New York State
Department of State
Division of Building Standards and Codes
One Commerce Plaza
99 Washington Avenue, Suite 1160
Albany, NY 12231-0001
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www.dos.ny.gov

NEW YORK STATE OF OPPORTUNITY. | Building Standards and Codes

Application for Plan Approval of a Factory Manufactured Building (Modular)

All fields must be completed in order for this form to be submitted.

MANUFACTURER: _____ Manufacturer No: **M** _____

Address: _____ Phone: _____

Contact Person: _____ Email: _____

QUALITY CONTROL MANUAL LAST APPROVAL DATE: _____

Prepared By/Contact Person: _____ Phone: _____

Email: _____

INDEPENDENT THIRD PARTY INSPECTION AGENCY: _____

Address: _____ Phone: _____

Contact Person: _____ Email: _____

FACTORY MANUFACTURED BUILDING IDENTIFICATION

Project Name/Client/Customer: _____ Project County: _____

Model: _____ Occupancy Class _____

Project Address: _____

Application pertains to: (*check one*)

- ☐ New Individual Model (unique/custom/manufactured once for a specific site)
- ☐ New Initial Individual Model (planned to be built repeatedly - per these guidelines*)
- ☐ New System of Models
- ☐ Modification of an Approved Model or System: **M**_____ (*provide prior approval number*)
- ☐ Renewal of an Approved Model or System: **M**_____ (*provide prior approval number*)

** initial model means a specific design of factory manufactured home to include options which do not change the quality control manual and which in the determination of the Division, do not materially affect the structural, plumbing, mechanical or electrical systems.*

FILING DOCUMENTATION AND FEES

Provide 1 set of necessary drawings, specifications, calculations and updated QA Manual (if more than 2 years since last approval) as a hard copy and pdf files on a CD-Rom, thumb-drive, web-transfer or e-mail. Please provide a non-refundable filing fee of $50.00. A plan checking fee in accordance with 9 NYCRR 1281.4 is required upon approval, payable to: NYSDOS, Division of Building Standards and Codes. Send submission and payment to: NYS Dept. of State, Division of Building Standards and Codes, One Commerce Plaza, 99 Washington Avenue, Suite 1160, Albany, NY 12231.

SIGNATURES:

Registered Architect - Professional Engineer**

Name: _____ License No: _____

Signature: _____

*** New York State Education Law and Department of State Regulation require architect or professional engineer signature and seal affixed to all drawings and specifications submitted to public officials certifying compliance with health and safety regulations and conformance with current codes.*