

Texas Department of Licensing and Regulation INDUSTRIALIZED HOUSING AND BUILDINGS (IHB)

Instructions for completing form #023ihb, Manufacturer's Monthly Report Form

Revised January 10, 2002

Who needs to file?

Department rule 70.50 requires that an IHB industrialized housing and buildings manufacturer submit to the Department a monthly report of all industrialized housing, buildings, modules, and modular components that were constructed and to which decals and insignia were applied (physically attached to the module or modular component) during the month. The report must be filed with the Department no later than the 10th day of the following month, i.e., April's report must be filed no later than May 10th. The manufacturer shall keep a copy of the monthly report on file for a minimum of five years.

Failure to report in a timely manner or to file an incomplete report may result in possible fines of up to \$5,000 per violation.

Definition of an Industrialized Housing and Buildings Manufacturer:

Rule 70.10(a) defines a manufacturer as "a person who constructs or assembles modules or modular components at a manufacturing facility which are offered for sale or lease, sold or leased, or otherwise used."

Where can I obtain a copy of the report form?

Call the Department at (512) 463-7353, or email us at industrialized.buildings@license.state.tx.us, and we will mail, fax, or email you a copy of these forms. Copies of these forms may also be downloaded from our web site at www.license.state.tx.us (<http://www.license.state.tx.us/ihb/pdf/ihb023.pdf> - PDF file or <http://www.license.state.tx.us/ihb/ihb023.doc> - Word 97 file).

Section 1: Enter the month and year for which you are **reporting**, not the month that you are completing the report.

EXAMPLE: You are reporting for the month of March, but are filling out the report in April. You would enter March because that is the month the report covers.

Section 1. Manufacturer's Monthly Summary for Units Labeled and for Units Shipped in the Month of **March** and Year of **2001**.

Section 2 on Report Cover page: Enter the manufacturer's name, registration number, and facility address. Enter the name and phone number and/or email address of **the person completing the report** (someone we can call or email if there are questions about the report).

EXAMPLE:

Section 2.

Manufacturer's Name: ABC Building Systems		Reg #IHM-633
Facility Address: 123 Sunnyvale Lane, Austin, TX 78746		
Form Completed By (please print): Jane Smith		Phone/Email address: 512-463-7353; janesmith@att.net

Section 2 on Continuation Sheet: Enter the manufacturer's registration number and the name and phone number and/or email address of **the person completing the report** (someone we can call or email if there are questions about the report).

EXAMPLE:

Section 2.

Manufacturer's Reg #IHM-633	Form Completed By (please print): Jane Smith	Phone/Email address: 512-463-7353; janesmith@att.net
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Section 3: Enter the decal or insignia # and unit ID # (serial #) for each module or modular component completed and labeled in the month for which you are reporting. **Do not report the units to which you have assigned decals or insignia. Only report units to which a decal or insignia has been physically attached. The unit must be complete before the label is attached, i.e., all construction completed, all third party inspections completed, and all quality control paperwork completed.** Note that if you ship the units in the same month you label the units, then report the units in section 4 only.

Section 4: Enter the decal or insignia #, unit ID # (serial #), size in sq ft, date unit was labeled (date decal or insignia was physically attached to unit), date unit was inspected, builder reg # or installation permit #, builder name or permit holder name, and type of structure for each module or modular component that shipped in the month for which you are reporting. Also enter the page number and total number of pages in the report.

A. Decal or Insignia #: Decals and insignia are purchased from the Department by the manufacturer for placement on modules or modular components. Decals are placed on modules, insignia on modular components. The DECAL or INSIGNIA # is the serial number printed on the decal or insignia. Please reference IHB Bulletin #97-001 for more information about decals and insignia.

