

**Industrialized Units**  
**Summary of Questions Below**

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1. What is an industrialized unit?

An **industrialized unit** is an assembly of materials or products manufactured in such a manner that its structural, plumbing, electrical, environmental control, or fire protection elements or components are concealed and are not readily accessible for inspection at the site of its intended use without disassembly, damage or destruction. It is a building unit or assembly of closed construction fabricated in an off-site facility, that is substantially self-sufficient as a unit or as part of a greater structure, and that requires transportation to the site of intended use. Industrialized units include units installed on the site as independent units, as part of a group of units, or incorporated with standard construction methods to form a completed structural entity. ***An industrialized unit is not a manufactured home.***

2. I know that factory constructed commercial structures, such as offices, medical clinics, classrooms, etc., are regulated by the industrialized unit process. Are 1-, 2- and 3-family dwellings regulated by the industrialized unit process?

Yes.

3. How does the process to obtain an authorization to place an industrialized unit in Ohio start?

By the manufacturer of the unit(s) mailing a plan submission package to our office. The plan submission package for 1st time submitters shall contain the following items:

- **Two** properly completed Applications. Be sure to complete **all** areas of the application. To view, print or

	<p>down load the application, click <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li>• <b>Two</b> identical sets of detailed construction drawings. The drawings shall be assembled and fastened together to form two individual sets. Drawings that are not fastened together into sets will be returned. <b>Do not submit quality control manual or calculations of any kind.</b> The drawings for all commercial buildings shall be sealed by an Ohio design professional (registered architect or professional engineer). Drawings for 1-, 2- and 3-family dwellings are not required to be sealed, however, you can seal these drawings if you wish. More detailed information about the drawings is found in the Plan Submission Package Check List. Click <a href="#">here</a> to view, print or download the check list.</li> <li>• <b>Two</b> identical sets of Company Information. The Company Information shall be assembled and fastened together to form two individual sets. Company information that is not fastened together into sets will be returned. More detailed information about the Company Information is found in the Plan Submission Package Check List. Click <a href="#">here</a> to view, print or download the check list.</li> <li>• A cover letter explaining the structure is always helpful.</li> <li>• A non-refundable filing fee of <b>\$100.00</b>. The fee check or money order shall be made payable to: <b>Treasurer, State of Ohio</b>.</li> </ul> <p>More detailed information is contained in the Plan Submission Package Check List. Click <a href="#">here</a> to view, print or down load the check list.</p> <p>Mail your plan submission package to:</p> <p>Division of Industrial Compliance  Industrialized Unit Section  6606 Tussing Road, P.O. Box 4009  Reynoldsburg, Ohio 43068-9009</p>
<p><b>4.</b> How can I get an Application?</p>	<p>You can obtain an Application by clicking <a href="#">here</a>, or <b>writing</b> to the: Division of Industrial Compliance, Industrialized Unit Section, 6606 Tussing Road, P.O. Box 4009, Reynoldsburg, Ohio 43068-9009; or by <b>calling</b> (614) 644-2619; or by <b>faxing</b> (614) 995-0080.</p>
<p><b>5.</b> How much is the application fee?</p>	<p><b>\$35.00.</b> Make check or money order payable to: <b>Treasurer, State of Ohio</b>.</p>
<p><b>6.</b> Can I include more than one model on an application?</p>	<p>No. You can submit one or more models on a single application. However, as in all things there are pluses and minuses to submitting more than one model on a given application. Assume your are submitting 5 models on one application. The plus is there is only one \$100.00 fee. The minus is that if 4 models are approved and the 5th is not, the</p>

