

Ohio's Industrialized Unit Program

A DESCRIPTION OF THE APPROVAL PROCESS

Our Objective: The Ohio Board of Building Standards (BBS) is required to regulate factory-built construction components (except for those regulated by HUD). Our objective in regulating this industry is to do it in the simplest manner possible. Our bottom-line focus intends to: minimize unnecessary bureaucratic procedures; achieve the fastest turn-around time for plan review possible; and, assure code compliant products for Ohio homeowners and businesses.

The System: Ohio's program is very simple. The BBS receives and processes for approval, the construction documents related to factory-built closed construction. We also certify the individuals who inspect the closed construction in the factory, and sell the insignias (to be placed within the units) that indicate the units can be used throughout Ohio.

Registering or participating in Ohio's program – In order to get started, we need to know who you are. Each manufacturer, or assembler of closed-construction, must contact us (E.plans@com.state.oh.us.) and provide us with the following:

1. **Name of Manufacturer/Assembler/Constructor** – This could be a large corporation manufacturing complete houses, classrooms, storage buildings, etc. and shipping them from hundreds of miles away, a small business assembling and selling walls & panels or a Ohio high school or joint vocational/tech school that only builds one house per year for a location within it's community.
2. **Primary Address** of the facility where the construction/assembling will occur. If a company has several manufacturing facilities, we need the addresses of each of the facilities where products destined for use in Ohio are to be manufactured. We also need the **corporate headquarters address and phone number**.
3. **Contact Person** responsible for the construction documents we'll be reviewing, their email address and their **phone number**. Our contact with you will be primarily related to submittal documents. If we need to contact a company officer, we'll find out who is in charge at that time.
4. **Name of Inspection Entity**. We require in-plant inspections for each unit destined for use in Ohio. These inspections must be conducted by individuals certified by the board. Initially, we need to know who or what organization (3rd party inspection agency, certified Ohio building department or, for Ohio manufacturers, the option to choose to have the state perform periodic audit inspections) will be performing these inspections. Subsequent to the initial information, we need letters from both the manufacturer and the inspection agency indicating that they have entered into an agreement for the inspections to occur.

We respond by email – We will be sending, via the email address you provided, a **Manufacturer User ID # & User Password**. These are unique to your company and will allow you access to Ohio's on-line Industrialized Unit system.

Fees & Using The On-Line System, (see over)

Fees –

1. **Application & Document Approval fees.** To help reduce time delays related to multiple invoicing and speed up making approved plans available, we have consolidated the application fee and minimum plan review time fee. **The initial fee of \$135.00** must be received before we will place your set of documents in line for review. This gives you one hour plan review time. Most plans for homes and typical commercial modular units can be reviewed and approved within in this time if referenced system documents are already approved and on file, or the documents are complete and adequately detailed.
2. **Additional Plan Review fees.** If additional time is required to complete the review before an approval can be issued, **we charge \$100.00/hour which accrues in ½ hour increments.** You will receive an indication of the balance due only after the documents have been approved. An invoice will be sent via email indicting the amount that must be paid before the documents can be released/downloaded.
3. **Insignias.**
 - a. An Ohio Insignias must be placed in each component or modular unit (preassembled combinations of walls, floors, roofs, etc.). The modular unit insignia cost is \$50.00 each.
 - b. An insignia must also be purchased if the manufacturer assembles and ships into Ohio, panelized components. The panelized component insignia cost is based on the area of the component, \$1.00/20sq.ft. of wall, floor, roof area, etc.

Purchase of insignias requires use of the form we have posted on our website.

To access information and forms, submit applications, make payments for IU program fees and receive approved documents back, you first must access our website at:

https://www.comapps.ohio.gov/dic/dico_apps/bbst/iu_plans/login.aspx

Using the on-line system, you will be able to:

1. Provide us the document approval application information necessary (such as model#, contact name, etc.)
2. Make secure, on-line payment of fees or provide us with the alternative fee payment method intended.
3. Upload electronic design, construction and specification document files required for code review.
4. Check status of document approval applications.
5. Check for any fee balances due for extra plan review time.
6. Download documents that have been sealed with our electronic designation after the submittal has been approved and fees paid.

Please use the electronic media for applications, payment on-line, upload & download of construction documents....it will save significantly on our time to get your approval back to you.