

**CRA MODULAR BUILDING
 PLAN REVIEW, INSPECTION, MONITORING, AND
 QUALITY ASSURANCE MANUAL
 Revised May 29, 2020**

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Section 1: Purpose of Manual

This manual serves as a tool of support and assistance for CRA employees, contractors, and consultants, as well as a procedure guideline to assure compliance with the laws, codes and rules of the State of Florida in the construction of Manufactured Modular Buildings.

At all times the Florida Statutes, Building Codes, Administrative Rules, and Professional Standards will supersede the contents of this manual. Should a discrepancy be found, the reader should contact the CRA representative, and, if appropriate, the manual will be revised within thirty (30) days.

All CRA employees, support personnel and consultants, will be provided with a copy of this manual and sign an affirmation statement, that they have familiarized themselves with its content and agree to abide by the policies, and procedures of the manual and Florida Laws, Codes and Rules.

The manual will help to assure the Principles of CRA and CRA License Holders, the Modular Manufacturer, and the Managers of The Department of Business and Professional Regulation (DBPR) that every effort will be made by CRA Staff, their contractors and consultants to act faithfully on behalf of the Florida Modular Building Program. It is our intention to provide competent professional services in our Plan Review, Inspection, Monitoring and Technical Services provided in the exercise of our contract in the enforcement of the codes and standards of modular construction purchased by the Florida modular building consumer.

The use of this manual in no way is intended to relieve the mandate for personnel to be familiar with the laws, codes or rules that govern the construction of modular buildings in Florida. All approvals or disapprovals are to be made from assessment and evaluation of provided documents that confirm code compliance/ non-compliance. The manual is to be used as a guide in the continuity of code compliance and enforcement performed under the authority and mandate of The Florida Manufactured Building Act of 1979 (SS553.35).

Section 2: Policy Statement

CRA is committed to providing the highest level of professional service available to the Modular Building Construction clients and the regulatory agencies of the State of Florida.

CRA employees, contractors, or consultants performing as assigned, contracted or agreed to perform services, in any capacity related to fulfillment of the contractual agreement made by Clemons-Rutherford & Associates, in the interpretation, application or enforcement of the laws, codes or rules of Florida, agree to provide the following:

- Professional skill base commensurate with certification or licensure level required for services rendered;
- Commitment to open and honest communication that fosters mutual trust, respect and a team atmosphere;
- Prompt and complete review of the documentation provided;
- Clear and concisely delineated response referencing applicable laws, codes, rules or industry standards;
- Commitment to continuance education where warranted beyond that required by certification and licensure requirements;
- Commitment to development and sharing of ideas that raise the quality of our service and the professional standards we adhere to;
- Commitment to a professional work product that is not diminished by work load demands or work day time constraints;
- Commitment to research and acquisition of newly developed methods, tools and products that improve modular building construction;
- Remaining diligent in the execution of work duties to fulfill our contractual obligations to our clients;

While striving to achieve the aforementioned goals we will remain sensitive to the economic impact our decisions make on the consumer and public health, safety, and welfare of the Florida consumer.

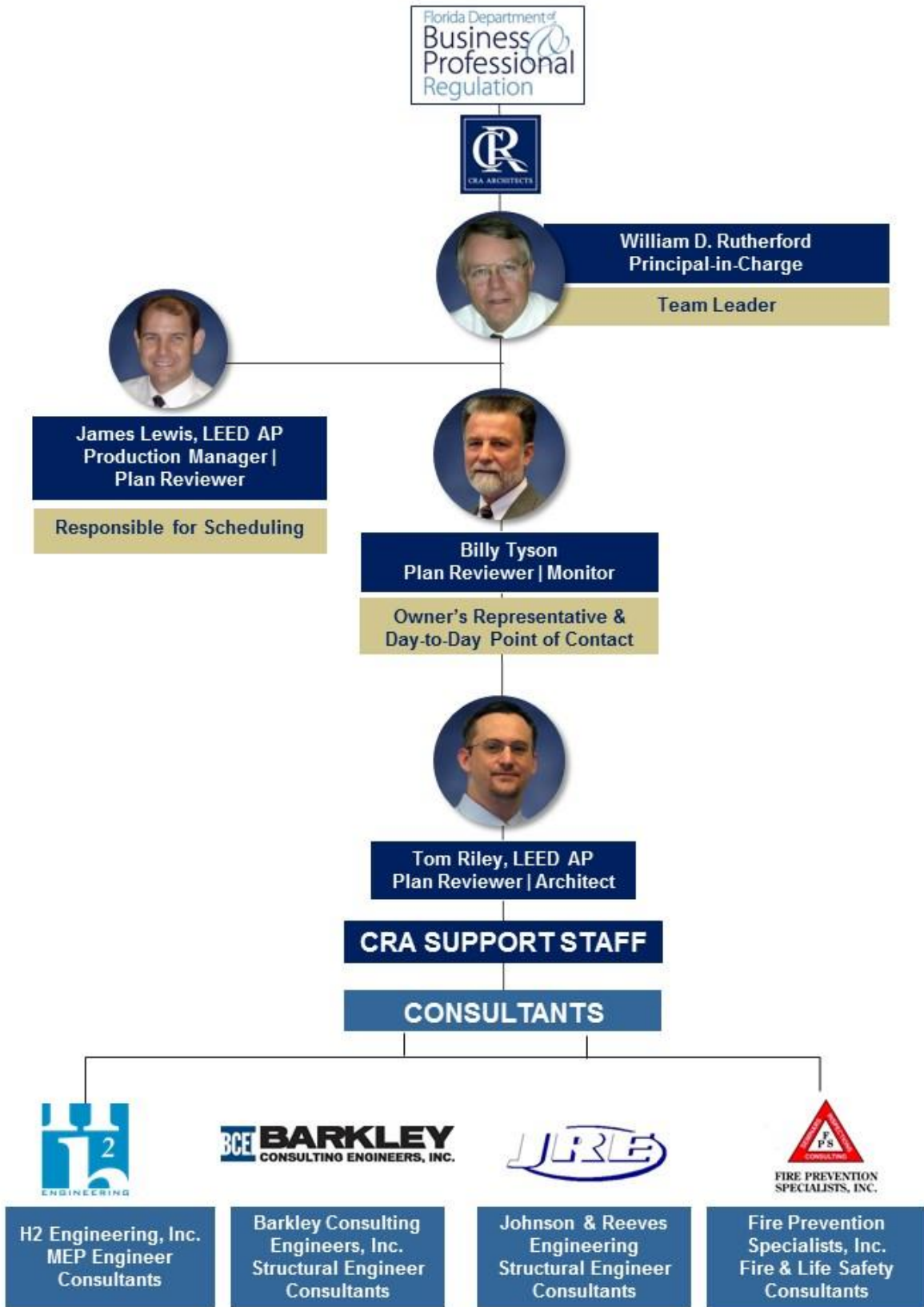
Section 3: Organizational Chart

The firm, Clemons, Rutherford & Associates, Inc. (CRA) is a corporation established under the laws of the State of Florida on October 29, 1974. The firm was founded in 1960 in Tallahassee as Joseph N. Clemons, Architect.

The mission of Clemons, Rutherford & Associates, Inc., is to focus on the application of proven and emerging technologies within the areas of corporate, health, advanced technological, educational and correctional facilities through professional services including consulting, programming, master planning, architectural and interior design, construction administration, facilities management, and code enforcement.

The CRA principal and staff responsible for the administration of the modular building program contract under the authority of The Department of Business and Professional Regulation (DBPR) pursuant to State Statute 553.35 and Florida Administrative Code, Rule 61-41 are illustrated on the following page:

3.1: Organizational Chart



Section 4: Qualifications/ Experience

CRA employs a **professional staff of 29 individuals**. Listed below is our personnel count by classification:

Registered Architects (7 total)	7
Architect/Production Manager	1
Construction Administrators	3
Registered Interior Designer	1
Cost Estimator	1
Facilities Programmer	1
Project Managers	4
Graduates / Technician	4
Drafters / Technicians	2
Administrative	<u>6</u>
Total Staff	29

Personnel to be Directly Engaged in the Proposed Activities:

The proposed project staff and their assignment for the CRA team include:

CRA Key Personnel	License Numbers
William D. Rutherford, Principal-in-Charge	AR-0007865
James Lewis, Production Manager / Plan Reviewer / Quality Control	AR-0015408
Billy Tyson, Plan Reviewer / Monitor	CGC 061411; ER 13013344; BU 1330; PX 2753; BN 5405; SMI77; SMP46
Tom Riley, Plan Reviewer / Architect	AR-94450
CRA Technical Support Staff (1-2)	

Section 4: Qualifications/ Experience, continued

Consultants - Subcontracted to CRA

The proposed project staff and their assignment for H2 Engineering, Inc., MEP Engineering Consultant team includes:

- Matt Scaringe, P.E., Mechanical Engineer

The proposed project staff and his assignment for Barkley Consulting Engineers, Inc, Structural Engineering Consultant team includes:

- Douglas R. Barkley, M.S., P.E., Structural Engineer
- Christina Newburgh, LEED, A.S., E.I., Project Engineer

The proposed project staff and his assignment for the Fire Prevention Specialists, Inc., Fire & Life Safety Consultant team includes:

- Walter Spann, P.E., Fire & Life Safety Plans Examiner

Resume information for Key Team Personnel:

William D. Rutherford, AIA | Principal in Charge | 55 years of experience

As a Principal of CRA for more than 20 years, Mr. Rutherford is a strong leader who develops a unique approach strategy for each project, facilitating the effective participation of team members ensuring each project's ultimate success. He has completed 40+ jar projects.

