



MARYLAND DEPARTMENT OF HOUSING  
& COMMUNITY DEVELOPMENT

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## MEMORANDUM

TO: All Maryland Approved Industrialized Building Manufacturers and Approved Testing Facilities (ATF)

FROM: Kanti Patel, P.E., Manager, Design Standards and Review *K.P.*

DATE: May 9, 2003

SUBJECT: Maryland Industrialized Building Regulations (COMAR 05.02.04.01--18).  
Approval of Documents for all Industrialized Buildings

The following procedures shall be followed by the manufacturers for the approval of industrialized building documents (Plans, Design, Specifications etc.) by the Maryland Department of Housing and Community Development (the Department). The regulations have not been modified; this memorandum is a consolidation of previous memos/directives related to the document approval process.

- (1) The designers shall prepare complete documents for each building/model reflecting all work to be done in the factory and all work to be done on site.
- (2) It is necessary to provide a site plan and calculations verifying compliance with height and area limitations, fire resistance ratings of structural elements, means of egress, and all applicable elements of design and construction which reflect upon code compliance. [See also notes (1) and (2)].
- (3) For buildings other than one- and two-family dwellings, the documents shall be prepared by or under the direct supervision of a Maryland registered architect or engineer and bear the architect's or engineer's signature and seal.

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### Notes:

- (3) For one- and two-family dwellings, procedure for the approval of individual model is required to be followed as per the above procedure. In addition, the approval can also be requested as a Modular Building System if models are to be built within the system. The documents for a Modular Building System shall be prepared with all options available.
- The procedures for approval of the Modular Building System by the Department are similar to the procedures for other Industrialized Buildings.
  - For individual models to be built under the Modular Building System, approval by the Department is not required. However, the documents shall be prepared for the individual models to be built within the Modular Building System. The document shall clearly indicate that model is built under the Modular Building System and approval shall be obtained from the ATF prior to production.
  - The ATF shall provide the Department and the manufacturer with copies of approved documents bearing its stamp and date of approval. The submittal shall include a letter of certification stating that such models are reviewed and approved for code compliance along with reference to the previously approved Modular Building System.
  - If a Model to be built is not within the Modular Building System, the procedure for approval for this Model shall be followed similar to the procedure for other Industrialized Buildings.

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- (4) The manufacturer shall send three copies of documents to its Approved Testing Facility (ATF) for review and approval as required in Section .09B of the Regulations.
- ATF review shall include the analysis of critical features including factory work and site work which reflect upon the complete building, utilizing a Plan Review Record Form for the International Building Code. (Note: For one- and two-family dwellings and all other buildings which are constructed with four or less modules (sections) and do not exceed one story in height, Plan Review Record Form is not required.)
  - After completion of the document review, ATF shall provide a seal of its approval on all the documents. In addition, the ATF shall prepare a certification letter to the Department certifying that the manufacturer's documents have been reviewed and comply with all current code requirements of the Department.
  - A copy of approved documents, the certification letter, and Plan Review Record Form (if applicable) shall be submitted to the Department. A copy of the ATF approved documents shall also be returned to the manufacturer for display at the plant.
- (5) Upon receipt of the documents from the ATF, the Department will require correction of any deficiencies if noted, and authorize the ATF to place state insignias on the building after the inspection of the units at manufacturing facility by ATF staff.

### Notes:

- (1) The submittal of site plan to the Department is not required for one- and two-family dwellings.
- (2) The submittal of a site plan to the Department is not required for buildings which are constructed with four or less modules (sections) and do not exceed one story in height if the manufacturer's drawings include the following note: " To The Local Builder and/or Site Developer: All site work, including the location of the building, is required to be reviewed and approved by a Maryland registered architect or engineer to verify code compliance including, but not limited to: fire resistance ratings for exterior protection, means of egress, height and area limitations, and other pertinent site-related matters. Documents related to site work, including site and development drawings, shall be submitted to the local government agency for review and approval. "