality with a building inspection department: Decals will not be released until evidence of successful final inspection is received from the REF Builder. Evidence may include, but is not limited to, a copy of a CO or a copy of a final inspection report.

12.  Project is located outside a municipality or within a municipality with no inspection department:

A. Are construction costs \$50,000 or more?  YES  NO

If Yes, then provide the TDLR Architectural Barriers (AB) Project Registration #: \_\_\_\_\_ – required to obtain decals if answered YES. (Reference web site at <https://www.license.state.tx.us/ABProjectRegistrationOnline/> for more information)

B. Decals will be released only to the Council approved inspector or third party inspection agency responsible for the site inspections.

Agency/Inspector Name: \_\_\_\_\_ Reg/License #: \_\_\_\_\_

**PLEASE ALLOW FIVE WORKING DAYS TO PROCESS FROM THE DATE THE ORDER IS RECEIVED. IF YOU WANT DECALS SHIPPED OVERNIGHT, then include a COMPLETED return air bill with your order. Your order will be shipped overnight at your expense. The overnight air bill must be addressed to the Council approved inspector or inspection agency for projects outside a municipality or inside a municipality with no building inspection department.**

### 13. Decals Requested

Floor Area Per Movable Section (in square feet)	Fee Per Square Foot (\$0.07/sf.)	Decal Fee Per Movable Section (\$25.00 minimum per decal)	Number of Decals Requested	Fee Subtotal	DEPARTMENT USE ONLY PLEASE DO NOT WRITE OR STAMP BELOW (assigned decal numbers)
	X \$0.07/sq. ft.		X	=	
	X \$0.07/sq. ft.		X	=	
	X \$0.07/sq. ft.		X	=	
	X \$0.07/sq. ft.		X	=	
TOTALS =					

14. Enclosed is check # \_\_\_\_\_, dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_. **MAKE CHECKS PAYABLE TO: Texas Department of Licensing and Regulation or TDLR.**