
BBS MEMO

Ohio Board of Building Standards

August 2002

6606 Tussing Road, P.O. Box 4009, Reynoldsburg, Ohio 43068-9009

INDUSTRIALIZED UNIT DOCUMENT REVIEW PROCESS – SUMMER 2002

In January of this year, we sent out a memo outlining a new method of code update processing designed to help expedite the application, review and approval of your plans. We introduced an opportunity for you to schedule one-on-one sessions with our staff in an effort to reduce confusion and time delays. While some manufacturers made use of the option, many did not. We also outlined very clearly, that we wanted only submittals that were necessary, meaning those associated with sales or contracts until the update season was behind us and we were able to keep the turnaround time at an acceptable level.

Again, some manufacturers cooperated and some have not. Because a few manufacturers have decided to “do their own thing”, we now are experiencing a 50 day turnaround time. We haven’t had this problem in over ten years. We have devoted more resources and are falling further and further behind because a few manufacturers have waited until this past month to submit their update packages. They not only have sent in more than what they need for their planned production but, in some cases, have expanded their model packages.

The result is that those who did cooperate by meeting with us, submitting early and limiting their submissions to products sold, are being penalized with dramatically extended plan review times because of our backlog. This also penalizes Ohio citizens and agencies who are in contract for buildings and building products they believed could be delivered quickly by using factory-built products.

We have evaluated our options and determined we must institute an interim procedure to solve the problem based on the needs of Ohio citizens and agencies. The following procedure will be put in place until further notice:

1. Our plan review priority schedule will be based on scheduled production of sold product.
2. Manufacturers who have attempted to follow our previously outlined procedure will be given preference when a conflict occurs for a specific date.
3. In order for any submission to be reviewed during this period, the manufacturer must provide to us:
 - a. the submission # (for applications already in our system)
 - b. a description of what portion of the submission is time critical
 - c. what the intended production date is, and,
 - d. the address in Ohio where the unit is intended to be used.
4. The original submission date will be given consideration but will not necessarily determine in what order the review is conducted.
5. Building departments in Ohio will be sent a *BBS Memo* outlining valid (BBS approved Industrialized Unit documents vs outdated or invalid drawings.

We are very appreciative of those of you who made an obvious effort to cooperate with us since January and hope this interim procedure will benefit you and will be understood as a method to solve an unfortunate situation. It is not our intention to inconvenience those who didn’t create the problem.

We believe this procedure will only be used until the code update cycle has been concluded. As soon as we are able to respond within our previous acceptable timelines, we will resume the standard process.