

# 2024-2025 REGISTERED INSTALLER AND INSPECTOR MANUFACTURED HOME APPLICATION

NORTH DAKOTA DEPARTMENT OF COMMERCE  
 DIVISION OF COMMUNITY SERVICES  
 SFN 58299 (04/2024)

<b>(Check one)</b> <input type="checkbox"/> New Registration <input type="checkbox"/> Registration Renewal (Registration No. _____)		Date of Application
Name	Address	
City	State	ZIP Code
Email	Phone	Cell

**Check Appropriate Box:**

- INSTALLER Renewal - \$150.00    PAYMENT DUE BY: June 30, 2024**
  - Copy of contractor's liability insurance in the amount not less than \$200,000 with provision to notify the DCS upon cancellation.
  - Copy of letter of credit, certificate of deposit, or surety bond in the amount of \$10,000 with provision to notify the DCS upon cancellation.

**ALL MUST ACCOMPANY NOTARIZED APPLICATION**

- INSPECTOR Renewal - \$150.00    PAYMENT DUE BY: June 30, 2024**

- PARTIPATING JURISDICTION INSPECTOR Renewal - \$50.00    PAYMENT DUE BY: June 30,2024**

**NEW LICENSE 9:00 AM to 5:00 PM Tuesday June 18, 2024 @ Department of Commerce    Payment Due By: June 4, 2024**

- INSPECTOR - \$225.00 (includes license, training fee and training manual)**
  - Copy of valid driver's license or copy of birth certificate. **MUST ACCOMPANY NOTARIZED APPLICATION**
- INSTALLER - \$225.00 (includes license, training fee and training manual)**
  - Copy of contractor's liability insurance in the amount not less than \$200,000 with provision to notify the DCS upon cancellation.
  - Copy of letter of credit, certificate of deposit, or surety bond in the amount of \$10,000 with provision to notify the DCS upon cancellation.
  - Copy of valid driver's license or copy of birth certificate

**ALL MUST ACCOMPANY NOTARIZED APPLICATION**

**NOTE: A late fee of \$25 will be assessed for all registrations after the deadlines stated above.**

**New License and anyone receiving their license this past year by taking the online training must take the "New License" training. This will be at Department of Commerce 1600 E. Century Ave Suite 6 (North Door); Bismarck, ND**

**Please make checks payable to: ND DEPARTMENT OF COMMERCE  
 SEND TO: Manufactured Home Program • Division of Community Services • PO Box 2057 • Bismarck, ND  
 58502-2057 To pay by credit card, call 701-328-7273**

I, the undersigned principal (applicant), do hereby declare under penalty of perjury, that all information provided in this application is accurate to the best of my knowledge.

\_\_\_\_\_  
 Applicant Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by

\_\_\_\_\_  
 Applicant Name

\_\_\_\_\_  
 Notary Public

My Commission Expires \_\_\_\_\_