# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin TX 78711-2157
(512) 539-5735 • (800) 803-9202 • FAX (512) 539-5736
ihbtech@tdlr.texas.gov • www.tdlr.texas.gov


## IHB – RESIDENTIAL INSTALLATION PERMIT APPLICATION INSTRUCTIONS

### GENERAL

**This application is for a person who is purchasing an industrialized house who is taking responsibility for all or some portion of the construction involved in the installation of the house.** This means that either you will be doing the work yourself or you will be hiring your own contractors, independent of those employed by the industrialized builder, to complete the construction described in the application.

The permit cannot be used to address non-code compliant construction found during the installation; construction that does not match the engineered documents; or construction that does not match the approved manufacturer's installation instructions or other approved documents. If the Industrialized Builder (or the industrialized builder's sub-contractors) will be completing the work, then the house is not eligible for an IHB Residential Installation Permit. ***You cannot apply for an installation permit if the work has already been completed.***

***The application must be completed and signed by the homeowner or it will not be processed.*** An application is not considered complete and will not be processed until all items have been submitted as required. All information must be typed or printed. Attachments must be submitted on 8 ½" x 11" paper.

**All Information must be completed, unless otherwise stated, or the application cannot be processed.**

1. **Homeowner's Name, Phone Number, Mailing Address, and Email address** – Write your name, phone number, mailing address, and email address in the spaces provided. The contact information is needed so that we may contact you if there are questions about your application.
2. **Name and registration number of the manufacturer or industrialized builder who sold you the residence –** Write the name and registration number of the manufacturer **OR** industrialized builder who sold you the house. The manufacturer is the company who actually constructs the modular house in the factory. The industrialized builder is the retailer/installer of the modular house. Registration numbers for manufacturers begin with the prefix "IHM." Registration numbers for the industrialized builder begin with the prefix "IHB." If the manufacturer or industrialized builder cannot provide you this information, then they may not be registered or authorized to sell or construct modular housing for placement in the State of Texas. You can verify if the industrialized builder or manufacturer is currently registered and/or certified for Texas on our website at http://www.tdlr.texas.gov/ihb/ihblists.htm.
3. **Installation address of the modular house** – Write the address where the house will be installed. This should be different from your mailing address unless you currently reside in a house at the same address. If the installation address is the same as the mailing address, then you can enter "*same as mailing address*."
4. **Texas decal/insignia number and manufacturer's serial #/ID # for each modular section of the house** – Write the Texas decal or insignia number of the modular labels for each modular section of the house. Write the corresponding serial number or ID number issued by the manufacturer for each section of the house. The manufacturer or industrialized builder will provide you this information. ***The application cannot be processed without this information.***
5. **Describe the construction that will be covered by this permit – the homeowner is responsible for this construction** – The industrialized builder, or the industrialized builder's sub-contractors, may not construct, erect, or install any portion of the items listed on the permit. By checking the applicable box or boxes, the homeowner is indicating the construction for which they will be responsible. The choices are as follows:
   - All construction associated with the installation of the industrialized house. This includes, but is not limited to, the foundation, structural connections, plumbing connections, electrical connections, HVAC system, stairs, handrails and guardrail, porches, decks, and construction of any additions such as a carport or garage. The industrialized builder or their sub-contractors will not be responsible for any of the construction related to the installation.
   - Foundation. This includes all portions of the foundation construction including site preparation for the foundation and the enclosure of the crawl space, but does not include drainage away from the house/foundation.

- Electrical. This includes all electrical connections between the modular sections and any electrical construction required to be completed at the installation site. Note that connections to the utility can only be completed by a TX licensed electrician – the homeowners cannot make these connections for themselves.
- Plumbing. This includes all plumbing completed or installed during installation of the house.
- HVAC. This includes all work involving the site related portions of the heating and ventilation system, including any site installed or constructed portions of the duct work.
- Decks or porches. This includes all construction related to site added decks and porches including the guardrails on the decks or porches.
- Stairs and handrails. This includes all site installed or constructed stairs, including the guardrails and handrails.
- Carport or garage. This includes any site constructed carport or garage that is constructed during installation of the house and prior to completion of the successful final on-site inspection.
- Site drainage. This includes drainage away from the foundation/house. The building codes require that the property is sloped away from the foundation and house so that water does not collect around the foundation. The collection of water around the foundation can compromise the structural integrity of the foundation and house. If the property cannot be graded to maintain the proper slope, then a drainage system will need to be installed in accordance with the requirements of the mandatory building codes.
- Other. Any construction related to the installation of the industrialized house, including any accessory structures constructed during the installation, and prior to the successful final inspection, that do not fall under the other categories listed.

6. **Certification** – The homeowner shall write their name or names in the certification section in the space provided (please print) and sign the certification statement. The certification must also be notarized.

