

## **FAQ's for Manufacturers, Retailers/Developers and Installers/Transporters**

### **How do I obtain a license to open a retail sales center, developer and factory-built home contractor?**

1. Applications may be downloaded from our webpage ([www.mid.ms.gov](http://www.mid.ms.gov)), or contact our office for an application to be mailed or faxed.
2. The license fee is \$150.00 per location.
3. The completed application, a copy of the certificate of general liability insurance, a surety bond policy for each facility location and a payment of the license fee are to be returned to the State Fire Marshal's Office. Incomplete applications will not be processed.
4. Each operating facility is required to have an office (a factory-built home may be used for office) operating telephone service, operating restroom(s), running water, certificates of compliance with all local requirements (health department, building codes, etc.), and a 4 ft. X 8 ft. permanent sign on the property location.
5. An inspection of the office and lot space must be conducted by State Fire Marshal's Office.

### **As a retailer, do I have to attend an eight (8) hour class each year in order to renew my license?**

Sales personnel are required to attend an eight (8) hour class within the first twelve (12) months of hire and every three years thereafter.

### **Do I need an installer/transporter's license if I install homes that are sold from my retail sales center?**

No. However, if you install and/or transport homes for individuals, you must have an installer/transporter's license.

### **Do I need a retail license to sell factory-built homes in Mississippi?**

Yes.

### **Do I need a license to transport or install factory-built homes in Mississippi?**

Yes.

### **How do I obtain a license for an installer/transporter of factory-built homes?**

1. Applications may be downloaded from our webpage ([www.mid.ms.gov](http://www.mid.ms.gov)), or contact our office for an application to be mailed or faxed.
2. The Installer/transporter license fee is \$100.00.
3. The completed application, a copy of the certificate of general liability insurance, a surety bond policy and a payment of the license fee are to be returned to the State Fire Marshal's Office. Incomplete applications will not be processed.
4. A copy of the Rules and Regulations MH-5 and a letter and will be mailed to applicant indicating the location and availability of the next sales and set-up educational seminar. A test will be given and a score of 70 or above is required for the applicant to be eligible for the license.

### **As an installer/transporter, do I have to attend an eight (8) hour class each year in order to renew my license?**

Yes. The location and dates of the training classes can be obtained from our website or contact our office.

### **How do I get truck decals for my transporter truck?**

Request forms for truck decals may be downloaded from our webpage, or contact our office to request a copy sent by mail or fax. Return the request form by mail or fax to the Factory Built Home Division. Two truck decals will be issued for each transporter (toter) truck listed on the request form. There is no charge for truck decals. It is required that one decal be placed on the driver's door and one be placed on the passenger's door. The decals are color coded for the current license period and replacements must be requested annually at the time of the license renewal.

### **Where is the inspection decal placed on the factory-built homes?**

Installation decals are placed by the inspector next to the HUD label (opposite end of the hitch) indicating the installation of the home has passed the inspection.

**How do I obtain a license for a manufacturer of HUD or Modular homes?**

1. Applications may be downloaded from our webpage, or contact our office at (601) 359-1061 for an application to be mailed or faxed.
2. License fee is \$250.00 per location.
3. Submit application, copy of general liability insurance and license fee to State Fire Marshal's Office.

**Who orders modular data plates for modular homes that are shipped into Mississippi?**

The manufacturer's design review/construction inspection agency orders and places data plates on all modular homes shipped into Mississippi.

**How long will it take for my license to be issued?**

Approximately three days after the application and all required insurance and/or bonding documents have been received in our office.

**When will my license expire?**

All licenses are issued for a twelve (12) month period beginning July 1st and expire on June 30th of the following year.

**What is the penalty if my license is mailed in late?**

A reinstatement fee penalty in addition to the renewal fee shall be charged. That penalty shall be an amount double of the license renewal fee.

Example: (renewal fee + reinstatement fee = amount due)

For Retailer, Developer, Modular Home Contractor: (\$150.00 + \$300.00 = \$450.00)

For Installer/Transporter: (\$100.00 + \$200.00 = \$300.00)

For Manufacturer (HUD and Modular): (\$250.00 + \$500.00 = \$750.00)

**Are installation State Fire Marshal inspection decals required for all factory-built homes that are installed, including used homes or secondary moves?**

Yes.

**Are retailers, developers and modular home contractors required to mail or fax property locator forms to the State Fire Marshal's office for each home that is sold?**

Yes. Retailer/developers and modular contractors are required to mail or fax Exhibit A of the Property Locator forms to our office within 72 hours (3 days) after home is installed at home site.

New Property Locator forms may be downloaded from our webpage, or contact our office to receive a Property Locator form by mail or fax.

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**Are installers required to mail or fax property locator forms to the State Fire Marshal's office for each home that is installed?**

Yes. The installer/transporters are required to mail or fax Exhibit B and Property Locator/Inspection Report sections of the Property locator forms to our office within 72 hours (3 days) after home is installed at the home site. New Property Locator forms may be downloaded from our webpage, or contact our office to receive a Property Locator form by mail or fax.

**Contact Us:**

Mississippi Insurance Department

State Fire Marshal's Office

Post Office Box 79

Jackson, MS 39205

Phone: 601-359-1061

Fax: 601-359-1076