Education:

University of Florida, Bachelor of Science in Architecture, 1966; University of Florida & University of Georgia, MBA Graduate Work

Registration:

Alabama, Arkansas, Florida (AR 0007865), Georgia, Idaho, Kansas, Louisiana, North Carolina, Nevada, New Mexico, Michigan, Missouri, Mississippi, South Carolina, Tennessee, Texas, Washington, General Contractor, Certified Disaster Recovery Planner

Billy Tyson | Plans Reviewer-Monitor | 46 years of experience

Mr. Tyson brings a vast and extensive background of modular and construction experience to CRA. He has been a General Contractor since 1973 where his experience ranged from residential and production housing to commercial, medical and high-rise buildings. Mr. Tyson also served as a County Building Official for five years. He came to CRA in 2005, and has spent the majority of his time involved in the Florida Department of Business & Professional Regulation (DBPR) projects as Project Manager, Complaint Investigator, Plans Examiner and Conference Speaker. His relevant experience includes:

Plan Reviewer- Monitor, Florida Department of Community Affairs, Tallahassee, FL, 2005-present, specifically:

- Monitoring for the DCA/DBPR Modular Building Program
- Complaint Investigator for the DCA/DBPR Modular Building Program
- Technical Advisor for the DCA/DBPR Modular Building Program
- Conference Speaker for the DBPR Modular Building Program
- Plans Examiner, State Regulated Educational Facilities, DCA/DBPR Modular Building Program

Education:

BS Psychology, Trinity Evangelical, Miami, 1992; BS Biblical Theology, Trinity Evangelical, Miami, 1992

Registration:

General Contractor CGC 061411
Master Electrician EC 13013344
Building Code Administrator BU 1330
Plans Examiner PX 2753
Building Inspector BN 5405
Modular Inspector SMI 77
Modular Plans Examiner SMP 46

James Lewis, LEED^{AP} | Quality Control | Architect | 32 years of experience

Mr. Lewis has a unique combination of strengths in that he has both a strong construction and design background. The combination makes for strong project management skills, cost efficient design documents and construction management capabilities that far exceed the norm. For the past eight years, Mr. Lewis has also served as CRA's Quality Control Manager.

Education:

B.S. in Architecture, Auburn University, 1991; B.S. in Building Construction, Auburn University, 1991.

Registration:

Architecture: #0015408, 1995, Florida.

Matt Scaringe, PE, LEED^{AP}, CxA | Mechanical Engineer | 23 years experience

Matt joined H2Engineering first as an intern in college; then joined later as an engineer in 1997 after leaving Pond & Company in Springfield, Virginia. His ability to relate to the client and provide responsive solutions was immediately evident. Matt became a principal owner in 2000. Since then, his leadership has been a catalyst for company growth. He is responsible for business development efforts, particularly assuring that client service remains the focus of the company.

Education:

Bachelor of Science in Mechanical Engineering, University of Florida, 1995

Professional Registration:

Professional Engineer, States of Florida (License No. 54639), Georgia, Alabama, Mississippi, Virginia & Washington
LEED Accredited Professional
Certified Commissioning Authority

Douglas R. Barkley, M.S., PE | Structural Engineer | 31 years experience

As founder and President of Barkley Consulting Engineers, over the past 14 years, Mr. Barkley has participated in a diverse range of structural engineering projects within the governmental, commercial and residential fields. He has performed hundreds of structural inspections on structures days after damage by hurricanes. This experience has made him very familiar with structural designs that perform as designed and, more importantly, those that do not.

Education:

MS in Civil/Structural Engineering, 1994, Florida State University College of Engineering; Bachelor of Science in Civil Engineering, 1983, United States Military Academy, West Point

Professional Registration:

Professional Engineer: Florida (349090); Virginia; Certified Threshold Inspector

Walter D. Spann | Fire & Life Safety Consultant | Plans Examiner | Inspector | 42 years experience

Mr. Spann has: Twelve years as President of Fire Prevention Specialists, Inc as Fire & Life Safety Consultant, Plans Examiner and Inspector; Nine years as Senior Plans Examiner & Certified Fire Safety Inspector with the Florida State Fire Marshal's Office, and Ten years in the architectural field including drafting of large scale projects ranging from high-rise office buildings, condominiums & industrial projects. Conducted site surveys of structures under construction.

Education:

Bachelor of Science, Industrial Arts Education, 1980 | AS Degree in Aviation Technology, 1975

Professional Registration:

1991 Certified Fire Safety Inspector

Section 5: Plan Review Process

Submitted sealed sets of plans and code required supporting documents are reviewed by a State of Florida, Chapter 468 of Part XII, licensed plan reviewer. The licensed plan reviewer is responsible for determining the sufficiency of the submittal for a productive first review response. The plan reviewer will then determine which professional support reviews are needed for Florida Statute, Building Code and Standards compliance. The review will be performed keeping in mind time is of the essence but that code compliance is the mandate. The plan review process will be as follows:

- 1) Upon receipt of the submittal a CRA project number is issued to all the plans and supporting documents including transmittal and correspondence letters.
- 2) An initial assessment will be performed to determine which consulting professional copies of the submittal will be forwarded to. Supporting review may be performed by the following:
 - a) Structural review will be performed by: Barkley Consulting Engineers, Inc., 2804-1 Remington Green Circle Tallahassee, Florida, 32308.
 - b) Plumbing, Electrical and Mechanical review will be performed by: Hines-Hartman Consulting Engineers, Inc., 114 East 5th Avenue Tallahassee, Florida, 32303.
 - c) Life Safety and Fire review will be performed by: Fire Prevention Specialists, Inc., 6810 Whitetail Court Melbourne, Florida, 32940.
- 2) A complete review will be performed by the licensed modular plans examiner. This review will evaluate the consulting reviews and a deficiencies response will be returned to the submitter for corrections or an approval letter will be issued. Plan review approvals will be made promptly upon the determination that the required submittal documents comply with the laws, rules, codes and standards mandated by Florida.
- 3) One set of approved documents will be retained by CRA and one set will be forwarded to the submitter for construction and inspection.

A sample form of the CRA plan review checklist can be found in back of the manual in Appendix C. A sample review letter, along with the submittal requirements may be found on the following three (3) pages.

5.1: CRA Plan Review Letter (Continued)



CRA ARCHITECTS

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308 | 105 South Broad Street, Thomasville, GA 31792
p: 850-385-6153 ■ f: 850-386-8420 | p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

RE: Plan Reviews

To Whom It May Concern:

This letter is to inform you that, starting September 1, 2007, the procedures for obtaining plan approval for Factory Built School buildings will be revised. As you are aware, plan approval from CRA is a requirement for obtaining a "Factory Built School" insignia from the Florida Department of Business and Professional Regulation. Any Factory Built building without a DBPR insignia is in violation of the Florida Building Code, and Administrative Code Rule 9N-3 and Rule 61-41, and should not be occupied.

Submittal Package Requirements

- Submit an electronic copy in PDF file format, or a PDF file format disc, or four (4) complete paper sets of properly signed and sealed plans and specifications in sufficient detail to enable a proper review of all the code requirements for Public Schools. See Florida Administrative Code, Rule Chapter 61-41.009(4)(a) for plan submittal requirements. Every plan sheet must bear the original signature and embossed seal of the Architect and/or Engineer of Record. The plan sheets must be a minimum of 18" X 24". The drawing scale must be a minimum of 1/8" = 1' - 0". The lettering must be a minimum of 3/32" in height.
- Submit an electronic copy in PDF file format, or a PDF file format disc, or two (2) complete sets of properly signed and sealed structural calculations and energy calculations.
- Submit an electronic copy in PDF file format, or a PDF file format disc, or a fully executed Product Approval form. A copy of this form may be obtained from CRA.
- Provide a FedEx or UPS number for the return of plans.
- Provide a check in the amount listed below for the review fee.

