


MEMORANDUM

TO: Active Manufactured Home Registered Installers and Certified Inspectors

FROM: Rory J. Hoffmann, Manufactured Home Installation Program Administrator
ND Department of Commerce, Division of Community Services 

DATE: April 15, 2024

RE: Manufactured Home Registered Installer and Certified
Inspector Registration and Training for Year 2024-2025

The licensing for the manufactured home installers and inspectors will expire June 30, 2024. Anyone wishing to renew their license must do so by June 30, 2024, or they will no longer be able to install or inspect new manufactured homes in North Dakota.

Active Registered Installers and Certified Inspectors must complete the enclosed Registration Application (SFN 58299).

The Registration and Certification fee is set by law in the Manufactured Home Installation Program administrative rules. The set fee for the training is to help offset the cost of the training and the cost of the facility.

Installers and Inspectors Renewal Fee	\$150.00
Participating Jurisdiction Inspector Renewal Fee	\$50.00

Any potential **new** installers or inspectors, or anyone that received their license this past year by taking the on-line course, must attend the full day training and pass the required test. This training will be held June 18, 2024 from 9:00 AM to 5:00 PM at

ND Department of Commerce, 1600 E. Century Ave Suite 6 (North Door), Bismarck, ND

The enclosed application along with all fees must be sent to our office by June 4, 2024.

New Installer and Inspector Fee: \$225.00 (includes license fee, training, and training manual)

Enclosed is the Registered Installer and Inspector Manufactured Home Application (SFN 58299). The application must be completed and returned to the Division of Community Services with payment by the close of business on the deadline dates listed above.

Should anyone require auxiliary aids or services, or need additional information, please email the Division of Community Services at dcsc@nd.gov, or call (701) 328-5300, TTY 800-366-6888, Spanish TTY 800-435-8590, or Relay ND Voice 800-366-6889.

If you have any questions, don't hesitate to contact me at (701) 486-3330, (701) 391-4382, or email me at rjhoffmann@nd.gov.

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Enclosure