

# APPLICATION FOR NEW MANUFACTURED PERMANENT MODULAR OR RELOCATABLE BUILDINGS

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

**Please print or type all information or you may complete online and print for signatures. An electronic signature is acceptable. All fields must be filled in per instructions. This form is for the manufacturing of new buildings and first-time site installation when placed on-site under this application. If multiple manufacturers are involved, a separate DSA 1-MR must be completed for each manufacturer.**

## PROJECT INFORMATION

School District:	DSA App. #:	-
Project Name/School:		
Manufacturer:		
Manufacturer Scope of Work:		

**1.0** This project includes both the off-site manufacture of new permanent modular<sup>i</sup> or relocatable buildings and the on-site construction<sup>ii</sup> or stockpiling<sup>iii</sup> of those buildings. The following individual is delegated responsibility by the project design professional in general responsible charge (listed on the form *DSA 1: Application for Approval of Plans and Specifications*, Line 23) for the preparation of the plans and specifications, observation of in-plant manufacturing<sup>iv</sup>, and on-site construction<sup>ii</sup> of the modular or relocatable buildings.

Architectural or Engineering Firm: \_\_\_\_\_ Discipline: \_\_\_\_\_  
Name of Architect or Engineer: \_\_\_\_\_ CA Reg. #: \_\_\_\_\_  
Work Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

*I certify under penalty of perjury that all information presented on this form is true and correct and that I understand and will fulfill my responsibilities as the architect/engineer delegated responsibility for this project scope as defined in Title 24, Part 1, Section 4-341 of the California Code of Regulations and acknowledge that I may sub-delegate the observation of in-plant manufacturing and/or on-site construction<sup>v</sup>.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**1.1** For modular or relocatable buildings, the observation of the in-plant manufacturing may be sub-delegated by the individual listed above in Section 1.0<sup>v</sup>. The following individual is sub-delegated responsibility for the observation of the in-plant manufacturing.

Name of Architect or Engineer: \_\_\_\_\_ Discipline: \_\_\_\_\_  
Work Email: \_\_\_\_\_ CA Reg. #: \_\_\_\_\_

*In signing this application, I accept the delegation of responsibility for observation of in-plant manufacturing and will fulfill my responsibilities as defined in Title 24, Part 1, Section 4-341 of the California Code of Regulations.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**1.2** For the first-time installation of modular or relocatable buildings<sup>i</sup>, the observation of the on-site construction<sup>ii</sup> and installation may be sub-delegated by the individual listed in Section 1.0 above<sup>v</sup>. The following individual is sub-delegated responsibility for the observation of the on-site construction and installation.

Name of Architect or Engineer: \_\_\_\_\_ Discipline: \_\_\_\_\_  
Work Email: \_\_\_\_\_ CA Reg. #: \_\_\_\_\_

*In signing this application, I accept the delegation of responsibility for observation of on-site construction and will fulfill my responsibilities as defined in Title 24, Part 1, Section 4-341 of the California Code of Regulations.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPLICATION FOR NEW MANUFACTURED PERMANENT MODULAR OR RELOCATABLE BUILDINGS****INSTRUCTIONS**

**Manufacturer Scope of Work:** Manufacturer scope of work shall match that shown on Line 5 of the form DSA 1 for new construction of permanent modular buildings or relocatable buildings.

**1.0** The architect or structural engineer of the project listed on Line 23 of the form DSA 1 must delegate the responsibility for the preparation of plans, observation of in-plant construction, and observation of first-time placement (not for relocations) on a project site to the manufacturer's design professional responsible for the design of the building in Section 1.0 of this form.

One design firm and individual responsible for the preparation of construction documents shall be listed per each DSA 1-MR. If multiple design professionals are delegated responsibility for a manufacturer's building, a separate form DSA 1-MR shall be submitted for each individual with their respective discipline for their scope of work indicated (i.e.: A, SE, ME, EE). The individual's signature acknowledging his/her responsibilities shall be provided. The individual may sub-delegate the responsibility for observation of the in-plant construction (Section 1.1) and for the first-time construction (Section 1.2) of the building on the project site to a California registered architect or California licensed structural engineer.

The individual accepting responsibility for observation of construction shall sign the verified report, form *DSA 152-IPI: In-Plant Inspector Inspection Card/Verified Report*, at completion of plant fabrication and/or the form *DSA 6-AE: Architect/Engineer Verified Report* for verified reports during site observation. The manufacturer's design professional need not provide verified reports when sub-delegated.

If an alternative design professional is required, the alternate may be identified and accepted by DSA using form *DSA 108: Change in Delegation of Responsibility*.

**1.1** The individual architect or structural engineer accepting responsibility for all work or for work of specified discipline as a sub-delegate shall sign acknowledging his/her responsibilities. The individual accepting responsibility for observation of in-plant construction shall sign the verified report, form DSA 152-IPI, at completion of plant fabrication. If an alternative design professional is required, the alternate may be identified and accepted by DSA using form DSA 108.

**1.2** The individual architect or structural engineer accepting responsibility for all work or for work of specified discipline as a sub-delegate shall sign acknowledging his/her responsibilities. The individual accepting responsibility for observation of on-site construction shall sign the required form DSA 6-AE verified reports. If an alternative design professional is required, the alternate may be identified and accepted by DSA using form DSA 108.

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<sup>i</sup> Permanent modular buildings are defined in *PR 13-01: Construction Oversight Process*.

<sup>ii</sup> Observation of the on-site construction includes all work included on the DSA-approved modular or relocatable building plans and specifications (example: foundations, ceilings, finishes).

<sup>iii</sup> Stockpiling of manufacturer's buildings may be considered a relocation rather than the first-time installation.

<sup>iv</sup> The individual listed on Line 1.0, or on Line 1.1 if sub-delegated, is responsible for the completion and submission of the form DSA 5-IPI: In-Plant Project Inspector Qualification and Approval to DSA prior to start of construction, and shall complete and sign Section 7 of the form DSA 5-IPI.

<sup>v</sup> Election to sub-delegate on lines 1.1 and 1.2 is solely the responsibility of the manufacturer's design professional.