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# MEMORANDUM

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

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## MODULAR HOMES ONLY

If a manufacturer wants to be involved in the installation/set-up of a Modular structure by using employees of the plant or sub-contracting to properly licensed contractors the manufacturer must:

- Acquire a West Virginia Contractor Licensing Board license in the proper classification:
- A modular building sold and set-up for residential occupancy requires the Residential or General Building classification on the West Virginia Contractor Licensing Board license.
- A modular building sold and set-up for commercial use requires a General Building classification on the West Virginia Contractor Licensing Board license.

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.