Review Procedure

- A Florida Registered Architect, Structural Engineer, Mechanical Engineer, Electrical Engineer and/or Plans examiner and Certified Fire Safety Inspector will review your plan submittal. Any code deficiencies or violations will be cited as a Mandatory. Mandatory citations must be incorporated into a revised plan for re-submission. Changes to the original plan must be clouded for identification. Our review report may also contain non-mandatory comments noted by the review team. Any such non-mandatory comments are only comments for consideration and do not have to be addressed or resolved. The submitter of documents is solely responsible for the interpretation, application or lack of their non-mandatory comments, not CRA.
- Your submittal will be logged in and a CRA plan review number issued. The submittal review will be completed within thirty (30) days, at which time we will return a review

5.1: CRA Plan Review Letter (Continued)



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report letter. Upon final approval, a review report letter and one (1) set of the stamped approved submittal will be returned. You will not receive a conditional approval (“Approved w/ Comment”). If there are any mandatory citations, you will have to make those corrections and resubmit for an unconditional approval (“Approved without Comment”).

- Your re-submittal should include four (4) sets of revised documents. These documents are to be signed and sealed by the original Architect and/or Engineer of Record. All revisions are to be clouded and identified with revision numbers.
- The re-submittal fee is included in the base fee as described below. If more than one (1) re-submittal is required to correct all of the mandatory citations and achieve final approval, an additional fee will be required for each re-submittal after the first. See fee schedule below.

Review Fee Schedule

Fee for Plans Review (includes 1st and 2nd Reviews)

- Small (0-3,000 sq)..... \$2,800.00
- Medium (3,001 – 10,000 sf)..... \$2,800.00, plus \$.15/sf over 3,000 S.F.
- Large (10,001-30,000 sf)..... \$3,850.00, plus \$.10/sf over 10,000 S.F.
- Very Large (30,000 – Unlimited sf).....\$5,850.00, plus \$.05/sf over 30,000 S.F.
- Third and Subsequent Review(s):\$400.00 per each additional review

<u>Building Size</u>	<u>Review Fee Range Amount</u>
• 0-3000 S.F.	\$2,800.00
• 3,001- 10,000 S.F.	\$2,800.15- \$3,850.00
• 10,001- 30,000 S.F.	\$3,850.15-\$5850.00
• 30,001 S.F. >	\$5,850.05 >

General Comments

- We have thirty (30) days to complete the review, but will make every effort to complete your review as quickly as possible. It is unlikely that a review will be completed in less than two (2) weeks. Please plan your schedule accordingly, as exceptions to this general rule will not be made, and calls requesting exceptions are discouraged.
- If, when we start your submittal review we find that the material is too deficient to complete a full review, a review letter listing the deficient material will be sent to you. Your initial deficient submittal will be considered the initial review. The 30-day review period will start again when the re-submittal has been received. The Department of Business and Professional Regulation (DBPR) will be notified of any plans that require three (3) or more

5.1: CRA Plan Review Letter (Continued)



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re-submittals. In such cases DBPR may elect to file a complaint against the Licensed Design Professional with the Department of Business and Professional Regulations.

- **Product Approval:** Your plan review submittal must include a fully executed product approval form. A copy of this form may be obtained from CRA. Only those products that have received an “FL” product approval number from DBPR are acceptable. Note, products approved by the state are not necessarily approved for statewide use. The “NOA” product approval numbers issued by Miami-Dade are valid for use in Dade County only. CRA will be able to validate your product approval requests and issue a product approval number that will be valid only for the plans we review. There will be a fee associated with this service. The effort to obtain a state product approval number from DBPR versus a plan specific approval from CRA is much the same. I encourage you to direct your efforts towards obtaining the DBPR product approval.

Note: Construction of the building CANNOT begin until you have an approved plan with no outstanding mandatory comments, in hand.

If you have any questions or comments, feel free to email me at jlewis@craarchitects.com at any time.

We look forward to a continuing relationship with your firm.

Sincerely,

James Lewis
Production Manager / Architect

Section 6: Inspection

In plant inspections will be performed in Accordance with the Florida Building Code (FBC 428.3-3.5), Florida Statutes (SS 553 PART I) and Florida Administrative Code (FAC), Rule 61-41.011- .019 as follows:

FBC (TEXT) 428.3 Inspections.

Inspection of installation of manufactured buildings and construction activities conducted at the site of the installation shall be conducted pursuant to Chapter 1 hereof. Inspections during the manufacturing process shall be conducted by those third-party agencies as follows:

428.3.1

Inspections shall be conducted at the manufacturing facility by an appropriately licensed representative of a third-party agency selected by the manufacturer. The inspections shall be to ensure that the buildings are being manufactured in compliance with the applicable codes and the approved plans. Once a third-party agency has inspected a manufactured building, the manufacturer shall not seek to have the building inspected by another agency, nor shall any agency inspect a building that has already been inspected by another unless the subsequent inspection is at the direction of the department or unless the building or modification thereto is being inspected for recertification by the department.

428.3.2

At a minimum, a certified third-party agency shall meet the criteria in Sections 428.3.2.1 through 428.3.2.4 .

428.3.2.1

With regard to manufactured buildings, observe the manufacture of the first building built subsequent to the plan approval from start to finish, inspecting all subsystems (electrical, plumbing, structural, mechanical or thermal) thereof. Continual observation and inspection of the manufacturing process shall continue until the agency determines the implementation of the manufacturer's quality control program capabilities, in conjunction with application of the approved plans and specifications, result in a building that meets or exceeds the standards adopted herein. Thereafter, the agency shall inspect each module produced during at least one point of the manufacturing process and shall inspect a minimum of 75 percent of the subsystems (electrical, plumbing, structural, mechanical or thermal) or 20 percent of storage sheds that are not designed for human habitation and have a floor area of 720 square feet (67 m²) or less manufactured pursuant to the approved plan. Where a production line does not provide the subsystem percentages of inspections prescribed, in a single inspection, additional inspections shall be performed until prescribed percentages of installed subsystems are inspected.

428.3.2.2

With regard to components, observe the manufacture of the first unit assembled subsequent to the plan approval, from start to finish, inspecting all subsystems thereof. Continual observation and inspection shall continue until the agency determines the implementation of the manufacturer's quality control program in conjunction with application of the approved plans and specifications and the manufacturer's capabilities result in a component that meets or exceeds the codes and standards adopted herein. Thereafter, the agency shall inspect not less than 20 percent of the manufactured building components and 75 percent of the subsystems in the inspected component.,

Section 6: Inspection (Continued)

428.3.2.3

During each inspection, the agency shall verify that the manufacturer's inplant quality control program is working as set forth in the approved quality control manual.

428.3.2.4

Should work stop on a particular module or component for a period of two months, reinspection shall be required.

428.3.3

When an agency discovers a deviation from the code or the approved plans which creates or threatens to create an imminent life safety hazard, all buildings or components which have progressed through that stage of production since the agency's previous inspection shall be inspected to ensure the absence of that deviation, and the agency shall immediately notify the manufacturer and the department in writing. Any building or component exhibiting the deviation shall be brought into conformance with the applicable code and the approved plans by the manufacturer within thirty days of notification of the deviation by the agency. The corrective action must be left available for reinspection by the agency.

428.3.4

The third-party agency shall note all inspections, deviations and corrective actions in a written inspection report and shall complete the inspection report portion of the building code information system available via the Internet.

428.3.5

The agency shall give a copy of the inspection report(s) to the manufacturer for record and shall retain another copy. The agency or the manufacturer shall provide a copy of an inspection report to the department when requested.

SS 553.37 (TEXT) Rules; inspections; and insignia.—

(1)The Florida Building Commission shall adopt within the Florida Building Code requirements for construction or modification of manufactured buildings and building modules, to address:

(a)Submittal to and approval by the department of manufacturers' drawings and specifications, including any amendments.(b)Submittal to and approval by the department of manufacturers' internal quality control procedures and manuals, including any amendments.(c)Minimum inspection criteria.

(2)The department shall adopt rules to address:

(a)Procedures and qualifications for approval of third-party plan review and inspection agencies and of those who perform inspections and plan reviews.

(b)Investigation of consumer complaints of noncompliance of manufactured buildings with the Florida Building Code and the Florida Fire Prevention Code.

(c)Issuance, cancellation, and revocation of any insignia issued by the department and procedures for auditing and accounting for disposition of them.

