

ENFORCEMENT BULLETIN

Number 2017-004

NOTICE OF INSTALLATION TIMEFRAMES

Violations of Established Timeframes

A recent review of installations reported has revealed a substantial number of Notices of Installations (aka Form T) submitted to the Department beyond the established timeframes as required by Title 10, Section 80.33(g) of the Texas Administrative Code, which states:

For each installation completed, the contracting installer must complete a Notice of Installation and submit the original, signed form with the required fee to the Department **no later than seven (7) days after which the installation is completed**, but not later than three (3) days for provisional installers. A single payment may be made when multiple forms are submitted.

In the Department's continued efforts to promote self-compliance through education, license holders will be provided with a monthly summary of any Notices of Installation received late for the months of June and July 2017 giving ample opportunity to correct any internal processes attributing to the problem without penalty.

However, effective September 1, 2017, any installations not reported within the established timeframes will be subject to administrative action including a monetary fine, suspension and/or revocation of the license.

Agency Contact Information

- Email: installations@tdhca.state.tx.us
- Toll Free Number: **877-313-3023**
- Fax Numbers: **Austin Headquarters - 512-475-3506**

Submittals to Lubbock Field Office - 806-794-6876

- Mailing Address: TDHCA/MHD
P. O. Box 12489
Austin, TX 78711