



## MANUFACTURED BUILDING

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### MODULAR SUBMISSION GUIDELINES North Carolina Modular Construction Program (Revised February 16, 2018)

This outline has been prepared to aid third party certification agencies and modular manufacturers in providing adequate information for the manual review, plan review, and initial plant certification requirements of the North Carolina Modular Construction Program. The submittal format may vary as long as all applicable information is included.

Each sheet of the submittal must be stamped and dated indicating approval by the third party agency. The name of the third party reviewer must also be included on each sheet. All engineering designs and calculations for components or systems not covered by recognized prescriptive tables must be sealed by a North Carolina registered design professional. In accordance with **Section 204.3.5, North Carolina Administrative Code and Polices, 2012 Edition**, the seal of a registered design professional is NOT required on *plans and specifications* for commercial units that have EITHER a total value not exceeding \$90,000 OR a gross floor area not exceeding 2,500 square feet. All plans and specifications for commercial units not falling in EITHER of the above categories must be sealed by a North Carolina registered architect or professional engineer. The NC Board of Architecture or the NC Board of Registration for Professional Engineers and Land Surveyors should be consulted if there are questions regarding the requirements for professional seals.

All submissions shall be made initially by the manufacturer to a North Carolina approved third party certification agency for their review and approval. The third party agency will then forward the manual and plans, stamped as indicated above, together with the required initial fee of **\$1,000** to the Manufactured Building Division for review. The third party agency will be notified in writing if there are deficiencies noted in the manual or plans or if additional information is required. As specified in **Rule 11(E) of Volume VIII, Modular Construction Regulations, NC State Building Code, manual packages requiring other than minor revisions will be subject to a \$500 fee for each subsequent review**. When an initial certification package is forwarded to the Manufactured Building Division by a third party agency, completion of the enclosed checklists for manuals and plans is *mandatory*. Submissions for which these checklists are not included will not be reviewed.

Upon approval by the Manufactured Building Division, an in-plant certification inspection will be scheduled for production of the initial North Carolina unit. A certified inspector from the third party agency will be required to provide 100 % inspection of the initial unit. Manufactured Building Division personnel will typically be present for one or two days during production, usually at about the midpoint of the production process. Representatives from the manufacturer and the third party agency must be present during the Manufactured Building Division inspection.

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If the in-plant inspection is satisfactory, formal certification in the North Carolina Modular Construction Program will be granted to the manufacturer. Specific administrative requirements with respect to the North Carolina program will be covered with the manufacturer and third party agency at the termination of the in-plant inspection. Formal certification will grant authorization to the third party agency to issue State of North Carolina Modular Construction Validating Stamps for units manufactured at the certified plant facility.

In accordance with **Article III, Rule 11(F) in Volume VIII, *Modular Construction Regulations, NC State Building Code***, the manufacturer will be invoiced for expenses incurred by Manufactured Building Division personnel in conducting the in-plant inspection.

After formal certification is granted, subsequent model plans and manual additions or updates may be added to the approved modular package following review and approval by the third party agency. Production of additional models may begin upon receipt of approved plans from the third party agency, with the exception of certain building categories described below. **All plans submissions are required to have a completed plans checklist attached** (plans checklist enclosed). After the initial certification process, the primary responsibility for Code compliance and new model approvals rests with the manufacturer and the third party agency. All manual revisions or updates will be reviewed by the Manufactured Building Division, and plans for approved new models will be reviewed on a random basis. If deficiencies are found in such plans, the third party agency will be notified and no NC Modular Stamps will be issued for the model in question until corrections are received, reviewed, and approved by the Manufactured Building Division.

Buildings that fall into categories listed in **Table 104.1, *North Carolina Administrative Code and Polices, 2012 Edition***, require written approval from the North Carolina Department of Insurance before they can be accepted by local building officials. **Third party agencies must, after their review and approval of plans for these buildings, notify the Manufactured Building Division so that required North Carolina Department of Insurance reviews can be carried out and documentation provided to appropriate local officials**. Manufacturers shall not begin production of these buildings until a job specific approval letter is received from the North Carolina Department of Insurance.

After initial certification, modular manufacturers are subject to random, unannounced monitoring inspections by the North Carolina Department of Insurance in order to verify compliance with the North Carolina State Building Code and the Modular Construction Regulations. Manufacturers will not be invoiced for expenses incurred during unannounced monitoring inspections.

Specific submittal requirements for modular manuals and model plans are provided in the enclosed descriptive texts and checklists. As stated previously, use of the checklists for both manuals and plans is **mandatory**. Completed checklists must accompany all initial manual and plans submissions and all subsequent plans submissions after certification is granted.