



Commissioners

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Missouri Public Service Commission

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Director of Regulatory Review

To: Manufactured Home Installers

From: Ron Pleus, Program Director - Manufactured Housing & Modular Units Program

Date: May 15, 2012

Subject: Renewal of 2012 Installer License

Your annual HUD home installer license will expire on July 1, 2012, and is required to be submitted to the Manufactured Housing Department by June 15, 2012. The license period begins July 1 each year and runs through June 30. Renewal packets can now be accessed from on our webpage @ www.psc.mo.gov, Manufactured Housing tab, click on the Installer Information link. Information can now be typed into these forms, saved and printed for submission. Included in the renewal packet are the necessary documents needed to renew your Missouri Installer License. Please carefully complete the application insuring names, addresses, phone numbers, etc., are entered legibly and correctly. The license renewal fee is \$150.

Installers are required to attend a continuing education class every three (3) years. **Applicants must submit a copy of their continuing education training certificate along with their renewal documentation.**

In accordance with 4 CSR 240-125.070(2), the licensed Installer who purchased decals must submit monthly decal reports with the Commission no later than the 10th of the following month even if no decals were used for that month. **All monthly decal reports must be on file with the Commission prior to issuing a renewal license. All outstanding decals must be accounted for prior to issuing a renewal license; call the department with information on any outstanding decals still in your possession.**

Each applicant must submit proof of insurance coverage for **General Liability Insurance (\$300,000) and Workers' Compensation Insurance.** Pursuant to Section 287.061 RSMo from the Division of Workers' Compensation (573-751-4231), if there is no Workers' Compensation Insurance, an Affidavit of Exemption of Workers' Compensation Insurance must be submitted (see renewal packet). Installers may be covered for these insurances by their employer; submit a copy of the front sheet or declaration page of these insurances reflecting the name of the insured, coverage amounts and coverage period. However, if employment ends with this employer prior to the registration expiration date, the installer must obtain his own coverage and provide proof of coverage. The applicable insurance coverage must be effective for the entire license period. If coverage expires before the expiration of the current license year, it is up to the installer to submit the new insurance coverage documentation to the Commission.

ATTENTION: As part of the federal standards, the Field Inspectors will be contacting Dealers and Installers within the next few weeks to perform random site inspections of new HUD installations.



Missouri Public Service Commission Application for Manufactured Home Installer License

Please fill the form out completely and legibly.

PSC OFFICE USE ONLY - 6011	Transmittal No.:	Check No.:	Check Amount
SECTION A GENERAL INFORMATION			
<ul style="list-style-type: none"> ▪ Installer licenses are issued to an individual and cannot be used to license an entire entity. ▪ License fee is \$150 per licensee. (Make Checks Payable To: Missouri Director of Revenue) ▪ The Permanent License is valid until June 30. ▪ The Limited Use License is valid for 180 days from the date of issuance. ▪ Licenses are not transferable. ▪ Licensee shall notify the Commission in writing within 30 days of any change of information required on this form. 			
SECTION B PLEASE COMPLETE THE FOLLOWING			
<input type="checkbox"/> Permanent License <input type="checkbox"/> Limited Use License Supervising Installer:		<input type="checkbox"/> New <input type="checkbox"/> Renewal License No.:	
<input type="checkbox"/> Check here if you are currently operating under a Limited Use License The Limited Use License is valid for a period of 180 day and may be renewed one time. The Commission may contact any person or entity to verify the experience of the applicant before issuing the Limited Use License.			
SECTION C INSTALLER FACILITY INFORMATION			
Installer Name			
Installer Address			
Installer City/State/Zip			
County	Phone Number	Fax Number	
SECTION D INSTALLER'S EMPLOYMENT			
<input type="checkbox"/> Check here if License is being required by employer. If being required by employer, complete Employer information below.			
Employer's Name			
Employer's Address			
Employer's City/State/Zip			
Phone Number	Fax Number		
LICENSE APPLICATION CHECKLIST			
<input type="checkbox"/> Completed Application			
<input type="checkbox"/> Application fee of \$150 (Make Checks Payable To: Missouri Director of Revenue)			
<input type="checkbox"/> Copy of your initial Training Certificate			
<input type="checkbox"/> or Continuing Education Certificate (8 hrs. mandatory) issued by the Education Provider as required every 3 rd year; not required for a Limited Use License.			
<input type="checkbox"/> Proof of General Liability Insurance (\$300,000) for the current licensing year.			
<input type="checkbox"/> Proof of Workman's Compensation Insurance <input type="checkbox"/> or Proof of Workman's Compensation exemption (A copy of the exemption is required.) Questions concerning Affidavit for Exemption to Worker's Compensation contact Division of Worker's Compensation at (573) 751-4231.			
I am claiming exemption under Section 287 for worker's compensation for the following reason: <input type="checkbox"/> Sole Proprietor with no employees <input type="checkbox"/> Partner in a partnership with no employees <input type="checkbox"/> A corporation that has filed a Notice of Election with the Division of Worker's Compensation (include a copy of the Notice of Election).			
SECTION H		Signature	Date
PLEASE MAIL COMPLETED APPLICATION & FEE TO: Missouri Public Service Commission Manufactured Housing & Modular Units Program P.O. Box 360, Jefferson City, MO 65102		MAKE CHECKS PAYABLE TO: Missouri Director of Revenue PHONE: 800-819-3180 FAX: 573-522-2509 WEB PAGE: www.psc.mo.gov mhforms@psc.mo.gov	

**AFFIDAVIT OF EXEMPTION
WORKERS' COMPENSATION INSURANCE
APPLICABLE STATUTORY PROVISIONS
Excerpts**

Construction Licensing Requirement: § 287.061. 1. Any city or county which issues an occupational or business license for a contractor in the construction industry shall require a certificate of insurance for workers' compensation coverage or an affidavit, the form of which shall be developed by the division, signed by the applicant attesting that the contractor is exempt. No city or county shall have the duty to investigate any certificate of insurance or affidavit filed pursuant to this section.

