

ENFORCEMENT BULLETIN

Number 2017-004

NOTICE OF INSTALLATION TIMEFRAMES

Violations of Established Timeframes

A recent review of installations reported has revealed a substantial number of Notices of Installations (Form T) submitted to the Department beyond the established timeframes as required by Title 10, Section 80.33(g) of the Texas Administrative Code, which states:

For each installation completed, the installer must complete a Notice of Installation and submit the original, signed form with the required fee to the Department **no later than seven (7) days after which the installation is completed**, but not later than three (3) days for provisional installers. A single payment may be made when multiple forms are submitted.

- (1) If a contracting installer subcontracts the installation to a licensed installer, the subcontracted installer who performs the installation shall complete the Notice of Installation, and submit the original signed form to the Department no later than seven (7) days after which the installation is completed, or not later than three (3) days for installers with a provisional license. The subcontracted installer may submit the required fee with the Notice of Installation Form.
- (2) If a contracting installer subcontracts the installation to a licensed installer, and the subcontracted installer does not pay the fee, the contracting installer shall submit a copy of the Notice of Installation, labeled as such, with the required fee to the Department no later than seven (7) days after which the installation is completed, or not later than three (3) days for subcontracted installers with a provisional license.
- (3) Provisional installers that provide the installation are required to send a copy of the Notice of Installation to the Department's Field Office within three (3) days of the installation to ensure a timely inspection may be conducted.
- (4) The timely submittal of the Notice of Installation after completion of the installation ensures the Department inspectors may inspect the manufactured home with utilities connected, but before the home is skirted.

However, effective September 1, 2017, any installations not reported within the established timeframes will be subject to administrative action including a monetary fine, suspension and/or revocation of the license.

Agency Contact Information

- Email: installations@tdhca.state.tx.us
- Toll Free Number: 877-313-3023
- Fax Numbers: Austin Headquarters - 512-475-3506

Submittals to Lubbock Field Office - 806-794-6876

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