



Maryland Department of Housing  
and Community Development

LARRY HOGAN  
*Governor*

BOYD K. RUTHERFORD  
*Lt. Governor*

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**TO:** Maryland Local Building Officials

**FROM:** Norman C. Wang, RA  
Director, Maryland Codes Administration

**POLICY:** # 2

**SUBJECT:** Requirements for Student-Built Modular Buildings

**EFFECTIVE DATE:** January 01, 2017

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The Maryland Department of Housing and Community Development (the “Department”) has adopted the following policy governing the authorization for Maryland insignias to be applied to student-built industrialized buildings. The Department has the statutory authority over the requirements and construction of industrialized buildings including modular homes that qualify under §§12-201(f), 12-301 – 12-313 of the Public Safety Article.

### **OBJECTIVES**

- To clarify the requirements of proposed industrialized buildings which are to be constructed by students in a classroom setting, led by qualified instructors.
- To clarify the requirement of fees to obtain Maryland insignias, which must be attached to such student-built industrialized buildings after they have been completed and inspected.

### **POLICY**

The Department will permit modular buildings, built by students in publicly-funded educational institutes, to be recognized as legal industrialized buildings in the State of Maryland on the condition that all following requirements are met:

- **Letter of Request:**

A local government shall send an official letter to the Department.

- (1) The local government requests that the specified educational institute is allowed to be a manufacturer and to construct an industrialized building in accordance with the applicable building codes adopted by the Department.
- (2) The local government shall send a separate letter for each proposed industrialized building. The Department will evaluate each request on a case by case basis.
- (3) A local government states, on the letter, that it agrees to be responsible for plan review & approval before construction starts.





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(4) A local government states, on the letter, that it agrees to be responsible for inspections during construction process.

• **Statement of Qualification of Instructors:**

Qualifications of school instructors for the project must be submitted to the Department for review and approval.

• **Quality Control Manual or Course Syllabi:**

Quality control manual or course syllabi must be submitted to the Department for review and approval.

• **Building Standards:**

- (1) The building standards shall be the Model Performance Code effective at the time of the petition; currently they include 2015 IRC, 2015 IECC, 2014 NEC, 2015 NFPA 101, 2012 Maryland Accessibility Code (MAC), 2013 NFPA 13D
- (2) Automatic fire sprinkler system and energy test are required per code requirements.

• **Record Documents:**

- (1) A copy of approved construction documents shall be provided to the Department for record.
- (2) A copy of fire sprinkler certificate and a copy of energy test result shall be provided to the Department for record after they are completed.

• **Maryland Insignias:**

- (1) Maryland Insignias are required and shall be attached to the completed and inspected building by the local government before the building is transported out of the school.
- (2) The insignias are available from the Department.
- (3) The Department will furnish Maryland insignias free of charge for only one building per local jurisdiction per year. All other required insignias can be purchased for a fee through the Department.

• **Location Report:**

Location of the final installation site shall be provided to the Department using an online system (Instructions will be provided upon request).

