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# BBS MEMO

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Ohio Board of Building Standards

February 9, 2004

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

## ***FACTORY-BUILT/INDUSTRIALIZED UNIT 2004 PROGRAM UPDATE***

**FEE CHANGES:** As we indicated in the last BBS MEMO we sent you (7/11/03) our fees for applications and insignias have changed beginning 1/1/04.

**Insignias:**

(Modular Constr.) **Per Module = \$50.00**

(Panelized only) **Per panel = \$1.00/20ft<sup>2</sup> of**

**surface area**

**Applications:**

The cost for the application fee has been reduced to **\$35.00/application**. However, we have revised our rules by **limiting a single application to no more than one model** or generic system (base documents) or revisions to a model.

**ELECTRONIC CONSTR. DOCUMENTS:**

At the request of the industry, since last summer, we've been working on preparing our internal system and changing our procedures to allow for the submission of design documents electronically. The IU staff now has the capability to receive, process, and review electronic files and return approved design documents via e-mail. We have been working with a few manufacturers to reduce the "bugs" before we offer the process option to the rest of the industry and, now we have all the mechanisms in place.

We are still completing some adjustments to our forms and procedures as we discover problems but we are prepared to work with you if you wish to submit an application for design using our electronic option. To access our current application form, please connect to the following web page: <http://www.com.state.oh.us/dic/documents/281.pdf>. We will be adding additional detail to the instruction sheet and revising the form as we

receive input from users. In the meantime, use the online form and review the criteria listed in the Electronic Submittal sheet (see over). When you are prepared to submit, e-mail the package to [plans@com.state.oh.us](mailto:plans@com.state.oh.us).

This submittal process is being developed in an effort to better serve you and the citizens of Ohio. It is being offered as an option, not as a required method.

**NEW CODES COMING:**

It's that time again! We have begun the internal process of evaluating the new editions of the ICC Codes for adoption as Ohio's construction codes. Our anticipated effective date for the new codes is 1/1/05 (IU manufacturers will probably be given an extension). Although there will be some Ohioizing of the ICC publications, we expect far fewer changes to the ICC publications this cycle than we had for the 2002 OBC. The new code will include the following:

NFPA's 2005 NEC

ICC's 2003 Building, Mechanical, Plumbing, Energy Conservation & Fuel Gas codes.

Also, we will be adopting an updated version of the Ohio Building Official's residential code which is based on ICC's 2003 International Residential Code. A draft of the proposed changes will be prepared late spring or early summer. Because of the backlog we experienced during the last code change, we will be altering our process by establishing prescheduled submittal appointments this time. As in the past, we will be offering an option to those of you with approved models not affected by the code changes. When we have determined the process we will be using, we will be sending out another BBS Memo.

## Electronic Submittal

### Criteria used for the IU program E-Plans approval process:

1. Complete the application form available at:  
<http://www.com.state.oh.us/dic/documents/281.pdf>.
2. Provide an email address to be used for sending the approved file back.
3. Indicate how payment will be made. The processing will only continue after a check for the application fee has been received by our office or the credit card has been charged (we accept only VISA or Mastercard types. If you indicate you will be paying by credit card, you must provide us with the phone number and name of the person who will be giving us the credit card account # over the phone...**DO NOT WRITE THE NUMBER ON THE APPLICATION**, we will call you for that number). The Electronic PDF documents must be included as a file attachment with the application in an email sent to us at: [eplans@com.state.oh.us](mailto:eplans@com.state.oh.us) .
4. The PDF document file must be sent unsecured so we can insert the Ohio I.U. seal and any needed annotations into the documents.
5. We reserve the right to reject any file containing illegible documents. Documents scanned into PDF format often degenerate in quality and detail is lost. We recommend you send drawings plotted then saved in PDF format.
6. Each application's documents, for each model (or base/system or revisions to an approved model) must be submitted in a single PDF file so that we can automatically, simultaneously and electronically insert the approval seal, CPA# and approval date onto each page of the document.
7. Each drawing within the PDF file must be formatted to be able to print out at 11"x17" minimum (larger sheet sizes, if needed, are permitted or may be required), and to a measureable scale (3/16", 1/4" etc.).
8. A resubmission must contain the entire construction document file with an clear identification of which documents were changed, added or revised.
9. After the documents are found to be approvable, our approval seal will be inserted and the PDF document will be secured to allow only printing. This will prevent modification of the document.
10. The approved documents will be emailed to the applicant/manufacturer.