(d)Monitoring the manufacturers', inspection agencies', and plan review agencies' compliance with this part and the Florida Building Code. Monitoring may include, but is not limited to, performing audits of plans, inspections of manufacturing facilities and observation of the manufacturing and inspection process, and onsite inspections of buildings.

(e)The performance by the department and its designees and contractors of any other functions required by this part.

Section 6: Inspection (Continued)

(3)After the effective date of the Florida Building Code, no manufactured building, except as provided in subsection (12), may be installed in this state unless it is approved and bears the insignia of approval of the department and a manufacturer's data plate. Approvals issued by the department under the provisions of the prior part shall be deemed to comply with the requirements of this part.

(4)All manufactured buildings issued and bearing insignia of approval pursuant to subsection (3) shall be deemed to comply with the Florida Building Code and are exempt from local amendments enacted by any local government.

(5)No manufactured building bearing department insignia of approval pursuant to subsection (3) shall be in any way modified prior to installation, except in conformance with the Florida Building Code.

(6)Manufactured buildings which have been issued and bear the insignia of approval pursuant to this part upon manufacture or first sale shall not require an additional approval or insignia by a local government in which they are subsequently sold or installed. Buildings or structures that meet the definition of "open construction" are subject to permitting by the local jurisdiction and are not required to bear insignia.

(7)If the department determines that the standards for construction and inspection of manufactured buildings prescribed by statute or rule of another state are at least equal to the Florida Building Code and that such standards are actually enforced by such other state, it may provide by rule that the manufactured building which has been inspected and approved by such other state shall be deemed to have been approved by the department and shall authorize the affixing of the appropriate insignia of approval.

(8)The department, by rule, shall establish a schedule of fees to pay the cost of the administration and enforcement of this part. The rule may provide for manufacturers to pay fees to the administrator directly via the Building Code Information System.

(9)The department may delegate its enforcement authority to a state department having building construction responsibilities or a local government and may enter into contracts for the performance of its administrative duties under this part. The department may delegate its plan review and inspection authority to one or more of the following in any combination:

- (a)A state department having building construction responsibilities;
- (b)A local government;
- (c)An approved inspection agency;
- (d)An approved plan review agency; or
- (e)An agency of another state.

(10) The department shall develop an insignia to be affixed to all newly constructed buildings by the manufacturer or the inspection agency prior to the building leaving the plant. The department may charge a fee for issuing such insignias. Such insignias shall bear the department's name, the state seal, an identification number unique to that insignia, and such other information as the department may require by rule.

(11)The department shall by rule develop minimum criteria for manufacturer's data that must be affixed to all newly constructed buildings by the manufacturer prior to the building leaving the plant.

Section 6: Inspection (Continued)

(12)Custom or one-of-a-kind prototype manufactured buildings are not required to have state approval, but must be in compliance with all local requirements of the governmental agency having jurisdiction at the installation site.

FAC Rule (TEXT) 61-41.011 Alterations and Relocation.

(1) Alteration or Conversion. Any unauthorized modification, alteration, or conversion made to an approved manufactured building prior to installation shall void the insignia of approval. The insignia affixed to the building shall be confiscated by the inspection agency or the building official as authorized by the Department and returned to the Department.

(2) Off site modifications. Modifications made other than at the installation site shall require certification by the Department.

(a) In order to recertify a used manufactured building the owner must provide the approved inspection agency with a set of the original or as-built plans of the building reflecting the proposed modifications. When the agency approves the plans to modify the building, the manufacturer is authorized to begin work on it. The agency shall forward copies of the approved plans to the Department as provided in subsection 61-41.009(7), F.A.C., for its records. Once the agency has tested and/or evaluated each system in the building and certifies to the Department that the building is in compliance with the applicable codes, the Department will issue a recertification insignia to be affixed to the building.

(b) Manufactured buildings which bear an insignia of approval can be modified after initial insignia is affixed in accordance with the provisions of this chapter. Only that portion of the building being modified is required to comply with the current codes while the portion not being modified must comply with the original plans. The requirements and procedures for obtaining an initial insignia, including the fee schedule established in Rule 61-41.020, F.A.C., shall apply to recertified buildings.

(c) In order to certify a used manufactured building for which no state insignia has been issued, the agency must require a complete set of as-built plans prepared and sealed by a Florida professional engineer or architect. Under this subsection the entire building must be brought into compliance with the applicable codes. The agency shall forward a copy of the approved plans to the Department for its review and records. Once the agency has tested and/or evaluated each system in the building and certifies to the Department that the building is in compliance with the applicable codes the Department will issue a recertification insignia to be affixed to the building.

(d) A building bearing a recertification insignia shall be deemed to comply with the requirements of all ordinances or regulations enacted by local governments which govern building construction.

(3) On-site Modifications. On-site modification to manufactured buildings must be inspected by either an agency approved by the Department or by the building official and must comply with the applicable codes. The manufactured building is not subject to locally adopted codes until it is taken out of compliance with the applicable state approved plans by modifications, or the occupancy classification has changed. The local jurisdiction has superseding authority over any on-site modifications to a manufactured building or may delegate this authority to the

Department in writing on a case-by-case basis. Upon issuance of a certificate of occupancy for the modified manufactured building, the old insignia shall be removed and returned to the Department.

Section 6: Inspection (Continued)

- (4) Relocation of an existing manufactured building does not constitute an alteration.
- (5) A relocated manufactured building shall comply with wind speed requirements of the new location, using the appropriate wind speed map. If the existing building was manufactured in compliance with the 1997 Standard Building Code (prior to March 1, 2002), the wind speed map of the Standard Building Code shall be applicable. If the existing building was manufactured in compliance with the Florida Building Code (after March 1, 2002), the wind speed map of the Florida Building Code shall be applicable.

61-41.016 Department Insignia.

- (1) Each manufactured building, re-certified building, and components approved by the Third Party Agency shall be affixed with appropriate insignia prior to leaving the manufacturing plant except factory-built school buildings.
- (2) Insignia fees shall be charged as provided in the Schedule of Fees.
- (3) Assigned insignias are not transferable from one building to another, or from one manufacturer to another manufacturer.
- (4) The control of the insignia shall remain with the Department and will be revoked by the Department in the event of violation of the conditions of approval. All such voided insignias shall be returned to the Department.
- (5) Insignias shall be ordered from the Department utilizing insignia request using the Building Code Information System (BCIS). Fees for insignia as provided in Rule 61-41.020, F.A.C., shall be submitted at the time of the request for insignia. One insignia shall be required for each building.
- (6) The Department shall issue insignias for those buildings and components built from previously approved plans. No insignia shall be issued until the plans for that building have been approved.
- (7) Insignias shall be mailed to the manufacturer's inspection agency for release to the Manufacturer's Quality Assurance person when the inspection agency is satisfied that the building or component meets the Florida Building Code.
- (8) The agency or manufacturer's Quality Assurance person shall affix insignias to buildings only after inspection and determination that the building or component is in compliance with the building codes.
- (9) After insignia is affixed, no alteration shall be made before installation.
- (10) Insignias shall be denied to buildings and components not conforming with approved plans or system design.
- (11) Affixing insignia to a building or components which has code deficiencies or do not conform to the approved plan, shall be grounds for decertification of the manufacturer or agency or both. In such case the insignia shall be removed by the agency, manufacturer's Quality Assurance person or the Department.

Section 6: Inspection (Continued)

61-41.017 Insignia Application and Issuance.

(1) Following the receipt of initial Department approval, the manufacturer shall complete an insignia request for an insignia for each component or system manufactured as required herein. The insignia requests shall be submitted via the Building Code Information System which shall calculate the fees based on the fee schedule in these rules and regulations. The insignia request shall include the plan approval number of each unit for which an insignia is required.

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Additionally, the manufacturer shall file via the Building Code Information System an insignia disposition report at least monthly, which indicates the model serial number, insignia number, and initial location of each unit.

(2) Insignias shall be issued to the manufacturer's Third Party Agency, and shall not be affixed to a building until the inspection agency has completed the inspections required in the Florida Building Code, and found the building to be in compliance with the requirements of this chapter and entered the Inspection Report on the BCIS. If an insignia is for a modified building, after the modifications are completed and the building inspected, the original insignia shall be removed and returned to the Department by the inspection agency or Quality Assurance person and the new insignia affixed.

61-41.018 Insignia Denial.

Should inspection reveal that a manufacturer is not manufacturing components or systems according to plans as approved by the Department and such manufacturer, after having been served with a notice setting forth the provisions of the plan approval which have been violated, continues to manufacture units in violation of the plan approval, applications for new insignia shall be denied and the insignia previously issued for units in violation of the plan approval shall be confiscated. Upon satisfactory proof of compliance such manufacturer may resubmit a request for an insignia.

