

## **MANUFACTURED HOME INSTALLER FAQs:**

### **1. What steps do I need to take to become a licensed manufactured home installer in the state of Tennessee?**

The following is a brief overview of the steps to licensure:

- Complete an approved fifteen (15) hour course on the installation of manufactured homes
- Pass an approved examination on the installation of manufactured homes
- Obtain a surety bond in the amount of ten thousand dollars (\$10,000) in accordance with Tennessee Code Annotated § 68-126-404(d)(1)
- Complete the State Fire Marshal's Office's ("SFMO") application and provide all required documentation
- Ensure your application is approved and your license is active prior to installing any manufactured home in the state of Tennessee

### **2. Where do I take an approved fifteen (15) hour course on the installation of manufactured homes?**

Currently, the only approved fifteen (15) hour course is offered by the Tennessee Housing Association ("THA"). More information regarding this course can be found on THA's website at [www.tnmha.org](http://www.tnmha.org) under the "Education" tab. The class is offered in a virtual format.

### **3. Where do I take the approved examination on the installation of manufactured home?**

The SFMO contracts with Morris & McDaniel, Inc. to provide this examination. After completing the fifteen (15) hour course, THA will inform Morris & McDaniel that you are eligible for examination. The exam is offered in a virtual format.

### **4. How do I obtain a surety bond?**

Surety bonds are offered by many insurance companies. There are also companies that specialize in surety bonds. It is an applicant's responsibility to obtain a surety bond from a company qualified to do business in Tennessee.

### **5. How do I apply for a manufactured home installer license?**

You will begin your application by navigating to the Tennessee Department of Commerce and Insurance's online portal [here](#). You will need to create an account before proceeding. After you have created an account navigate back to the link above and sign in. After you have logged in, you will select "Apply." In the search bar, input "Initial New Installer

Application” and select the application for Manufactured Housing. Follow all prompts to complete the application.

**6. What documents should I have ready to upload with my application?**

- Certificate of Completion from the fifteen (15) hour course
- Eligibility Verification Form – this form can be found [here](#)
- Examination Results
- Surety Bond
- Driver’s License

**7. How long will it take for my license application to be approved?**

After all required documents are submitted, your application will be processed within seven to ten (7-10) business days.

**8. What is the process for reporting a home installed in Tennessee and what happens after it is reported?**

The following is a brief overview of the process:

- Purchase an installation permit decal (“Decal”) from a county court clerk
- Complete the installation/set-up of the manufactured home
- Place the Decal in the electrical panel box cover of the home
- Report the installation of the manufactured home to the SFMO within seven (7) days of completion on a weekly report form provided by the SFMO

If the manufactured home is inspected, the following applies:

- The SFMO will inspect the manufactured home within twenty (20) business days of receipt of the weekly report, if an inspection is to occur
- If Imminent Safety Hazard (“ISH”) violations are found, the installer shall complete an ISH Plan of Corrective Action (“POCA”) on the provided form and submit the form to the SFMO within twenty-four (24) hours of notification
- If ISH violations are found, the installer shall complete the actions identified in the ISH POCA and verify that the actions have been completed within seventy-two (72) hours of notification by completing the second portion of the provided form
- If other violations are found, the installer shall make necessary repairs and notify the SFMO, in writing on the provided form, that the repairs have been made within thirty (30) days of notification
- After all required repairs have been made, the installer shall place a new Decal in the manufactured home and submit a new weekly report to the SFMO along with the ISH POCA or notification of repairs

**9. When do I place the Decal in an installed manufactured home?**

The Decal should not be placed until the installation/set-up of the home is complete. Pursuant to Tenn. Code Ann. § 68-126-402, “‘Set-up’ means an installation of the manufactured home according to the manufacturer’s installation instructions...”

**10. When do I turn in a weekly report?**

Weekly reports, reporting the installation of a manufactured home, shall be turned in no later than seven (7) calendar days from placement of the Decal/completion of the installation/set-up of the home.

**11. What if I cannot complete required repairs within the required timeframe?**

The SFMO approves requests for extension of time under certain circumstances. The request for extension must be submitted on the provided form and must be submitted prior to the deadline for completion of repairs.

Requests for extension are not available on ISH violations.