	<p>application cannot be completed until all 5 models are approved. On the other hand submitting 5 separate applications, one for each model, will result in a \$100.00 fee for each application, or a \$500.00 fee total. But each model stands on its own and is not affected by other models not being approved.</p>
<p>6. What must my drawings contain?</p>	<p>Your detailed construction drawings must contain as least the information specified in Section 4101:2-1-19 in Chapter 1, Administration of the Ohio Building Code (OBC).</p>
<p>7. Are my drawings required to be sealed?</p>	<p>The drawings for all commercial buildings shall be sealed by an Ohio design professional (registered architect or professional engineer). Drawings for 1-, 2- and 3-family dwellings are not <b>required</b> to be sealed, however, you can seal these drawings if you wish.</p>
<p>8. Do I need to include calculations in my plan submission package?</p>	<p>No. The only time calculations would be required is if we should ask for them.</p>
<p>9. What must be contained in the Company Information submitted in the plan submission package?</p>	<p>The Company Information must contain an Corporate (Administrative) Office Sheet, Manufacturing Plant Sheet, Quality Control Chain of Command Sheet, Plant Location Map Sheet and Plant Layout Diagram Sheet. The content of each of these sheets is specified below.</p> <p><b>Administrative Office Sheet (8.5"X11"):</b> This sheet shall provide the company name; complete address; voice, fax and toll free (if you have one) numbers; hours of operation; and contact person in your corporate office.</p> <p><b>Manufacturing Plant Sheet (8.5"X11"):</b> This sheet shall provide the company name; complete address; voice, fax and toll free (if you have one) numbers; hours of operation; and contact person. This sheet is required even if it contains the same information as contained on the corporate office sheet. <b>If you want more than one plant in Ohio's program, you must submit a separate sheet for each plant.</b></p> <p><b>Quality Control (QC) Chain of Command Sheet (8.5"X11"):</b> This sheet shall provide a mini organizational chart for the QC program in the manufacturing plant. Each person in the QC process (from the QC line inspector at the bottom to the President/CEO of the company at the top) shall be represented by a box on the chart. Each box shall contain the job function and the name of the person performing the function. The boxes shall be connected together with lines that show the relationship between the job functions/personnel shown on the chart. There must always be at least two QC inspectors, a primary and a backup. <b>If you want more than one plant in Ohio's program, you must submit a separate sheet for each plant.</b></p> <p><b>Manufacturing Plant Location Map Sheet (8.5"X11"):</b> This</p>

	<p>sheet shall provide a map showing how to get to the manufacturing plant from the nearest commercial airport (one capable of accommodating full sized jet aircraft) serving the area. Do not provide a photocopy of a portion of a road map. A simple line type drawing showing the north compass point, street names and locations, arrows showing direction of travel (when necessary), plant building location, etc. will work just fine. Do not include written directions unless they are absolutely necessary to locate the manufacturing plant. <b>If you want more than one plant in Ohio's program, you must submit a separate sheet for each plant.</b></p> <p><b>Manufacturing Plant Layout Diagram Sheet (8.5"X11"):</b> This sheet shall provide a diagram showing the floor plan of the plant; the location of the all work stations/areas; and what type of work is done in each work station/area. The diagram shall include any outbuildings that are used to fabricate sub-assemblies and/or store materials used in the manufacturing process. The plant layout diagram shall be 8.5"x11" in size whenever possible. If it is larger, it shall be folded to fit into an 8.5"x11" three ring binder. <b>If you want more than one plant in Ohio's program, you must submit a separate sheet for each plant.</b></p>
<p>10. Where do I send the plan submission package?</p>	<p>Division of Industrial Compliance Industrialized Unit Section 6606 Tussing Road, P.O. Box 4009, Reynoldsburg, Ohio 43068-9009 Phone: (614) 644-2619 Fax: (614) 995-0080</p>
<p>11. Can I have my approved plans sent back to me by express mail such as Federal Express (FedEx), United Parcel Service (UPS), etc.?</p>	<p>Yes. Unless otherwise specified, approved plans are returned to the manufacturer by U.S. mail or by surface UPS, depending upon their weight. If you wish to have your approved plans returned to you by FedEx, UPS, etc. you must include a completed air bill as part of the plan submission package. The air bill must be completed in such a fashion that you will pay the cost of shipment. <b>Be sure to include your account number.</b></p>
<p>12. Is it a requirement that in-plant inspections of units intended for location in Ohio be performed by a 3rd party individual or inspection agency?.</p>	<p>Manufacturers with fabrication facilities located <b>outside Ohio are required</b> to enter into a contractual relationship with a 3rd party individual or inspection agency to perform in-plant inspections of units intended for location in Ohio.</p> <p>Manufacturers with fabrication facilities <b>inside Ohio can choose</b> to have the in-plant inspections of units intended for location in Ohio performed by Ohio inspectors, or by a 3rd party individual or inspection agency.</p> <p>When ever a 3rd party individual or inspection agency is used, the person(s) who are to perform the inspections are required to be certified by the Ohio Board of Building Standards. To obtain information pertaining to inspector certifications, call the Board at (614) 644-2622 or fax the Board at (614) 644-</p>

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<b>13.</b> Does an industrialized unit ever cease to be an industrialized unit?	Yes. Once an industrialized unit is legally placed the first time, it ceases to be an industrialized unit. After the initial placement the structure is regulated by the building code the same as any other structure.
<b>14.</b> How can I check that status of my plan evaluation?	By calling our office at (614) 644-2619.