B. UNIT ID NUMBER (SERIAL NUMBER): Enter the ID or serial number assigned to the unit by the manufacturer.

- C. Size (Sq Ft):** Enter the size, in square feet, of the module or modular component to which the label (decal or insignia) was attached. Do not enter the size of the building. For example, you have 2 modules that when installed make a building of 1400 square feet. Each module is 700 square feet. On the monthly report you would complete the information requested **for each module** and enter the size of the module as 700 square feet.
- D. Date Unit Labeled:** This is the date that the decal or insignia was physically attached to the module or modular component. If the label (decal or insignia) has not been physically attached to the module or modular component, do not report the unit. Only report the unit after the label has been attached. The unit must be complete before the label is attached, i.e., all construction completed, all third party inspections completed, all quality control paperwork completed.
- E. Date Unit Inspected:** Enter the date of the last Texas in plant inspection for each unit reported.
- F. Bldr Reg # or Inst Permit #: THIS SECTION MAY NOT BE LEFT BLANK.** The manufacturer can not release the building to anyone who is not a licensed industrialized builder or who does not have an installation permit **obtained from this department**. A building permit from a city is not an installation permit obtained from this Department. Reference Department rule 70.20(2) for further details.

Rule 70.10(a) defines an **industrialized builder** as a person who is engaged in the assembly, connection, and on-site construction and erection of modules or modular components at the building site **or who is engaged in the purchase of industrialized housing or buildings or of modules or modular components for sale or lease to the public**; a subcontractor of an industrialized builder is not a builder.

INSTALLATION PERMITS [reference rule 70.20(2)], form #035ihb, Application for Installation Permit:

WHO MAY OBTAIN AN INSTALLATION PERMIT?

1. A person who purchased a unit or units from a manufacturer or industrialized builder (retailer/installer) that are not for sale or lease to the public.
2. A person who purchased a unit or units from a manufacturer or industrialized builder (retailer/installer) and who is taking responsibility for the installation of the unit or units.

WHO MAY NOT OBTAIN AN INSTALLATION PERMIT?

1. A person who is purchasing the units from the manufacturer or industrialized builder (retailer/installer) to sell or lease to the public.
2. A person who is a registered industrialized builder and is assuming responsibility for installation of the unit or units.

- G. Builder's Name or Name of Permit Holder:** Enter the name of the industrialized builder **OR** the applicant's name to whom the installation permit was issued.
- H. Type of Structure:** Enter the use of the module or modular component, i.e. restaurant, classroom, school building, office, single-family residence, equipment shelter, etc.

I. Page ____ of ____: Enter the current page number of the report and the total number of pages in the report.

EXAMPLE #1: You did not attach labels to any units in the month of March and you did not ship any units in the month of March. Check the appropriate box in sections 3 (units labeled, but not shipped) and 4 (units shipped).

Section 3: Complete the following information for units that had Texas labels physically attached in this month. If units are labeled and shipped in the same month, then report only in section 4. If no units were labeled, then check here .

A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)

Section 4: Complete the following information for units that were shipped in this month. If no units were shipped, then check here .

A. Texas Decal or Insignia #	B. Unit ID Number (Serial #)	C. Size (Sq Ft)	D. Date Unit Labeled	E. Date Unit Inspected	F. Bldr Reg # OR Inst. Permit #	G. Builder's Name OR Name of Permit Holder	H. Type of Structure

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EXAMPLE #2: You physically attached labels to 6 units in March. Three of these units will not ship until April. You report the units that will not ship until April in Section 3 of your March report (you will report these units in Section 4 of the report for the month in which they are shipped). Report the units labeled and shipped in the month of March in Section 4 (units shipped). You are also shipping 3 units that were labeled in February. You reported the decal and serial #'s of these units in Section 3 on your February report. You report the remaining information for the units labeled in February in Section 4 on your March (month shipped) report

Section 3: Complete the following information for units that had Texas labels physically attached in this month. If units are labeled and shipped in the same month, then report only in section 4. If no units were labeled, then check here .

A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)
60006	TX0300-06	60007	TX0300-07	60008	TX0300-08

Section 4: Complete the following information for units that were shipped in this month. If no units were shipped, then check here .