61-41.019 Removal of Insignia.

In the event that any manufactured building bearing the insignia is found to be in violation of the approved plans prior to the issuance of the local certificate of occupancy, the agency or Department shall remove the insignia on such defective unit and shall furnish the owner or his agency with a written statement of such violations.

Section 6: Inspection (Continued)

6.1: Inspection Records

Prior to a scheduled inspection the inspector shall verify the following:

- that the manufacturers' modular program status is in good standing
- the approved plans are available for inspection
- the manual is reviewed for needed information during inspection
- the manual is current or needs supervisory review and possible revision
- verify serial # and plan tracking # provided are accurate for inspection documentation
- verify information is on the BCIS and accurate

The inspection shall consist of:

- a plan evaluation of each applicable system installed
- review products for limits of use and installation requirements
- verify labels and marks are valid for product and track-able to document provided
- completion of current inspection check list for manufacturer and construction type (Appendix C)
- completion of applicable DBPR forms (Appendix A).

Upon satisfaction of the modular inspector that all noted code or design deficiencies have been corrected and the unit and all building components are compliant with applicable codes and the department (DBPR) forms are complete a request for insignia will be made.

Insignias issued by the department (DBPR) will be installed by the CRA inspector prior to unit shipment. Insignias issued will remain in the possession of the CRA inspector or the CRA Quality Control Manager until insignia installation can be completed or when deemed necessary returned to the department (DBPR).

Examples of CRA forms can be reviewed in Appendix C.

Examples of DBPR forms can be reviewed in Appendix A.

Section 7: Monitoring

Performance monitoring of modular manufacturers and third party agencies shall be done as contractually agreed with The Department of Business and Professional Regulation pursuant to Florida Administrative Code, Rule 61-41.003 (3).

Monitoring performed by a CRA employee shall be supervised by the Quality Control Manager. All monitoring reports submitted to the department shall be reviewed and edited by a licensed modular inspector or architect.

In Plant Monitoring of Manufacturers

The monitor must always keep in mind that they have no enforcement power and that access to the facility (whether a manufacturing plant or third party agency office) is at the consent of the facility management. The monitor is a representative of Clemons, Rutherford & Associates, The Department of Business and Professional Regulation, and the Citizens of Florida. Unfortunately, in the execution of the monitoring process the facility personnel often perceive the monitor as an unnecessary burden, are anxious about the process, and tend to be critical of the experience when discussed afterward. Nonetheless, the monitors must always conduct themselves professionally, be courteous, refrain from argument, and maintain the objective of the monitoring goals.

The purpose according to FAC 61-41 for monitoring is to verify that the manufacturing of the modular building product is Florida Code compliant. The monitor wants to be mindful that CRA and the Department want all manufacturers to complete the compliance audit and perform the fact finding verification in a manner that reflects well on CRA, the department and the citizens of Florida.

The plant and third party monitoring procedures shall be as follows:

- Always enter the facility by checking into the Main Office;
- Present your identification and ask for the person listed as the DBPR representative;
- If the person listed is not there ask for the person the receptionist considers best for the task of a Florida State audit;

In plant monitoring (continued)

- Always introduce yourself as a CRA employee who is providing services for DBPR, do not allow yourself to be identified as an inspector even when you are so licensed; (you are a monitor not an inspector)
- Perform the document retrieval first;
- Interview the Quality Assurance Manager procedures and responsibilities;
- Review the Quality Assurance Manual for:
 - a) Expiration date
 - b) Current organizational chart
 - c) Product accuracy
 - d) Availability to construction personnel;
- Review inspection record and inspection reports;
- Review travelers for inspection reports provided;
- Review that proper materials storage is taking place;
- Review the assembly line, only modular construction to be reviewed;
- Confirm the use of travelers on the unit during construction;
- Review unit on construction line and compare to approved plan for defects or deficiencies; (if unit is on line)
- Review procedure for product identification and proper installation;
- Review devices, fasteners, quality of workmanship;
- Review units in storage against approved plan for defects or deficiencies;
- Prior to exiting verify information numbers and descriptions are accurate;
- Prior to exiting verify all CRA and DBPR forms are filled out completely;
- Prior to exiting try to answer any question that may have been generated by you, or the plant personnel, due to the monitoring process.

In plant monitoring (continued)

During the monitoring process write pertinent names of contacts made. Try not to depend on memory for information that may be technical. Again, only monitor modular construction and modular construction procedures. Do not make notes on HUD or ANSI type units and do not accept HUD or ANSI documentation as a substitute for Building code compliance. When asked technical questions that are within your competency to respond, be mindful that even though you know the answer, only respond to questions that are for you to answer, and when not sure defer to your CRA supervisor or to the Department Program Director at DBPR. Technical assistance as described in the definitions of this manual should only be provided by those CRA employees and support personnel that have been given authorization to provide technical assistance service.

Section 7.1: Third Party Agency (BCIS) submitted plan review audits.

Plans will be randomly selected from the plans submitted to the BCIS web site. A file folder using the BCIS plan tracking number will be created to retain all audit records for future reference and the plan tracking number will be added to the audit spread sheet of plans audited. An E-mail, with proper audit notices attached will be forwarded to the TPA and the Department, informing the interested parties that an audit is being performed on the plan submitted. Within five (5) working days an E-mail will be sent to the TPA and the Department either to accept the plan as submitted or list the comments generated by the audit. When the TPA responds to the audit comments an evaluation of the response will be performed by the auditor. If all comments are properly addressed the auditor will notify the Department to accept the submittal. If corrective action must be taken to accomplish compliance the auditor will notify the Department what the corrective action should be.

Section 7.2 Third Party Agency (TPA) Renewal Application Audit

Purpose: The audit of a TPA renewal application is to verify that the application is complete and factually accurate and compliant with the manufactured building program laws, rules and codes.

Items to be reviewed

- A. Completed BCIS renewal submittal.
- B. Review of items checked in the Interest Areas category of the BCIS submittal.
- C. Review the accuracy of the business information category of the BCIS submittal.
- D. Review licensure and business status of plan review and inspection personnel listed.
- E. Review of subcontractor business and licensure status listed.
- F. Review of the TPA quality control manual content using a preapproved checklist.
- G. Review the limits of submitted insurance certificate for program compliance.

Proposed process

Upon notification from the department that a TPA has submitted a renewal application a Clemons & Rutherford registered Architect or licensed Florida modular inspector will review the above listed items. Upon completion of the review a need more information notice or an acceptance of the submittal will be posted to the department by the end of the second business work day.

Section 8: Product Approval

Product approval for the building code inspector considers two systems. The first is the components of the building and the second is the building as a whole made up of numerous components. Both the components and the building as a whole are reviewed by CRA and both must receive approval prior to use, and leaving the plant. It is important to always be mindful that all final product approvals are done at the plant inspection. In the process of product approval the information used must be sufficient in detail to assure those responsible for the product approval process that the passed field inspection was done accurately.

The modular inspector is the last element in the system of code compliance assurance of the product before it leaves the manufacturing plant. It is important that a proper product approval of all the building components is performed by the designer, and the plan reviewer to aid the field inspector in his inspection. Expectations are that when the building leaves the plant it is code compliant with respect to products that are installed in the manufacturing plant.

The individual components of the building must have a proper approval process conducted to assure the components will perform to the standards set forth in the minimum code. The product approval process for those elements is done in two steps. The first step is the evaluation of the product for its limits of use. The second step is the inspection of the product by the modular inspector during the building construction. These two processes work together and the plans examiner must not only evaluate the documents for limits of use, he/she needs to evaluate how the field inspector is going to verify that the product submitted can be identified as the product submitted when installed. This product approval process must be applied to all the products installed in all trade types (i.e. structural, electrical, plumbing, gas, heating & air conditioning) and the building components and cladding.

Product approval will be performed as follows:

1. Plan Review
 - a) Verify that all products are identified in the submitted plan or supporting documentation

Section 8: Product Approval (continued)

- b) Review each product for limits of use and the identifying mark for inspection
- c) Verify that the installation instructions are applicable for the type building construction designed (i.e. metal, wood, block)
- d) Verify that the approval package has all the documents needed for the field inspector to perform the inspection
- e) All products must be approved according to the requirements of the Florida Building Code as prescribed in each chapter.
- f) Confirm the documents provided reference the standard in the applicable section of the Building Code.
- g) Verify the referenced standards in the Florida Building Code.

