
MEMORANDUM

TO: ALL LICENSED MANUFACTURERS
FROM: MITCH WOODRUM, DIRECTOR
DATE: MARCH 30, 2011
RE: INSTALLATION, WARRANTY OR SERVICE WORK

HUD CODE HOMES ONLY

If a manufacturer wants to be involved in the installation/set-up of HUD code homes in West Virginia by using employees of the plant or sub-contracting to properly licensed contractors the manufacturer must:

- Acquire a West Virginia Contractor Licensing Board license with the Manufactured Home Installation classification; and
- Add the Contractor designation to their current West Virginia Manufactured Housing Board's manufacturer license by submitting a contractor application and paying the \$500.00 recovery fund assessment. (The \$125.00 contractor license fee is waived)

Warranty or service work being performed by the manufacturer's employees does not require a contractor license with the West Virginia Contractor Licensing Board or the West Virginia Manufactured Housing Board.

Employee means the person receives a W-2 for the work they perform, not a 1099.

If you have any questions regarding licensure, please contact Kimberly Legg at (304) 558-7890 Ext. 137 or Tom Seletyn Ext, 133.