

STATE OF IDAHO
Division of Building Safety
Manufactured Housing

PROCEDURE FOR MAKING APPLICATION TO TAKE THE LICENSING EXAMINATION
FOR A MANUFACTURED HOUSING RETAILER, RESALE BROKER, INSTALLER, OR
SERVICE COMPANY

In accordance with IDAPA 07.03.11.015 rules for the Division of Building Safety, successful passage (70%) of an appropriate examination is required prior to issuance of an original license as a retailer, resale broker, installer, or service company. The person taking the examination will be the person who will assume responsibility on behalf of the company for compliance with applicable provisions contained in Idaho Code Title 44, Chapters 21, 22, and 25 and IDAPA 07, Title 3, Chapters 11, 12, and 13.

This examination requirement is also required of persons who fail to renew a license within 60 days of its expiration date or of persons who have failed to obtain the required annual continuing education.

If an applicant for a license fails the written examination offered by the Division of Building Safety twice, he or she must wait at least 30 days before retesting is permitted.

The examinations are written and are given as open-book exams based on the following:

- HUD Enforcement Regulations
- HUD Construction and Safety Standards
- HUD Manufactured Housing Construction and Safety Standards Act of 1974 – Title VI
- Idaho Code Title 44 Chapters 21, 22, and 25
- Department rules governing manufactured/mobile home industry licensing and Idaho's manufactured/mobile home set-up code. IDAPA 07, Title 3, Chapters 11, 12, and 13.
- The January 2004 Idaho Manufactured Home Installation Standard
- The 2003 International Residential Code (Service Company Exam Only)

Copies of the above mentioned documents will be made available for use during examinations for those individuals who do not have their own copies.

The examination for retailers, resale brokers, installers, and service companies is comprised of 25 questions and applicants are given a time limit of two (2) hours for taking the examination.

The Idaho Manufactured Home Installation Standard is available from the Division of Building Safety and on the internet at <http://dbs.idaho.gov>. It may be useful in preparation for the installer examination. There is no charge for examinations.

Examinations will be made available in Meridian and Coeur d' Alene by appointment only. The Division of Building Safety shall make the results of the examination known in writing to the applicant. Complete the following exam application and mail/fax it to the address on the form.

**DIVISION OF BUILDING SAFETY
MANUFACTURED HOUSING
APPLICATION FOR LICENSING EXAMINATION**

Name _____ Social Security # _____

Company Name _____

Mailing Address _____

Telephone # _____ Cell Phone # _____

Exam Category Desired – (check below) Exam Location Desired – (check below)

_____ Retailer _

_____ Meridian

_____ Resale Broker

_____ Coeur d' Alene

_____ Installer

_____ Service Company

Were you previously licensed with the Division of Building Safety? _____ Yes _____ No

If so list name, type of license and license number. _____

Name (signed)

Date

Mail or Fax This Application to:

Division of Building Safety
Manufactured Housing Section
1090 E. Watertower St.
Meridian, ID 83642
(208) 334-3896
FAX (208) 855-9399