



TEXAS DEPARTMENT OF LICENSING AND REGULATION
LICENSING DIVISION

P.O. Box 12157 • Austin, Texas 78711

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**APPLICATION FOR REGISTRATION
 MANUFACTURERS & INDUSTRIALIZED BUILDERS**

Pursuant to the Texas Occupations Code, Chapter 1202, Industrialized Housing and Buildings

A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH REGISTRATION

Receipt Number	Payment Amount

DO NOT WRITE ABOVE THIS LINE

PLEASE TYPE OR PRINT

Signature of Applicant is Required at End of Form

1. Check if registration is new or if it is a renewal: NEW RENEWAL If renewal, enter registration number: _____

2. NAME OF BUSINESS TO BE LICENSED:	
3. *E-MAIL ADDRESS (not required):	4. CONTACT NAME (required):

* 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. See additional information at the following link: <http://www.license.state.tx.us/newsletters/TDLRnotificationLists.asp>

5. PHYSICAL BUSINESS ADDRESS:	6. COUNTY
NUMBER AND STREET CITY STATE ZIP	

7. BUSINESS MAILING ADDRESS:
NUMBER AND STREET CITY STATE ZIP

8. PHONE NUMBER:	9. FAX NUMBER:	10. BUSINESS TYPE (Check One): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor
11. **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 at (512) 460-6000 or (800) 252-8014.

12. For what type of registration are you applying? (Check one) <input type="checkbox"/> Manufacturer - \$750 <input type="checkbox"/> Industrialized Builder - \$325 NOTICE: The Department shall conduct an annual audit of all units sold, leased, or installed by the builder.
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13. Late renewal fees – if registration has expired, the following late fee, in addition to the above renewal fee, is required. Registration expired 90 days or less: <input type="checkbox"/> Manufacturer - \$375 <input type="checkbox"/> Industrialized Builder - \$162.50 Registration expired less than 1 year, but over 90 days: <input type="checkbox"/> Manufacturer - \$750 <input type="checkbox"/> Industrialized Builder - \$325
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14. 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):

Name (full name)	Title	% of Ownership (partnerships)

15. Have you or a corporate officer or a partner ever been convicted of or pleaded guilty or nolo contendere (no contest) to any MISDEMEANOR or FELONY other than a minor traffic violation? YES NO

If you answered yes to item #15, please complete the Criminal History Questionnaire Form. This form can be obtained from the TDLR website.

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 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.

Signature of Applicant, Managing Partner, or Officer if Incorporated

Date

For partnership the applicant's signature must be a managing partner. For a corporation the applicant's signature must be an officer of the corporation.

Applicant's Name Printed

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 "What Every Builder Should Know" and the "Site Inspection Procedures" provided with your registration certificate. These bulletins may also be obtained from our web site at www.license.state.tx.us.