2. Inspection

- a) Verify approved documents are being used for the inspection
- b) Visually inspect each component for compliance
- c) Verify identification mark on the product is the mark in the approved documentation (i.e. AAMA, ASTM, ASHRAE, UL, NOA, FL, etc.)
- d) Verify the product installation is done as prescribed in the approved document (i.e. adhesives, fasteners, hangers, grade, etc.)

Verify the referenced standards in the Florida Building Code.

When performing plan review or inspection use the appropriate checklist approved by CRA supervision. Completed checklists are vital to assurance of competent review and inspection. Validation of code compliance is done through proper documentation. Work performance and contractual obligations are verified by completed documentation.

Examples of CRA plan review and inspection forms can be reviewed in Appendix C.

Section 9: Quality Control

Quality control is achieved by the individual diligently and professionally performing their duties to the best of their ability. It is important that the individual does not perform duties outside of their skill base, or scope of responsibility. In code enforcement many of the duties and responsibilities require licensure. Licensure does not always assure authority or the competency to assume responsibility. Quality control is better exercised when a company works as a team. Supervisory consultation puts the team to work on quality control. It is the responsibility as a professional to seek supervisory consultation when a decision is not within our licensure or skill base.

9.1: CRA In Office Quality Control

A good quality control program follows a well-planned system of procedures that is designed to comply with the laws, rules and standards of the professions that implement those standards within the business structure. The system design is developed around goals and objectives. In code enforcement the goals and objectives are directly connected to compliance of those laws, rules and codes that we as an enforcement agency are enforcing and regulated by. The tools used by us as an enforcement agency are the resource materials, books, computers, the internet, charts and checklists that document compliance. Good quality control keeps those resources up to date and current as the regulations and codes change. As those changes take place it is important that the team stays on top of the changes as they happen. When changes happen the tools we use may need to be revised. As professionals we have a responsibility to keep the Quality Control Manager apprised of new information we learn that is specific to our profession. It is the Quality Control Managers responsibility to keep the team informed and direct the needed changes to the tools we use.

As a code enforcement third party agency it is a must to use the proper code for the location of the building being reviewed and inspected. Each member of the team is responsible for verifying the proper code is being implemented for the review and inspection they perform. The Quality Control Manager will see that resources are available and each member of the team must request the resource when needed.

The tools CRA utilizes in our Quality Control program are:

- 1) Logs of plans received and sent
- 2) Plan review checklist
- 3) Monitoring checklist
- 4) Monthly meetings to review current conditions
- 5) Annual meetings to evaluate program and make adjustments
- 6) Continued Education

The tool that we as individuals in the team are solely responsible for is keeping documentation up to date and complete.

Many times the most important tool we have is the documentation generated that confirms compliance. Often the quality factor of what we do is judged by the documentation we produce. Poor documentation is not acceptable. Each form and check list have a specific purpose in the system chain. One poorly completed or missing form or checklist can be very costly to CRA or our client. It is each employee's responsibility to see that the proper forms are completed and accurate.

- Do not substitute one form or checklist for another.
- Do not discount a form or checklists importance because you do not see the value or the time needed to complete it.
- All changes to documents or the deletion of the use of a document has to be approved by the Quality Control Manager.

Examples of the CRA forms can be reviewed in Appendix C.

9.2: In Plant Quality Control

In plant quality control is also a team effort. The use of proper code materials and documentation completion are a must for the In Plant Inspector. The in plant inspection is where the final approval of the code enforcement takes place. The term product approval is too often thought of as only a plan review event. All product approvals are completed when the Code Inspector signs an inspection sheet.

The Code Inspector must always be diligent in review of the Manufacturers' Quality Control Manual and the documentation generated by the In Plant Quality Control Person. The manufacturing plant quality control manual and person referenced in the Florida Administrative Code, Rule 61-41.010 are tools used by the Code Enforcement Inspector.

It is the responsibility of the Code Inspector to see that the Manufacturers' Manual is current and applicable to the building being produced by the manufacturer. When performing an inspection the inspector should review the manual and when discrepancies are noted order a revision and request the CRA Quality Control Manager approve the revisions.

It is the responsibility of the Code Inspector to review the Manufacturers' In Plant Quality Control Travelers and Quality Control Checklists and confirm plant manual listed procedures; details and materials are implemented and used by the manufacturers' quality control personnel.

It is the responsibility of the Code Inspector to assess the performance of the In Plant Quality Control Personnel. A passed inspection by the Code Inspector is contingent upon satisfaction with the In Plant Quality Control performance and documentation records. The Code Inspector can request required documentation be completed and where an evaluation deems it necessary the CRA Quality Control Manager can implement added mandatory documentation.

Section 10: CRA Manual Review

At a minimum the manual will be reviewed once a year. The review will take place after the yearly modular building conference. As the need may be presented the Quality Control Manager will hold additional reviews.

Additionally as the code cycle changes and supplements are added a review meeting will be held and as may be deemed necessary the manual will be revised.

Additionally when any member of the modular building staff return from a continuance education conference and information has been relayed that warrants a modular staff meeting it will be held and if deemed necessary the manual will be revised.

It shall be the responsibility of the Quality Control Manager to keep the manual current and order the revision as the Law, Code, Standards or product being inspected warrant a needed change to assure good code enforcement.

Desired continued education, training and licensure are available when deemed an asset to quality control and can be approved by the Quality Control Manager. CRA has an active in house continuance education program that is approved by most licensure entities. All DBPR required continuance education for CRA required licensure is compensated for by CRA.

61G19-9.001 Continuing Education for Biennial Renewal.

(1) Except as noted below, prior to the end of each biennial certification period, all certificate holders shall complete a minimum of fourteen (14) classroom or interactive distance learning hours of continuing education courses, which shall include a minimum of two (2) hours in the area of accessibility, and a minimum of two (2) classroom or interactive distance learning hours in the area of Florida laws and rules (other than accessibility and ethics) and, effective in the licensure renewal biennium that begins December 1, 2007, one (1) classroom or interactive distance learning hour in the area of ethics as a condition of the biennial renewal of all certifications held by the certificate holder.

(2) "Interactive Distance Learning" means the delivery of educational offerings or courses via the internet and/or other interactive electronic media. Such offerings or courses shall be interactive, providing for the interchange of information between the student and the teacher, and shall provide for the registration, evaluation, monitoring, and verification of continuing education. The courses shall be accessible at locations and times determined by the student.

(3) "Interactive Distance Learning Hour" means sixty minutes of instruction presented in an alternative nonclassroom interactive distance learning setting, exclusive of any breaks, recesses, or other time not spent in instruction.

Section 10: CRA Manual Review

(4) "Laws and Rules" as used in subsection (1) above means the study and examination of the related subject matter as is exemplified and contained within Chapters 320, 468, 553, 471, 481, 489 (as it relates to licensure and scope of practice), and 713 (as it relates to permitting), F.S., and their associated rules in the Florida Administrative Code (F.A.C.) as listed in the Board's Candidate Information Bulletin (CIB) online. "Ethics" as used in subsection (1) above means the study and examination of the subject matter contained within Chapter 112, Part III, F.S., and other ethical principles enumerated in Chapter 468, Part XII, F.S.

(5) Applicants who are first certified when there is more than one-half of their initial biennial certification period remaining, shall only be required to complete a minimum of seven (7) hours of continuing education courses, which shall include a minimum of one (1) hour in the area of accessibility, prior to the end of their initial biennial certification period as a condition of the initial renewal of all certifications held by the certificate holder.

(6) Applicants who are first certified when there is one-half or less of their initial biennial certification period remaining, shall not be required to complete any hours of continuing education courses as a condition of the initial renewal of all certifications held by the certificate holder.

(7) For those certificate holders who are certified in more than one certification category, completion of the minimum number of hours of continuing education course requirements as set forth above shall be sufficient for the biennial renewal of all certifications held by the certificate holder. All license numbers held by the certificate holder should be submitted by the certificate holder to the provider at the time of course registration.

(8) A certificate holder shall maintain continuing education course completion certificates for a period of three (3) years.

All DBPR modular building program complaints received by CRA employees will be turned over their direct supervisor. All complaints are to be managed by the CRA Production Manager, James Lewis. It will be the Production Managers responsibility to determine the course of action to be taken and notify all the parties involved. It is also the Production Managers responsibility to assure compliance with the DBPR Modular Building Program Rule (FAC Rule 61-41). Attached below is the rule text for review.

9B-1.023 Oversight, Complaint.

(1) Any person, firm or corporation, with a substantial interest in any action or any failure to act in conformity with these rules, including without limitation the technical standards and administrative provisions adopted hereby, may file a complaint to the Department. Such complaints may be with regard to the conduct of the Department, the Agency, the manufacturer or any of their employee(s).

