



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin TX 78711-2157

(512) 539-5735 • (800) 803-9202 • FAX (512) 539-5736

ihbtech@tdlr.texas.gov • www.tdlr.texas.gov

REF BUILDER'S REQUEST AND PAYMENT FOR DECALS FOR NEW CONSTRUCTION OF SITE-BUILT REFs INSTRUCTIONS

The Request and Payment for Decals form must be completed and submitted with the applicable fees to obtain decals for attachment to new site-built REFs. Failure to provide all information requested could delay processing of your order. All units to which these decals are to be attached must meet the requirements of the mandatory building codes and standards in effect at the time of construction. The REF builder is responsible for assuring that the assigned decal numbers are attached only to the project described on this form. Decals may not be transferred from one REF Builder to another or from one site-built REF project to another.

1. REF Builder Name – Enter your name as it appears on your registration certificate.
2. Reg #REF – Enter your registration number as it appears on your registration certificate.
3. REF Builder Contact Person – Enter the name of the person who should be contacted if their a questions regarding your order.
4. Email address (optional) – Provide the email address for the contact person. The Department may add your email to the IHB email list which provides information and updates on matters affecting the IHB program. Your email is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
5. Phone Number – Provide the phone number of the contact person.
6. School District – Enter the name of the school district or charter school for which the project will be constructed.
7. Unique ID or Project # - Enter the unique ID or project # that you have assigned to this project. This number must not be the same as the ID or project number assigned to another site-built REF for which you are responsible.
8. Construction Address – Enter the address where the site-built REF will be constructed.
9. DRA Responsible for Plan Review – Enter the name of the Desing Review Agency (DRA) responsible for reviewing and approving the plans for this project. A design review agency is a third-party agency approved by the Texas Industrialized Building Code Council (Council) to review and approved construction documents for all site-built REFs. A list of DRAs approved by the Council may be found on our website at <https://www.tdlr.texas.gov/ihb/ihblists.htm>.
10. DRA Reg #IHDRA – Enter the registration number of the Council approved DRA.
11. Check this box only if the project is located within a city with a building inspection department. Decals will not be released until evidence of successful final inspection is received from the REF Builder. Evidence may include, but is not limited to, a copy of a CO or a copy of a final inspection report.
12. Check this box only if the project is outside a city or inside a city without a building inspection department.
 - A. Are construction costs \$50,000 or more? – Check yes if the constructions costs are more than \$50,000. If yes, you must also enter the TDLR Architectural Barriers (AB) project number. For more information, see <https://www.tdlr.texas.gov/ab/ab/htm>.
 - B. Enter the name and registration number of the Council approved inspector or inspection agency responsible for the site inspections. Decals will be released only to the Council approved inspector or third party inspection agency responsible for the site inspections of site-built REFs contracted outside a city or inside a city without a building inspection department. A list of Council approved inspectors may be found on our website at: <https://www.tdlr.texas.gov/ihb/ihblists.htm>.
13. Decals Requested – enter the size in square feet (sf) of each movable section and multiply by the fee of \$0.07 per sf. If this amount is less than \$25.00, then enter \$25.00 as the Decal Fee per Movable Section. If the fee is greater than \$25.00, enter the fee as calculated. Enter the number of decals needed for this project, for each size, in the Number of Decals Requested field and multiply this number by the Decal Fee per Movable Section. Enter this number in the Fee Subtotal. Add the fee subtotals for the Total amount due for the decals.

Example: The project consists of three movable sections. Two sections are 620 sf and the third section is 357 sf. Calculate the total due as shown below.

Floor Area Per Movable Section	Fee Per Square Foot (0.07/sf)	Decal Fee Per Movable Section (\$25 min)	Number of Decals Requested	Fee Subtotal	Department Use Only Please do not write or stamp below. (assigned decal numbers)
620	x 0.07/sf	\$43.00	x 2	\$86.00	
357	x 0.07/sf	\$25.00	x 1	\$25.00	
TOTALS			3	\$111.80	

14. Enter the check number, the date of the check and the amount of the check. Send the completed form and check to TDLR, PO Box 12157, Austin, TX 78711. For overnight delivery: 920 Colorado St. Austin, TX 78701.



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin TX 78711-2157

(512) 539-5735 • (800) 803-9202 • FAX (512) 539-5736

ihbtech@tdlr.texas.gov • www.tdlr.texas.gov

REF BUILDER'S REQUEST AND PAYMENT FOR DECALS FOR NEW CONSTRUCTION OF SITE-BUILT REFS

Please type or print all information.

1. REF Builder Name:	2. Reg #REF:
3. REF Builder Contact Name:	
4. Contact Email (optional)	5. Contact Phone
6. School District	7. Unique ID/Project #
8. Construction Address	
9. DRA Responsible for Plan Review:	10. DRA Reg #IHDRA-

Check the applicable box below:

11. Project is located within a municipality with a building inspection department: Decals will not be released until evidence of successful final inspection is received from the REF Builder.

12. Project is located outside a municipality or within a municipality with no inspection department:

A. Are construction costs \$50,000 or more? YES NO
 If yes, provide the TDLR Architectural Barriers (AB) Project Registration # _____.
 (required to obtain decals – AB Registration info at <https://www.tdlr.texas.gov/ab/ab.htm>)

B. Decals will be released only to the Council approved inspector or third party inspection agency responsible for the site inspections.

Agency Name: _____ Reg/Lic # _____

Please allow five working days to process from the date the order is received. If you want decals shipped overnight, include a completed return air bill with your order. Your order will be shipped overnight at your expense. The overnight air bill must be addressed to the Council approved inspector or inspection agency for projects outside a municipality or inside a municipality with no building inspection department.

13. Decals requested

Floor Area per Movable Section (sq ft)	Fee per Square Foot (\$0.07/sq.ft.)	Decal Fee per Movable Section (\$25.00 minimum)	Number of Decals Requested	Fee Subtotal	Department Use Only Do not write or stamp below. (assigned decal numbers)
			x	=	
			x	=	
			x	=	
			x	=	
			x	=	
TOTALS =					

14. Enclosed is check # _____, dated _____, in the amount of \$ _____.

Make checks payable to Texas Department of Licensing and Regulation or TDLR.