



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

TONY REED
Deputy Secretary

MEMORANDUM

Date: June 6, 2018

To: Maryland Approved Testing Facilities
Maryland Approved Industrialized Building Manufacturers

From: Ashraf S. Shaker, RA
Manager, Design Standards and Review;
Industrialized Building and Manufactured Homes Program, Maryland Codes Administration

Ref: Last day for Placing Orders for Insignia before Codes Administration Transferred to Another State Agency

Insignia:

The last date for placing orders for insignia is June 20, 2018 via web electronic payment. The web portal will be deactivated COB on that day.

If you plan to pay for insignia with paper checks, please make sure that we receive your paper checks (sent via regular mail) by June 20, 2018. Any paper checks received after June 20, 2018 will be returned without processing.

Starting July 1st, 2018; please send applications for insignias with paper checks to the new address below:

Division of Labor and Industry
Maryland Department of Labor, Licensing & Regulation
1100 N. Eutaw Street - Room 606
Baltimore, MD 21201

Fiscal Year Renewals:

All Approved Testing Facilities (ATF) and Manufacturers who renew based on the Fiscal year (i.e. July 1st, 2018 to June 30, 2019) should hold their renewal applications and payments till July 1st, 2018.

Due to the transfer of Codes Administration, the online portal may not be up and running starting July 01, 2018. Until further notice; please plan on sending paper applications (for renewal and insignias) & payments (paper checks) to this office at address stated above.