(2) It is the responsibility of the manufacturer to correct code violations. The Agency that approved the plans for the subject building or inspected the building shall investigate complaints and make a recommendation to the Department regarding the existence of a code violation and disposition thereof. This activity shall be subject to monitoring, and the Department shall make an independent determination about the existence of a violation.

(3) Any complaint should contain sufficient information including the following:

(a) Parties involved;

(b) Description of grievance;

(c) Important dates and transactions;

(d) What is being affected;

(e) Documentation of code violations or plan deviations by a licensed contractor, Architect, Engineer or Building Official; and

(f) Relief sought by the applicant.

Section 11: Statement of Independence

To Whom It May Concern:

Clemons, Rutherford & Associates, Inc. hereby affirms that:

- No officer, director or other managerial employee of Clemons, Rutherford & Associates, Inc. is either an officer, director or other managerial employee of any of the latter's suppliers or vendors; and
- Neither Clemons, Rutherford & Associates, Inc., its officers, directors, managerial employees, nor owner of financial interest therein receives any compensation or financial benefit from any builder or manufacturer or any of the latter's suppliers or vendors except fees for the inspection and evaluation services performed by the former for the latter; and
- Neither Clemons, Rutherford & Associates, Inc., its officers, directors, managerial employees, nor owner of financial interest therein provides any services to any builder or manufacturer or any of the latter's suppliers or vendors except fees for the inspection and evaluation services performed by the former for the latter.

Clemons, Rutherford & Associates, Inc.



William D. Rutherford, President

County of Leon

State of Florida

Sworn to before me and subscribed in my presence this _____ day of _____, 2007.

Notary Public

My Commission Expires _____

Section 12: Data Plate

FLORIDA DBPR DATA PLATE

CLEMONS-RUTHERFORD & ASSOCIATES, INC.
2027 Thomasville Road, Tallahassee, Florida 32308
(850) 385-6153
BCIS PT# _____

MANUFACTURER: _____ MFT _____
DATE MANUFACTURED _____ ALTERED DATE _____
NUMBER OF MODULES _____ CONST. TYPE _____
OCCUPANCY CLASSIFICATION _____ SERIAL # _____
AGENCY PLAN # _____ CRA PLAN # _____
MAX FLOOR LOAD (dead) ____ (live) ____ (Max) _____
ROOF LOAD (dead) ____ (live) ____ WIND VELOCITY ____ (Vult) HVHZ Yes () No ()
R RATING FLOOR _____ WALL _____ ROOF _____
APPROVED FOR FLOOD ZONE (YES) (NO)
APPLICABLE CODE:
BUILDING _____
PLUMBING _____
HVAC _____
ELECTRIC _____
FUEL GAS _____
Energy _____
Accessibility _____
NOTES: _____

STATE AGENCY: _____

MUTILATION, ALTERATION, HAND WRITTEN ADDITIONS VOID THIS PLACARD
FOR VERIFICATION OF INFORMATION ABOVE CONTACT (850) 385- 6153

Revised- May 28, 2020

Section 13: Definitions

For the purpose of this manual, the following words, unless the context does not permit, shall have the meanings indicated:

- (1) Third Party Agency – An individual or entity, which may be a private sector entity, a state department with building construction responsibilities or a local government determined by the Department to be qualified pursuant to this chapter to review plans for or inspect the construction of manufactured building units, systems, or the component parts thereof together with the plans, specifications, and quality control procedures to ensure that such units, systems, or component parts are in full compliance with the codes and standards herein adopted and to assign and attach the insignia of the Department to such units complying with those standards.
- (2) Building System – The plans, specifications and documentation for a system of manufactured buildings or for a type or a system of building components, which may include structural, electrical, mechanical, plumbing and fire protection systems and other building systems affecting life safety.
- (3) Building Code Information System (BCIS) at www.floridabuilding.org – the official website of the Florida Building Commission and the Florida Building Codes and Standards Office.
- (4) Closed Construction – A building, component, assembly, subassembly, or system manufactured in such a manner that all portions cannot be readily inspected at the installation site without disassembly or destruction thereof.
- (5) Component – Any three dimensional assembly, subassembly, or combination of elements for use as a part of a building, which may include structural, electrical, mechanical, plumbing and fire protection systems, and other building systems affecting life safety.
- (6) Dealer – Any person, corporation or business engaged in leasing, selling, or both leasing and selling manufactured buildings.
- (7) Department – The Florida Department of Business and Professional Regulation.
- (8) Equipment – All equipment, material, appliances, devices, fixtures, fittings or accessories installed in or used in the manufacture and assembly of a manufactured building.
- (9) Insignia – An approved device or seal issued by the Department to indicate compliance with the provisions of this chapter. The term “insignia” includes recertification insignias.
- (10) Installation – The assembly of a manufactured building component or system on site and the process of affixing a manufactured building component or system to land, a foundation, or an existing building, or service connections which are part thereof.
- (11) Labeled – Shall be as defined in Chapter 2 of the Florida Building Code.
- (12) Building Official – The officer or other designated authority or their duly authorized representative charged with the administration of the applicable technical codes in the subject jurisdiction. This term is synonymous with “building official” as that term is defined in Section 468.603(1), F.S.
- (13) Enforcement Agency – An agency of state or local government with authority to make inspections of buildings and to enforce the codes which establish standards for design, construction, erection, alteration, repair, modification, or demolition of public or private buildings, structures or facilities.
- (14) Manufacture – The process of making, modifying, fabricating, constructing, forming or assembling or reassembling a product from raw, unfinished, semi-finished, or finished materials.
- (15) Manufactured Building – A closed structure, building assembly, or system of

subassemblies, which may include structural, electrical, plumbing, heating, ventilating, or other service systems manufactured for installation or erection, with or without other specified components, as a finished building or as part of a finished building, which shall include but not be limited to residential, commercial, institutional, storage, and industrial structures.

(16) Manufacturer – Any person who, or entity which, has been certified to produce, modify, or produce and modify manufactured buildings for placement in the State of Florida.

(17) Model – A specific design of manufactured buildings, which is based on size, room arrangement, method of construction, location, arrangement or size of plumbing, mechanical or electrical equipment and systems therein in accordance with plans submitted to the Department.

(18) Modification – Any change to a manufactured building which affects the structural, electrical, thermal, mechanical, plumbing systems, life safety, means of egress, material flammability/flame spread or accessibility of the building to persons with disabilities.

(19) Occupancy Classification – The purpose for which a building, or part thereof, is used or intended to be used as defined in the codes and standards adopted herein.

(20) Open Construction – Any manufactured building, building component, assembly or system manufactured in such a manner that all parts or processes of manufacture can be readily inspected at the installation site without disassembly, damage to or destruction thereof.

(21) Quality Control Manual – A manual which contains all aspects of quality control procedures to be utilized by an entity or individual performing a function regulated hereby.

(22) Recertified Building – A manufactured building which has been previously approved by the Department and which has been subjected to the supplemental procedures provided in this chapter for subsequent approval.

(23) Residential Building – Any structure in which sleeping accommodations are provided which is not classified as an Institutional Occupancy as defined in the Florida Building Code, including but not limited to, dwellings, multiple-family dwellings, hotels, motels, dormitories and lodging houses.

(24) Standard Design – Any building system, model, series or component intended for duplication or repetitive manufacture.

(25) Storage Shed – A closed construction building that is not designed for human habitation, without regard to whether the storage unit is used for residential or commercial purposes. This term does not include a building used to house communications equipment.

(26) System – The structural, plumbing, electrical, mechanical, thermal efficiency and life safety elements, materials or components of a building.

(27) Technical Assistance Definition – Process of providing information involving CRA monitoring, plan review, product approval, and SREF compliance as it relates to the CRA contract with the Florida Department of Community Affairs.

(28) Traveler – A form utilized in a manufacturing facility in conjunction with the manufacturer's quality control program to indicate that all quality control inspections are conducted during the manufacturing process and that all inspections indicate compliance with the approved plans.

Appendix A

The DBPR forms to be used by CRA are:

FORM FMBP 1-00 Manufacturers Application for State Approval
This form is to be used for New Manufacturers

FORM FMBP 2-00 Agency Application for State Approval
This form is to be used for New Third Party Agency

FORM FMBP 4-00 Third Party Agency Renewal Form
This form is to be used for CRA to renew the DBPR Third party Status approval

FORM FMBP 5-00 In-Plant Inspection Report
This form is to be used for Insignia requests.

