



**Title 20—DEPARTMENT OF
COMMERCE AND INSURANCE**
**Division 4240—Public Service
Commission**
**Chapter 125—Manufactured Home
Installers**

20 CSR 4240-125.010 Definitions

PURPOSE: This rule defines various terms as used in this chapter and in chapters 120, 123, and 125.

(1) The following definitions, as well as those set out in section 700.010, RSMo and 4 CSR 240-127 apply to this chapter:

(A) Act means the Federal Manufactured Housing Improvement Act of 2000;

(B) Applicant is a person who applies to the commission for a license or limited use license to install manufactured homes;

(C) Application means a manufactured housing installer license application or renewal application as provided by the commission;

(D) Certificate means a document issued by a commission-approved educational provider reflecting the applicant for licensure has taken an approved manufactured housing installer training class or program and has received a passing grade;

(E) Code means the federal standards set out in 24 CFR section 3280 of the Manufactured Home Construction and Safety Standards, and 24 CFR section 3282 of the Manufactured Home Procedural and Enforcement Regulations, and 24 CFR section 3284 of the Federal Manufactured Housing Installation Standards which constitute the codes to be applied to new manufactured homes which entered the first stage of production after November 22, 1976 which are rented, leased, sold, or offered for rent; and

(F) Program means Title VI of P.L. 106-569 and any federal regulations promulgated thereunder and as may be amended.

AUTHORITY: section 700.692, RSMo 2016. This rule originally filed as 4 CSR 240-125.010. Original rule filed Jan. 14, 2005, effective June 30, 2005. Amended: Filed Aug. 15, 2013, effective March 30, 2014. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-125.010, effective Aug. 28, 2019.*

**Original authority: 700.692, RSMo 2004.*

20 CSR 4240-125.020 General Provisions

PURPOSE: This rule describes the general guidelines for the implementation of this chapter.

(1) Any person who engages in the business of installing new manufactured homes or who directs, supervises or controls installations, or who performs repairs as part of the initial installation shall have an appropriate, valid manufactured housing installer license issued under this program. Installers shall not install or set up the home if the site is not prepared as required by the manufacturer's installation manual.

(2) Any person whose installer license has been revoked may not apply for an installer license or limited use installer license within one (1) year after the date of revocation.

(3) No person shall engage in the business of installing manufactured homes or hold himself, herself, or itself out as a manufactured home installer in this state unless such person holds a valid installer license issued by the manager. Manufactured home dealers and manufacturers who do not subcontract with a licensed installer, but perform installations themselves, must have at least one (1) employee who is a licensed installer who is responsible for each installation.

AUTHORITY: section 700.692, RSMo 2016. This rule originally filed as 4 CSR 240-125.020. Original rule filed Jan. 14, 2005, effective June 30, 2005. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-125.020, effective Aug. 28, 2019.*

**Original authority: 700.692, RSMo 2004.*

20 CSR 4240-125.030 Exceptions to Licensing Requirements

PURPOSE: This rule identifies the exceptions to licensing requirements for manufactured home installers.

(1) Unless otherwise required by federal law or regulations, the following activities are exceptions to the licensing requirements found in this chapter:

(A) Installation of a manufactured home by a person on his or her property for his or her own occupancy pursuant to section 700.656.5, RSMo;

(B) Installation of additional perimeter blocking under a manufactured home for the exclusive support of awnings, carports or roof additions;

(C) Installation of a manufactured home when the manufactured home is installed temporarily on a dealer's or manufacturer's sales or storage lot or at a show and is not occupied or intended to be occupied. This

exception does not include those manufactured homes that are permanently installed in a manufactured home park, mobile home park or manufactured home subdivision;

(D) Excavation, or concrete (flat) work for sidewalks, garages, etc.;

(E) Plumbing or electrical work, if the person performing such work holds a valid license from the local jurisdiction to perform such work;

(F) Installation of drywall or trim and finish work not covered by the act or the code; and

(G) Maintenance or repairs performed by manufacturers or dealers for the purpose of customer service.

AUTHORITY: section 700.692, RSMo Supp. 2004. This rule originally filed as 4 CSR 240-125.030. Original rule filed Jan. 14, 2005, effective June 30, 2005. Moved to 20 CSR 4240-125.030, effective Aug. 28, 2019.*

**Original authority: 700.692, RSMo 2004.*

20 CSR 4240-125.040 Manufactured Home Installer License

PURPOSE: This rule establishes the licensing requirements, license fees, and responsibilities for manufactured home installers.

(1) Requirements for an Installer License.

(A) To be licensed as a manufactured home installer, an applicant shall meet all of the requirements of sections 700.650 to 700.692, RSMo, and submit to the manufactured housing and modular units program—

1. An application form and one hundred fifty dollar (\$150) application fee;

2. The certificate issued by the educational provider; and

3. Proof of liability and workman's compensation insurance coverage as required pursuant to section 700.659, RSMo.

(B) The manager may waive the training and examination requirements for applicants who have obtained an installer license in another state, the District of Columbia, or territories of the United States pursuant to section 700.662, RSMo, if all the documentation is submitted with the license application and the application fee is paid. The certification must be current, must meet or exceed the requirements in sections 700.650 to 700.680, RSMo, and must cover all or a portion of the same time frame as the Missouri renewal period.

