



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin TX 78711-2157
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IHB – COMMERCIAL INSTALLATION PERMIT APPLICATION INSTRUCTIONS

GENERAL

Only a person who purchases a building for their own use may purchase an installation permit. A person may be an individual, partnership, company, corporation, or any other legal entity.

A general contractor, design firm, engineer or architect who works for the person or other entity who will occupy the building cannot file for an installation permit. If you purchase the building for another person you cannot file for an installation permit, but must register as an industrialized builder.

A separate application must be submitted for EACH BUILDING containing modular units or components.

This application is for a person who is purchasing a modular building, who is taking responsibility for all of the construction involved in the installation of the building, and who will occupy the building after it has been installed. **If you will not occupy the building after installation or if you purchase the building for another person, then you will have to register as an industrialized builder.** If you hire contractors to complete the work for you and you are not acting as the general contractor, then the person acting as the general contractor must register as an industrialized builder.

The application must be completed and signed by the person purchasing the building (or their authorized representative if the person is not an individual). An application is not considered complete and will not be processed until all required information has been submitted. All information must be typed or printed.

- 1. Purchaser's Name, Authorized Representative (if purchaser is not an individual), Phone Number, Mailing Address, and Email address** – Write the name of the person purchasing the building for their own use, the name of the authorized representative (if purchaser is not an individual), phone number, mailing address, and email address in the spaces provided. This information is needed so that we may contact you if there are questions about your application. The application cannot be processed without this information.
- 2. Name and registration number of the manufacturer or industrialized builder who sold you the modular building** – Write the name and registration number of the manufacturer **OR** industrialized builder who sold you the modular building. The manufacturer is the company who actually constructs the modular building in the factory. The industrialized builder is the retailer/installer of the modular building. 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 buildings 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. Address where the building will be installed or stored** – Write the address where the building will be installed. If you don't know the address because it has not been determined yet and the building will be in storage, then write the address where it will be stored. This may be different from your mailing address. If this address is the same as the mailing address, then you can enter "*same as mailing address.*"
- 4. Check box to show if the address is the installation address or the storage address.** Check either the installation address box or the storage address box.

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5. **Texas decal/insignia number and manufacturer's serial #/ID # for each modular section of the building** – Write the Texas decal or insignia number of the modular labels for each modular section of the building. Write the corresponding serial number or ID number issued by the manufacturer for each section of the building. The manufacturer or industrialized builder will provide you this information. The application cannot be processed without this information.
6. **Certification** – The purchaser, or authorized representative if the purchaser is not an individual, shall write their name 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 purchaser will be responsible for all construction required to install the modular building and that the construction will be completed in accordance with the mandatory building codes (see our website at <https://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 purchaser 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 building 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 commercial installation permit. The Commercial Installation Permit only allows you, the purchaser, to complete the construction yourself without registering as an industrialized builder. If the building will be located within a city or municipality or their ETJ, then local permits are still required to be obtained and inspections of the construction will be performed by the local building inspection office.

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

I, _____(print name of purchaser, or the name of their authorized representative if not an individual, in the 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: _____.