

LIST OF DOCUMENT CHANGES

Delegation of Responsibility for Modular and Relocatable Buildings Update Notification:

The Division of the State Architect revised the following documents related to the roles and responsibilities of design professionals and inspectors associated with projects including either permanent modular or relocatable buildings fabricated off site. Clarifications provided address approval of in-plant inspectors, delegating and sub delegating 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 a building.

Following is a summary of the affected documents and their significant changes:

BU 16-01: Delegation of Authority for Modular and Relocatable Buildings – Frequently Asked Questions

- Question and Answer (Q&A) #1: Clarifies design professional responsibility to overstamp and sign (or provide a Statement of General Conformance on) the manufacturer's construction documents as well as submit construction change documents associated with such to DSA.
- Q&A #7: Clarifies manufacturer's design professional responsibilities for sub delegation of in-plant construction observation and verified report submittal requirements in such cases.
- Q&A #10: Clarifies that building modules may not be shipped prior to form DSA 152-IPI completion and submission to DSA. However, given this, allowance is provided for building modules to be shipped to the project site in phases prior to construction of all modules.
- Q&A #11: Clarifies the nature of in-plant construction observation for the manufacturer's design professional.
- Q&A #15: Adds reference to applicable section in IR A-18 for requirements associated with modifications to PC construction documents.
- Q&A #19: New item provides clarification when form DSA 1-MR is required. (Previous Q&A #19 is now #24.)
- Q&A #20: New item clarifies when a form DSA 5-IPI is required.
- Q&A #21: New item clarifies which design professional is responsible to sign the forms DSA 5-PI and 5-IPI for in-plant inspection of modular or relocatable buildings.

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- Q&A #22: New item clarifies which design professional is responsible to sign the forms DSA 5-PI for project site inspector for placement of modular or relocatable buildings.
- Q&A #23: New item clarifies when the manufacturer's design professional should submit a form DSA 102-IC.
- Q&A #20: Previously Q&A #19, includes modifications to various documents based on recent changes.

Form DSA 5-PI: Project Inspector Qualification and Approval

- Revised form to apply to on-site Project Inspector only.
- Section 1: Removed option to complete the form for an RBIP or AWS CWI/SCWI (Special Inspector). This option is now provided in the new form DSA 5-IPI.

Form DSA 5-IPI: In-Plant Project Inspector Qualification and Approval

- New form created to obtain DSA approval of the In-plant Project Inspector. This form is similar to form DSA 5-PI.

Form DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings

- New footnotes provided to clarify completion of the form by design professionals delegated or sub delegated responsibility for observation of construction.

Form DSA 152-IPI: In-Plant Inspector Inspection Card/Verified Report

- Clarifies in the introductory instructions the requirement to affix form DSA 152-IPI to each "module" fabricated.

Form DSA 102-IC: Construction Start Notice/Inspection Card Request

- Section 3: Revises the DSA form reference for the on-site and in-plant project inspector.

IR A-7: Inspector Certification and Approval 2016, 2013, 2010 and 2007 CAC

- Now references new form DSA 5-IPI when applicable and provides requirements for completion of the form DSA 5-IPI, similar to form DSA 5-PI.

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IR A-18: Use of Construction Documents Prepared by Other Professionals

- Section 1.3: Provides clarification for the requirement of applicable design professionals to submit a statement of general conformance and recognizes sub delegation for in-plant construction observation.
- Section 2: Clarifies requirement for the original design professional to re-stamp and re-sign changes to DSA approved construction documents (including PC documents).

PL 07-02: Over-the-Counter Review of Projects Using Pre-Check Approved Designs

- Section 1.2: Further clarifies a “simple” building or structure by noting examples of what may NOT be considered “simple.”
- Section 4.8: Added references to IR A-1.16.
- Section 5: Clarifies process for submission of changes to code-regulated PC construction documents. Clarifies that the design professional must ensure coordination between their drawings and the manufacturer’s drawings or termination of the OTC appointment may result.

PR 07-01: Pre-Check Approval

- Section 1: Clarifies design professional’s responsibility to ensure coordination between their drawings and the incorporated manufacturer’s drawings.
- Section 4: Includes clarification of applicability to permanent modular structures.
- Appendix D: Revised to comply with current 2016 version of form DSA-103.

PR 13-01: Construction Oversight Process

- Includes applicable references and general information in various sections for all construction project stakeholders relating to required completion and submission of the new form DSA 5-IPI.
- Section 1.7: Clarifies responsibility for in-plant construction observation shall be with the manufacturer’s design professional (rather than the design professional in general responsible charge), whom may sub delegate such responsibility.
- Section 1.7.1: Allows phased shipping of modules for multi-module buildings while specifying submission requirements for form DSA 152-IPI for each module.
- Section 1.9 & 4.2.2: Clarifies that DSA may require Laboratory of Record to provide DSA with copies of conforming test and inspection reports.

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- Section 1.15: Clarifies requirement for school district to obtain DSA approval of independent special inspectors (in-plant and on-site).
- Section 1.12: Clarifies design professional's responsibility to facilitate resolutions to deviation notices and administer CCDs.
- Section 1.13: Clarifies requirement for the design professional having responsibility for in-plant construction observation to exercise reasonable diligence to obtain facts and allows use of photos and digital images in reports.

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