(C) A manufactured home installer must attend certification classes every three (3) years, except this requirement may be extended by a period not to exceed two (2) additional



years by order of the commission, on the recommendation of the manager, finding such attendance is not feasible as the result of a natural disaster, public health emergency, or other exigent circumstance. As an alternative, attendance of certification classes may be held virtually through an internet portal capable of video and multimedia presentations and two- (2-) way communication.

(2) Installer Responsibilities and Limits.

(A) Work covered by an installer licensee shall include but not be limited to the following:

1. Installing manufactured home under-floor vapor retarder as required by the manufacturer's installation manual for proper ventilation and access;
2. Installing the support, tie-down, anchoring, and the structural connections and roof installation for manufactured homes;
3. Providing plumbing and electrical utility connections unless they are regulated by local jurisdictions;
4. Providing plumbing, electrical, and mechanical cross-over, appliance and fixture connections of and to the manufactured home, as permitted by these requirements;
5. Assuring that all appliance exhaust ducts are roughed in and terminations are complete when required;
6. Closing and securing all access panels and covers on or under the manufactured home;
7. Assuring all doors and windows are adjusted, secured in place, and operational;
8. Assuring all shipped loose flue vents and chimneys are installed, secured in place, and capped according to the manufacturer's installation manual; and
9. Where the installer also installs the skirting, complying with skirting requirements to ensure proper ventilation.

(B) An installer licensee shall also be responsible for—

1. Affixing the installation decal to each manufactured home;
2. Completing all reporting and application forms required by the program;
3. Leaving the manufacturer's installation manual at the installation site;
4. Assuring that all portions of the manufactured home installation are in compliance with the manufacturer's installation manual; and
5. Correcting all applicable non-conformances within thirty (30) days of receipt of a correction notice from the manager.

(3) Primary Installer Responsibilities in addition to (2)(A) and (B) above—

(A) Each primary installer shall be responsible for ensuring the site and foundation are correct before setting the home on the site or foundation. If the home is not correctly set on the site or foundation, the primary installer shall be responsible for making corrections to the site or foundation, pursuant to sections 700.010(5) and (15), RSMo, and 4 CSR 240-125.010(12) and (13); and

(B) Primary installers who install new manufactured homes in Missouri from dealers, manufacturers, or other entities located in other states shall submit a property locator form provided by the manufactured housing and modular units program prior to placing the manufactured home on the site. Failure to submit the property locator to the manufactured housing and modular units program prior to placing the manufactured home on the site may subject the installer to the fifty dollar (\$50) inspection fee as defined in 4 CSR 240-120.065(4)(D).

AUTHORITY: section 700.692, RSMo 2016. This rule originally filed as 4 CSR 240-125.040. Original rule filed Jan. 14, 2005, effective June 30, 2005. Amended: Filed Aug. 15, 2013, effective March 30, 2014. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-125.040, effective Aug. 28, 2019. Emergency amendment filed Sept. 30, 2020, effective Oct. 15, 2020, expired April 12, 2021. Amended: Filed Sept. 30, 2020, effective March 30, 2021.*

**Original authority: 700.692, RSMo 2004.*

20 CSR 4240-125.050 Limited Use Installer License

PURPOSE: This rule establishes licensing guidelines for limited use installer licenses for manufactured home installers.

- (1) To be licensed as a manufactured home limited use installer, an applicant shall submit to the manufactured housing and modular units program a completed application, signed and dated by the applicant, together with the required one hundred fifty dollar (\$150) fee and proof of general liability and workmen's compensation insurance. A limited use installer license allows the holder to perform all of the work performed by a licensed installer under the supervision of a licensed installer.
- (2) A limited use installer license shall be valid for a period of one hundred eighty (180) days and may be renewed one (1) time.
- (3) If needed, the commission may contact

any person or entity to verify the experience of an applicant.

AUTHORITY: section 700.692, RSMo 2016. This rule originally filed as 4 CSR 240-125.050. Original rule filed Jan. 14, 2005, effective June 30, 2005. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-125.050, effective Aug. 28, 2019.*

**Original authority: 700.692, RSMo 2004.*

20 CSR 4240-125.060 Licensing

PURPOSE: This rule establishes manufactured home installer licensing, renewal, and disciplinary requirements.

(1) Issuance and Possession of License.

(A) A manufactured home installer license or a limited use installer license shall be issued to the person named on the application and shall not be transferable.

(B) The licensee shall notify the manufactured housing and modular units program in writing within thirty (30) days of any address change.

(2) License Renewal.

(A) Licenses issued under this program shall expire on June 30 of each year.

(B) Forty-five (45) days prior to license expiration the manufactured housing and modular units program shall mail each licensee a license renewal application.

(C) An application for renewal of a current license shall include evidence that the applicant has completed a minimum of eight (8) hours of commission-approved continuing education and shall be accompanied by the required renewal fee, which shall be the same amount as the application fee established in 4 CSR 240-125.040. Each installer must attend an approved installer certification renewal class every three (3) years or as otherwise required by the manager or the act.

(D) A license renewal application must be submitted to the manufactured housing and modular units program prior to the expiration date of the license. Persons wishing to apply for a license after their license has expired must reapply for a new license and meet all requirements of a new applicant. The manufactured housing and modular units program shall not be responsible for notification if the licensee has changed addresses without notifying the manufactured housing and modular units program within thirty (30) days of the address change.

(3) License Suspension and Revocation.