



NEW YORK STATE DEPARTMENT OF STATE

Division of Code Enforcement and Administration

Phone : (518) 474-4073

www.dos.state.ny.us

Fax : (518) 486-4487

E-mail: info@dos.state.ny.us

TECHNICAL BULLETIN

Code Effective Date: January 1, 2008

UPDATED

Source Document: 19NYCRR 1209 - *Factory Manufactured Homes*

Topic: Required documentation for acceptance of Factory Manufactured Homes
(Modular Buildings)

This document provides clarification for Code Enforcement Officials (CEO) regarding evidence of acceptable documentation for prefabricated Modular Buildings. In general, the review and acceptance of all design and construction which takes place in a factory is the jurisdiction of the Department of State. All site work, including the installation and connection of a modular building is the jurisdiction of the CEO. The CEO should have the following documentation as evidence of an acceptable modular building;

- 1.) Conditional approval letter issued by the Department of State (two pages). This letter will contain parameters allowing or disallowing the modular building's placement in specific geographic areas of New York State. The conditional approval letter will also list building configuration limitations, if applicable.
- 2.) Building plans and energy code documentation must be provided for the *specific building supplied* by the modular manufacturer. Plans must be certified by a design professional licenced and registered to practice in New York State. The modular plans must bear the *approval number* listed on the manufacturer's conditional approval letter issued by the Department of State.
- 3.) Specific modular building plans are not required to bear a Department of State Seal, provided the registered architect or professional engineer certifies that the plans and specifications conform to the plans and specifications approved by and on file with the Department of State. The approval number listed on the manufacturer's conditional approval letter must be referenced in the above statement.
- 4.) In high wind regions of New York State (110-120 mph 3 second gust), an additional Department of State acceptance letter is required to be submitted with the above documentation unless otherwise exempted. The requirement is explained in the High Wind Bulletin dated March 26, 2004 available on the division website.
- 5.) It should be noted that additional construction documents are necessary to address all site installed components which have not been constructed in the factory. These components are outside the purview of the Department of State Modular Building Program, and are subject to review and approval of the CEO. Such components typically may include, but are not limited to, the following:

- a.) Foundations
- b.) Mechanical systems
- c.) Exterior decks and porches
- d.) Garage and utility structures
- e.) Swimming pools, spas, and enclosures

6.) It should be noted that additional construction inspections are necessary to address site installed or completed components which have not been constructed in the factory. Such components typically may include, but are not limited to, the following (in addition to above items a through e):

- a.) Site installation and assemblage of the modules
- b.) Stairs, landing, railings
- c.) Chimneys for fuel burning equipment
- d.) Factory and/or site built fireplaces
- e.) Utility connections such as electric service, natural gas, water, sanitary and storm sewer
- f.) Building and site lighting
- g.) Site completed structural connections, such as roof truss connections

Ronald E. Piester, AIA, Director
Division of Code Enforcement and Administration