



LARRY HOGAN  
*Governor*

BOYD K. RUTHERFORD  
*Lt. Governor*

KENNETH C. HOLT  
*Secretary*

## MEMORANDUM

Date: July 31, 2015

To: Maryland Approved Industrialized Building Manufacturers  
Maryland Approved Testing Facilities (ATF)

From: Norman C. Wang, RA, Manager, Industrialized Building and Manufactured Homes Program,  
Maryland Codes Administration

Ref: Starting Construction of Industrialized Building Without Approval Letter

Maryland Department of Housing and Community Development-Maryland Codes Administration (DHCD) recommends that a Manufacturer does not start the construction of any industrialized building until it has received the approval letter from DHCD. Any Manufacturer who opts to start the construction before it receives the DHCD approval letter is doing so at its own risk. During the plan review process, DHCD may require revision(s) due to errors and/or omissions it has found in the submitted plans. The Manufacturer is solely responsible for constructing the building according to the approved plans. If a building has been constructed without approved plan, the Manufacturer shall, at its own expense, make modifications to conform to any requirements which are not present in the original, not approved plan.

Any Manufacturer, who opts to start construction without approval letters, should submit supplemental document, to be included in its QC Manual, which outlines the procedures the Manufacturer and its Approved Testing Facility (ATF) will adopt to prevent labeling and shipping of completed industrialized buildings not adhering to the requirements of DHCD approved plans.

