

March, 4 2024

To Whom It May Concern,

It has been brought to our attention that there are counties within the state that no longer wish to keep certification decals on hand. Pursuant to T.C.A. 68-126-406(b), installation permit decals “may be purchased, and the fee shall be paid to the county court clerk in any county of this state.” Therefore, to comply with Tennessee law all counties are required to provide any licensee the opportunity to purchase an installation permit decal.

Additionally, T.C.A. 68-126-406(b) states that all reports must be submitted no later than the twentieth (20th) day of each month following the month of the actual sale of the permit. To comply, all county court clerks must submit a monthly report to this office, regardless of if there were decals sold, in a timely manner. These reports must be complete with no omissions on any lines of the form required to be filled in. If there were no decals sold, this report can be emailed to manufactured.housing@tn.gov. Hopefully this will make the process a bit more convenient.

Lastly, T.C.A. § 68-126-406(f) requires that the Commissioner “shall account for all permits.” To ensure compliance with Tennessee law, county clerks are not permitted to sell more than ten (10) installation permit decals to any individual licensee per week without approval from the State Fire Marshal’s Office, effective immediately. No installation permit decals should be sold without proof of a valid manufactured housing license and current state-issued identification. If you have any questions, please feel free to contact me.

Sincerely,

Jim Hightower

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