2. Any contractor who fails to comply with the provisions of subsection 1 of this section shall be denied such a license until he or she furnishes a certificate of insurance.

3. It is unlawful, pursuant to section 287.128, for any contractor to provide fraudulent information pursuant to this section.

Definition of Employer: § 287.030.1. The word "employer" as used in this chapter shall be construed to mean:

(1) Every person, partnership, association, corporation, limited liability partnership or company, trustee, receiver, the legal representatives of a deceased employer, and every other person, including any person or corporation operating a railroad and any public service corporation, using the service of another for pay;

(2) The state, county, municipal corporation, township, school or road, drainage, swamp and levee districts, or school boards, board of education, regents, curators, managers or control commission, board or any other political subdivision, corporation, or quasi-corporation, or cities under special charter, or under the commission form of government;

(3) Any of the above-defined employers must have five or more employees to be deemed an employer for the purposes of this chapter unless election is made to become subject to the provisions of this chapter as provided in subsection 2 of section 287.090, except that construction industry employers who erect, demolish, alter or repair improvements shall be deemed an employer for the purposes of this chapter if they have one or more employees. An employee who is a member of the employer's family within the third degree of affinity or consanguinity shall be counted in determining the total number of employees of such employer.

Sole Proprietor and Partner Exclusion: § 287.035. 1. The benefits provided by this chapter resulting from work-related injuries shall apply to partners or sole proprietors, only when such partners or sole proprietors have individually elected to procure insurance policy protection for themselves against injuries sustained while in the pursuit of their vocation, profession or business.

Corporate Exemption (Two Owners/Employees): § 287.090. 5. A corporation may withdraw from the provisions of this chapter, when there are no more than two owners of the corporation who are also the only employees of the corporation, by filing with the division notice of election to be withdrawn. The election shall take effect and continue from the date of filing with the division by the corporation of the notice of withdrawal from liability under this chapter. Any corporation making such an election may withdraw its election by filing with the division a notice to withdraw the election, which shall take effect thirty days after the date of the filing, or at such later date as may be specified in the notice of withdrawal.

Criminal Penalties: § 287.128. 1. It shall be unlawful for any person to:

(8) Knowingly make or cause to be made any false or fraudulent material statement or material representation for the purpose of obtaining or denying any benefit;

3. Any person violating any of the provisions of subsections 1 and 2 of this section or section 287.129, shall be guilty of a class A misdemeanor and, in addition, shall be liable to the state of Missouri for a fine not to exceed ten thousand dollars or double the value of the fraud whichever is greater. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of subsections 1 and 2 of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of subsections 1 and 2 of this section or the provisions of section 287.129 shall be guilty of a class D felony.

4. Any person who knowingly misrepresents any fact in order to obtain workers' compensation insurance at less than the proper rate for that insurance shall be guilty of a class A misdemeanor. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of this section or the provisions of section 287.129 shall be guilty of a class D felony.

5. Any employer failing to insure his liability pursuant to this chapter shall be guilty of a class A misdemeanor and, in addition, shall be liable to the state of Missouri for a penalty in an amount equal to twice the annual premium the employer would have paid had such employer been insured or twenty-five thousand dollars, whichever amount is greater. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of this section or the provisions of section 287.129 shall be guilty of a class D felony.



Missouri Public Service Commission Application for Installation Decals

Instructions

- Fill the form out completely and legibly.
- Enclose a check or money order made payable to the “**Missouri Director of Revenue**”.
- Please allow five (5) to seven (7) working days for decals to be processed. Decal requests are processed in the order that they are received.
- Call the Manufactured Housing & Modular Units Program at 800-819-3180 if you have questions.

Mailing Address

Missouri Public Service Commission
Manufactured Housing & Modular Units Program
P.O. Box 360, Jefferson City, MO 65102

Physical Location

Missouri Public Service Commission
Manufactured Housing & Modular Units Program
200 Madison St, Suite 500
Jefferson City, MO 65101

Transmittal Number (PSC Office Use)

Check Number

Check Amount

Installer Information

License Number

Installer Name

Installer Address

Shipping Address: (If different from Installer Address)

Phone Number

Fax Number

Decal Information

Number of decals being requested.
(*Maximum 10 decals per purchase.)

Fee per decal \$25

Amount Enclosed \$

Note - Installers must complete an Installation Decal Form each month to report decals assigned. If no decals were assigned for a given month, the installer must still submit an Installation Decal Report form each month stating that no decals were assigned. These reports are due on the 10th day of the month. A separate form for each month must be submitted.

Signature

Signature

Title

Date

List any Decals you still have in your possession that have not been used:
