

## MEMORANDUM

DATE: July 15, 2009 (Updates July 23, 2004 memo)

TO: Approved Third Party Certification Agencies

FROM: Alan D. Greene, P.E.  
Chief Building Code Consultant  
Manufactured Building Division

RE: Revocation of One-Time Modular Certification

The attached memo, *One-time Modular Certification*, dated January 9, 2002, outlines a procedure for modular companies that desire “to produce and ship a modular unit into North Carolina on a ‘one-time’ basis”. The original intent of the memo was not to provide a means whereby a modular manufacturer could get a unit labeled and shipped while involved in the formal certification process. Since the issuance of the memo, the use of the “one-time” certification process has been extended far beyond its original intent.

**Effective immediately (July 23, 2004), the provision for “one-time” modular certifications is revoked.**

All manufacturers desiring to site a modular unit in North Carolina must undergo the formal certification process.

attachment

cc: C. Patrick Walker, P.E. -- Deputy Commissioner  
Joseph H. Sadler, Jr., P.E. -- Building Code Consultant  
Michael J. Hamm, P.E. -- Building Code Consultant  
John P. Stoppi, P.E. -- Building Code Consultant



## MEMORANDUM

DATE: January 9, 2002 ( update of January 13, 1997 memo )

TO: To Whom it May Concern

FROM: Alan D. Greene, P.E.  
Chief Building Code Consultant  
Manufactured Building Division

RE: "One-time" Modular Certification

Occasionally the situation arises where a company desires to produce and ship a modular unit into North Carolina on a "one-time" basis. The Manufactured Building Division will allow this practice, provided one of the two procedures outlined below is strictly adhered to.

1. The unit is inspected by the local inspection department, in accordance with Section 105.2 of Volume VIII. It must be understood that this inspection is strictly by the consent of the local jurisdiction, so communications with the local area should be established as soon as possible in the process of planning the project. It is also understood that the modular manufacturer will have to furnish whatever documentation the local department may require, such as sealed plans, calculations, etc., and that all or part of the unit may have to be dismantled in order for the inspector(s) to be satisfied that the unit is in full compliance with applicable Codes.
2. The modular manufacturer may enter into an agreement with one of nine currently certified third party inspection agencies. The third party agency will review the plans and calculations for the proposed unit and submit approved copies to this Department. Plans and/or calculations will also bear the seal of a North Carolina registered engineer or architect. After submission of these documents, the third party agency will monitor the production of the unit *in its entirety*. A complete certification report for this in-plant inspection must be submitted to this Department. Upon completion of the above steps, and review of same by this Department, an NC Modular Validating Stamp will be issued for the unit, and placed by the third party agency. The only fees involved will be the stamp fee for the label(s) issued.

*It is understood that, regardless of which of the two procedures outlined above is followed, if the manufacturer ever produces a second unit or units for shipment to North Carolina, the formal procedure ( described in Volume VIII and elsewhere ) for obtaining certification as a modular manufacturer must be completed.*

cc: C. Patrick Walker, P.E. -- Deputy Commissioner