APPENDIX B

Acknowledgment

By signing a duplicate of this Acknowledgment and returning it to the firm for inclusion in my personnel file, I hereby acknowledge the following:

1. I have read this manual as revised August 26, 2016, understand its contents, and agree to abide by the provisions contained therein.
2. I have to treat this manual as confidential information and will return it to the Vice President (Marketing & Administration) immediately when my employment ends.

Employee

Date

Revised: August 26, 2016

APPENDIX C

CRA #
MODULAR BUILDING PLAN REVIEW

I. DATE _____ **Reviewed**
By _____

Project Name _____

Manufacturer _____

Site Location _____

Occupancy Group _____ Building Limitations _____ Building Type _____

Structural Calcs _____ Energy Calcs _____ PA Submittal _____

A. FIRE

Sprinkler _____ Standpipe _____ Separations _____

Openings _____ Draft Stop _____

Smoke Barriers _____ Special Materials _____

MISC _____

B. LIFE SAFTEY

Occupant Load _____ Egress _____ Doors _____ Exit Discharge _____

Stair Separation _____ EscapeRoute _____ Signage/Lighting _____

MISC _____

C. PRODUCT APPROVAL

Products that need approval_____

Limits of Use_____ BCIS Copies_____

Need Local Approval_____

D. ACCESSIBILITY

Parking_____ Ramps_____ Stairs_____ Elevators_____ Doors_____

Fountains_____ Toilet Stalls_____ Operation Of Mechanisms_____

E. BUILDING

Elevations_____ Floor Plan_____ Sections_____ Roof Plan_____

Code_____ Signed/Sealed_____ Structural Plan_____

MISC_____

Mod/plnreview

F.

G.

H. MECHANICAL

Exhaust System_____ Make Up Air_____ Equipment Location_____

Ventilation_____ Return Balance_____ Auxiliary Heating_____

Duct Size_____

I. PLUMBING

Water Closets_____ Urinals_____ Water Piping_____ Drainage Sewer/septic_____

Roof/Storm Drainage_____ Venting_____ Shut Offs/Back Flow_____

Grease Traps_____ Infiltrators_____ Floor Drains_____ Clean Outs_____

J. ELECTRICAL

Service Entry Size_____ Location_____ Type_____

Sub Panel Locations_____ Feeders Sizes_____ Overcurrent/Transfers_____

Grounding_____ Special Material Types_____

K. GAS

Service Type_____ Location_____ Shut Off Locations_____

Piping Type_____ Combustion Air_____ Venting_____

Appliance Types_____

Appendix C

CRA Inspection Checklist

Manufacturer: _____ DATE: _____
Plant ID #: _____ Address: _____
Quality Control Manager: _____ Plan ID #: _____
Wind Zone: _____ Occupancy: _____ TYPE CONST.: _____ Wall Rating: _____
CRA Inspector: _____ License #: _____

CHECKLIST:

Quality Control Manual Review Notes: _____

Floor Station:

NOTES

Rim Joist _____
Joist Material _____
Added Joists _____
Blocking _____
Decking Material _____
Preservative Treatment _____
Glue Used _____
Fasteners _____
Hardware _____
Galv.: _____ StS.: _____ Al.: _____
Holes & Notching _____
Braces _____

Wall Station:

Stud Type & Size _____
Diaphragms _____
Shear Walls _____
Blocking _____
Wall Sub Covering _____
Fasteners _____
Hardware _____
Galv.: _____ StS.: _____ Al.: _____
Straps _____
Glue _____
Opening Headers _____
Jacks _____
Added Studs _____
Top Plates _____
Bottom Plate Lateral Load _____
Attachments _____
Holes & Notching _____

Appendix C

Inspection Checklist Continued 2 of 4

Roof Station:

Strapping _____
Hold Downs _____
Bolts _____
Truss Construction _____
Rafters _____
Fasteners _____
Decking Material _____
Ply Clips _____

NOTES

Insulation Station:

Wall Type & R Value _____
Ceiling Type & R Value _____
Baffles & Blocking _____
Vents _____
Window Heat Gain & Loss _____
Door R Value _____
Vapor Barrier _____
Drywall Foil Back _____
Roof Values _____

Product Approval:

Windows _____
Mullions _____
Doors _____
Sliding Glass Doors _____
Skylights _____
Vents _____
Siding _____
Roofing _____
Straps _____
Adhesives _____
Fasteners _____

Interiors:

Finish Class Walls _____
Flooring Class _____
Ceiling Boards _____
Wet Location Covers _____
Paint Types _____
Trim % _____
Sound Transmission _____

Appendix C

Inspection Checklist Continued 3 of 4

Electrical Station:

NOTES

Main Panel Size _____

Sub Panels _____

Feeder Size _____

Conductor Sizing _____

Over Current Protection _____

Grounded Wire Size _____

Grounding Isolation _____

Branch Circuit Neutrals _____

Device Ratings _____

Utilization Equipment Amps & Volts _____

Wire Guards _____

Raceway Sizing _____

Box Fill _____

De-Rating _____

Insulation Contact _____

Receptacle Placement _____

Kitchen Receptacle _____

GFCI _____

Exterior GFCI _____

AFCI _____

Switch Placement _____

Lighting _____

Bending & Radius _____

Supports _____

Attachments _____

Four Wire 220 V _____

Lock Outs _____

Smoke & Fire Detection _____

Fan Boxes _____

Mechanical Station:

Balanced Air _____

Return Duct _____

Supply Duct _____

Crossover _____

Vent Sizing _____

Thermostat Location _____

Support _____

Combustion _____

Exhaust _____

Condensate _____

R Values _____

E R Rating _____

Disconnects _____

Appendix C

Inspection Checklist Continued 4 of 4

Plumbing Station:
Water Supply Piping _____
Glue & Cleaner Type _____
Hammer _____
Support _____
Notching & Boring _____
Guards _____
Insulation _____
Placement _____
Drain Pipe Type _____
Vents _____
Trap Seals _____
Glue & Cleaner Type _____
Placement _____
Guards _____
Notching & Boring _____
Island Vent _____
Winter Guards _____
Vacuum Breakers _____
Trap Primers _____
Bathroom Group _____
Lateral Size & Length _____
Clean Out Locations _____

NOTES

Appendix C

APPENDIX D

TPA BCIS Renewal Audit Report Form

Month/Day/Year

Thomas Campbell
Florida Modular Building Program Director
2601 Blair Stone Road
Tallahassee, Florida 32399

Ref: Third Party Agency Renewal Review
Agency:

Mr. Campbell,
I reviewed the Building Code Information System (BCIS) renewal application of
???????????????????????????????? and found deficiencies and or inconsistent information as noted below.

- A. Completed BCIS renewal submittal.**
- B. Review of items checked in the Interest Areas category of the BCIS submittal.**
- C. Review the accuracy of the business information category of the BCIS submittal.**
- D. Review licensure and business status of plan review and inspection personnel listed.**
- E. Review of subcontractor business and licensure status listed.**
- F. Review of the TPA quality control manual content using a preapproved checklist.**
- G. Review the limits of submitted insurance certificate for program compliance.**

Respectfully,

Name and title with license number of auditor

Appendix C

APPENDIX E

Third Party Agency Monitoring Checklist

Third Party Agency: _____ **MUR #** _____
TPA Representative: _____ **Date:** _____
Performed By: _____ **Lic. #** _____

_____ FAC 61-41.006(b) Names and professional license types and numbers of all employees or contractors employed or otherwise utilized for inspections or plans review or both inspections and plans review within the State of Florida.

_____ FAC 61-41.006(e) Proof of general liability insurance with minimum coverage limits of \$1,000,000, which shall be renewed annually and posted on the Building Code Information System (BCIS).

_____ FAC 61-41.006 (3) Agency's Quality Control Manual submitted (FAC 61-41.006 (3)).

_____ FAC 61-41.006 (3) (e) Training program –
_____ Programs for required continuing education,
_____ seminars,
_____ discussions on code compliance,
_____ plan reviews,
_____ inspections,

_____ FAC 61-41.006 (3) (f) Inspection procedures
_____ Including inspection checklists for code compliance,
_____ inspection records,
_____ correction notice,
_____ reinspection,
_____ inspection visits and scope of inspections.

_____ FAC 61-41.006 (3) (g) Procedure for control of insignia;

_____ FAC 61-41.006 (3) (h) Procedure for maintenance of approved plans and other public records in accordance with Chapter 119, F.S.

_____ 61-41.006(4)(d) The Agency shall triennially evaluate the manufacturer's quality control program to coincide with the change in the Florida Building Code. The Agency shall post the Quality Control (QC) Manual on the BCIS and maintain copies on file, available for monitoring.

Appendix C

Appendix C

CRA Inspection Checklist - 7 of 4