A. Texas Decal or Insignia #	B. Unit ID Number (Serial #)	C. Size (Sq Ft)	D. Date Unit Labeled	E. Date Unit Inspected	F. Bldr Reg # OR Inst. Permit #	G. Builder's Name OR Name of Permit Holder	H. Type of Structure
58469	TX0200-005	632	2/15/02	2/7/02	IHB-632	Builder's Unlimited	office
58470	TX0200-006	654	2/16/02	2/7/02	IHB-632	Builder's Unlimited	office
58690	TX0200-009	540	2/24/02	2/7/02	Permit #0614355	Internet Cellular Unlimited	equipment shelter
60001	TX0300-001	942	3/8/02	2/28/02	IHB-592	WeRLeasing	classroom
60002	TX0300-002	942	3/12/02	2/28/02	IHB-592	WeRLeasing	classroom
60003	TX0300-003	1080	3/16/02	2/28/02	Permit #0621499	Joe's Country Fried Chicken	restaurant

EXAMPLE #3: You did not physically attach labels to any units for the month of March, but are shipping units labeled in an earlier month. In section 3, check the box indicating no units labeled this month. In Section 4 report the units shipped, but labeled in an earlier month.

Section 3: Complete the following information for units that had Texas labels physically attached in this month. If units are labeled and shipped in the same month, then report only in section 4. If no units were labeled, then check here .

A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)

Section 4: Complete the following information for units that were shipped in this month. If no units were shipped, then check here .

A. Texas Decal or Insignia #	B. Unit ID Number (Serial #)	C. Size (Sq Ft)	D. Date Unit Labeled	E. Date Unit Inspected	F. Bldr Reg # OR Inst. Permit #	G. Builder's Name OR Name of Permit Holder	H. Type of Structure
58469	TX0200-005	632	2/15/02	2/7/02	IHB-632	Builder's Unlimited	office
58470	TX0200-006	654	2/16/02	2/7/02	IHB-632	Builder's Unlimited	office
58690	TX0200-009	540	2/24/02	2/7/02	Permit #0614355	Internet Cellular Unlimited	equipment shelter
60001	TX0300-001	942	1/5/02	12/28/01	IHB-592	WeRLeasing	classroom
60002	TX0300-002	942	1/7/02	12/28/01	IHB-592	WeRLeasing	classroom
60003	TX0300-003	1080	12/3/01	11/14/01	Permit #0621499	Joe's Country Fried Chicken	restaurant

EXAMPLE #4: You physically attached labels to 6 units in March, but are not shipping any units this month. Report the units labeled in section 3 and check the box indicating no units shipped in section 4.

Section 3: Complete the following information for units that had Texas labels physically attached in this month. If units are labeled and shipped in the same month, then report only in section 4. If no units were labeled, then check here .

A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)
60001	TX0300-01	60002	TX0300-02	60003	TX0300-03
60006	TX0300-06	60007	TX0300-07	60008	TX0300-08

Section 4: Complete the following information for units that were shipped in this month. If no units were shipped, then check here .

A. Texas Decal or Insignia #	B. Unit ID Number (Serial #)	C. Size (Sq Ft)	D. Date Unit Labeled	E. Date Unit Inspected	F. Bldr Reg # OR Inst. Permit #	G. Builder's Name OR Name of Permit Holder	H. Type of Structure

EXAMPLE #5: You physically attached labels to 3 units in March. These units were also shipped in March along with some units labeled in February. Do not report any of these units in section 3. Report all units in section 4.

Section 3: Complete the following information for units that had Texas labels physically attached in this month. If units are labeled and shipped in the same month, then report only in section 4. If no units were labeled, then check here .

A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)	A. TX Decal or Insignia #	B. Unit ID Number (Serial #)

Section 4: Complete the following information for units that were shipped in this month. If no units were shipped, then check here .

A. Texas Decal or Insignia #	B. Unit ID Number (Serial #)	C. Size (Sq Ft)	D. Date Unit Labeled	E. Date Unit Inspected	F. Bldr Reg # OR Inst. Permit #	G. Builder's Name OR Name of Permit Holder	H. Type of Structure
58469	TX0200-005	632	2/15/02	2/7/02	IHB-632	Builder's Unlimited	office
58470	TX0200-006	654	2/16/02	2/7/02	IHB-632	Builder's Unlimited	office
58690	TX0200-009	540	2/24/02	2/12/02	Permit #0614355	Internet Cellular Unlimited	equipment shelter
60001	TX0300-001	942	3/8/02	2/12/02	IHB-592	WeRLeasing	classroom
60002	TX0300-002	942	3/12/02	3/9/02	IHB-592	WeRLeasing	classroom
60003	TX0300-003	1080	3/16/02	3/9/02	Permit #0621499	Joe's Country Fried Chicken	restaurant

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