***SIGNING THE CERTIFICATION MEANS*** *that the homeowner will be responsible for all construction described on the application and that the construction will be completed in accordance with the mandatory building codes (see our website at http://www.tdlr.texas.gov/ihb/codes.htm for the applicable building codes), the engineered foundation drawings, any engineered unique on-site construction details, and the manufacturer's approved on-site construction details (installation instructions). This also means that the homeowner is responsible for hiring an engineer to design the foundation and any unique on-site construction details that are covered by this permit. The industrialized builder or manufacturer from whom you purchase the modular house is required to provide you all the plans and other construction information that an engineer will need to complete these documents, as well as the information that may be needed by the local building inspection department so that you can obtain a* ***LOCAL*** *building permit – this is not the same as this residential installation permit. The* ***Residential Installation Permit*** *only allows you, the homeowner, to complete this construction yourself without registering as an industrialized builder. Local permits are still required to be obtained and inspections of the construction will be performed by the local building inspection office (if within the jurisdiction of a city or municipality).*

**Submit the form with the $75 fee to**: Texas Department of Licensing and Regulation (or TDLR), Industrialized Housing and Buildings, PO Box 12157, Austin, TX 78711.

**The address for overnight deliveries is as follows**: Texas Department of Licensing and Regulation (or TDLR), Industrialized Housing and Buildings, 920 Colorado Street, Austin, TX 78701

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**Registration fee is $75. Fee is non-refundable.**

1. Homeowner Name: | Phone Number:

Mailing Address:

Email Address:

2. Enter the name and registration number of the manufacturer **OR** industrialized builder who sold you the residence.

   Manufacturer Name: _____Reg. #IHM-_____

   Industrialized Builder Name: _____Reg. #IHB- _____

3. Installation Address of the Modular Home

Street Number, Street Name, City, State, Zip Code

4. Enter the Texas decal or insignia number and the manufacturer's serial # or ID # for each modular section of the house. Information may be obtained from the manufacturer or industrialized builder who sold you the house.

| Decal or Insignia # | Manufacturer's Serial # or ID # | Decal or Insignia # | Manufacturer's Serial # or ID # | Decal or Insignia # | Manufacturer's Serial # or ID # |
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5. Describe the construction that will be covered by this permit – the permit holder will be responsible for this construction. Refer to the instructions for completing the application for a description of what is covered by each item listed below:

☐ All construction associated with the installation of the industrialized house.

☐ Foundation (includes grading and preparation of site).

☐ Electrical ☐ Plumbing ☐ HVAC

☐ Decks or porches ☐ Stairs or guardrails ☐ Carport or garage

☐ Other - Describe construction (attach an additional sheet if necessary):

**SEE NEXT PAGE**

6. Complete the following certification. Form must be notarized.

I, _____(print homeowner's name in space provided), certify that I will be responsible for the construction indicated on this application and that the construction will be completed in accordance with the mandatory building codes, the engineered foundation system design, and the manufacturer's approved on-site details (installation instructions) or the engineered unique on-site construction details. I further certify that all inspections shall be completed as required by § 70.73 of the rules governing the Texas Industrialized Housing and Buildings program and the procedures established by the Texas Industrialized Building Code Council.

_____
(Signature of Applicant)

State of _____, County of _____

SWORN AND SUBSCRIBED before me on the _____ Day of _____.

My Commission expires: _____.

**Notice:** The applicant will not be able to file a complaint against the Industrialized Builder for any of the construction described on this application. The applicant should retain a copy of this application for their records.

As required by State law, the Texas Department of Licensing and Regulation (TDLR) may not open or investigate a consumer complaint or perform an inspection related to industrialized housing more than 2 years after a successful final on-site inspection of the installation of the housing.

A final on-site inspection report must be given to the homeowner within 15 days after completion of the successful final inspection for that portion of the construction for which the industrialized builder is responsible. Homeowners may not occupy the housing until the successful final inspection has been completed. For the purposes of the IHB program, a final inspection of on-site construction of industrialized housing is successful if it meets one of the following.

1. **Inside a municipality:** All on-site construction has been completed to the satisfaction of on the municipality's building inspection department and a record of final inspection was issued authorizing the release of the housing for occupancy.
2. **Outside the jurisdiction of a municipality, or within a municipality without a building inspection department:** All inspections required have been completed and a final on-site inspection report has been issued with no outstanding violations from any of the required inspections. Inspection requirements for on-site inspections can be found in the §70.73(f) of the IHB rules online at http://www.tdlr.texas.gov/ihb/ihbrules.htm#7073. A copy of the final on-site inspection report form can be found on our website at http://www.tdlr.texas.gov/ihb/pdf/IHB232.pdf. Copies of the inspection procedures and forms can be found on our website at http://www.tdlr.texas.gov/ihb/installationInspections.htm.

A complaint against a manufacturer or industrialized builder can only be filed for that portion of the construction for which a registrant was responsible. Construction covered by this Residential Installation Permit cannot be part of any complaint filed with TDLR.

A complaint against a manufacturer or industrialized builder can be filed with TDLR at https://www.tdlr.texas.gov/Complaints/default_Licensed.aspx.

If you have questions about filing a complaint or the complaint process, please contact the Enforcement Division of TDLR at (800) 803-9202 or (512) 539-5600 or by email at enforcement@tdlr.texas.gov.