



State of Idaho
DIVISION OF BUILDING SAFETY
MODULAR BUILDINGS
1090 East Watertower Street, Ste. 150 Meridian, Idaho 83642-3556

MODULAR BUILDING INSTRUCTION SHEET

For new prefabricated modular structures (constructed off-site in a manufacturing facility)

For Reviewing Idaho Statute Title 39, Chapter 43 and IDAPA Rules 07.03.03 Governing Factory Built Structures: <https://dbs.idaho.gov/wp-content/uploads/sites/105/2020/06/Factory-Built-Structures-Statutes-Rules-Book-2020.pdf>

Definitions to know:

Closed construction – means any manufactured building, structure or component thereof that may enclose factory installed structural, mechanical, electrical or plumbing systems and is not open for visual inspection at the building site.

Structural insulated panels (SIP's) – Unless installed entirely in the factory as the building construction, SIP's are shipped to the building site for constructing the building. Therefore, the authority having jurisdiction (AHJ) city/county inspects and approves construction.

Entirely prefabricated or assembled at a place other than the building site – all required code compliant construction (identified/approved on the DBS plan submittal) is inspected in the factory and the modular building is complete and ready for utility hook-up and set (only) for use on-site.

Substantially prefabricated or assembled at a place other than the building site – all required code compliant construction (identified/approved on the DBS plan submittal) is inspected in the factory, however, minor non-code cosmetic construction needs to be shipped loose and installed on-site.

Instructions for obtaining plan approval, Idaho insignia(s), and inspections for IRC/IBC modular buildings (not regulated by HUD) for use in the State of Idaho.

Step 1

- Submit the “Modular Building Plan Review / Permit Application.” The application needs to include the Idaho General Contractor Registration Number (for Idaho manufacturers only) **To get permission to upload plan submittal electronically – 1st E-mail completed application(s) and credit card authorization form to customer.service@dbs.idaho.gov** or mail the application(s) and check to the address at the top of this instruction sheet.
- Pay the appropriate plan review and permit fees based on the total construction value (material and installation costs for all construction performed in the factory (FOB), and the Electrical, Plumbing and HVAC system fees (total cost of material and labor for each system). All cost information needs to be correctly identified on the permit.
- **Note: Separate permits and/or inspections for building, electrical, mechanical, and plumbing are required for any/all work completed on-site through the local city/county having jurisdiction or if applicable, the Idaho Division of Building Safety.**
- As soon as the application and fees are processed, the plan review contact identified on the application will receive one of two emails. The first email will have log on information (email and temporary password, if first time user); the plan review contact needs to wait until the second email is received indicating a workflow has been launched.

- Follow the uploading procedures below:
 - **Drawings**: Upload drawings (to include: building/structural, electrical, energy, mechanical, and plumbing) into the project “Drawings” folder. Project drawings must be uploaded in PDF format, in Landscape format in the horizontal position, **and uploaded as individual drawing sheets with specific “sheet” naming convention, i.e. A1.0 Cover Sheet, E1.0 Electrical One Line, P1.0 Plumbing Schematic, M1.0A Mechanical Layout, etc.**
 - Plans and structural calculations are to be prepared and sealed by an Idaho licensed engineer.
 - Bottom right corner (approx. 3” x 4”) of all drawing sheets need to be left blank for the DBS Batch Stamp.
 - **DO NOT UPLOAD ANY FOUNDATION DRAWINGS. THE LOCAL CITY/COUNTY HAVING JURISDICTION HAS PERMITTING AND INSPECTION AUTHORITY ON ALL SITE WORK.**
 - **Documents**: Upload all documents in “set” format (any non-drawing files, truss calculations, structural calculations, geo-technical reports, NLEA form, etc.) with the appropriate naming convention into the project’s “Document” folder.
 - A copy of the Notice to Local Authority (NLEA) between the Modular Building Manufacturer and Local City/County having Jurisdiction regarding Code Required/Permitted Work Completed In-Factory versus Code Required Permitted Work Completed On-Site.

 - Out-of-state manufacturers are required to use Idaho authorized third party inspector(s) to perform inspections on behalf of the State of Idaho, Division of Building Safety. A copy of the inspection agreement between the modular manufacturer and the Idaho approved third party inspection agency/inspectors shall be provided in the plan submittal.

 - After all pertinent project information has been uploaded correctly, the plan review contact will need to **Accept AND Complete their Workflow Task**. This will send an email back through the project to identify the project is ready for the plan review process to begin.
 - If a project resubmittal is requested, the plan review contact will find the resubmittal information noted on the drawings/documents, or on resubmittal reports located in the “Plan Review Resubmittal Reports” folder. The plan review reports can be reviewed, downloaded, and printed.
 - When resubmitting the requested information, upload only the revised drawing sheets (with the SAME initial naming convention) and/or the required documents in the appropriate Drawings and/or Documents folders. Resubmittals will only be assigned to the plans examiner(s) who requested it.
- The Plan review contact will need to **Accept AND Complete Resubmittal Workflow Task**.

Three complete paper sets of plans are required for Idaho, Oregon, Washington manufacturers utilizing the tri-state agreement. **(Currently Manufacturers utilizing ID., OR., WA tri-state agreement cannot submit plans electronically)**

Step 2

- The manufacturer is authorized to proceed with construction of the Idaho approved IRC/IBC modular building after the plans have been approved and the applicable permit has been issued.

- Inspections are conducted on ALL building/structural (including accessibility, if applicable), electrical, energy, mechanical, and plumbing systems identified on the approved plans. Inspections by the Division or the authorized third-party inspector(s) must be performed during the different stages of construction as required by Idaho adopted codes and Division rules; and must be clearly documented on the Modular Building Inspection Record Card issued by the State of Idaho, Division of Building Safety.

- Upon completion of the construction and final acceptance by the Division or authorized third party inspector(s), the appropriate modular insignia(s) shall be attached to the building(s) in accordance with Division's insignia location regulations.
- **A copy of the Completed Modular Building Inspection Record Card and the NLEA form must be included with the shipment of the approved modular building to the site. A copy of the Completed Modular Building Inspection Record Card must be emailed or faxed to the Division of Building Safety within five (5) days of inspection completion.**

The Idaho modular building insignia serves as evidence of compliance with Idaho adopted codes and standards for building/structural (including accessibility, if applicable), electrical, energy, mechanical, and plumbing systems. Modular buildings **not** bearing the required insignia will automatically be deemed non-approved and shall be considered in violation of Idaho laws and regulations governing prefabricated buildings (see civil penalties in Idaho rule). Non-approved modular buildings are not permitted to be installed in Idaho.

For pre-existing prefabricated IRC/IBC modular structures (constructed off-site in a manufactured facility) not bearing Idaho insignias:

- To obtain Idaho insignia(s):
 1. The Same Steps Above for New Prefabricated Modular Structures will need to be followed. In addition, a copy of the as-built plans will also be required.
 2. Following the approval of the submitted plans, the modular building must be brought into full compliance with **current** state adopted codes and standards and subject all the construction components to a complete visual inspection process for verification of compliance with Idaho codes and standards.
 - a. **The visual inspection will necessitate uncovering all concealed building elements or components to perform all required building/structural (including accessibility, if applicable), electrical, energy, mechanical, and plumbing inspections to the approved plans.**
 - b. **Any necessary repairs, corrections, or reconstruction work to bring the building into compliance with current state codes and standards will be subject to re-inspection.**

Upon completion and final acceptance by the Division, the appropriate modular insignia(s) shall be attached to the building in accordance with the Division's insignia location regulations.

Note: If Idaho law and rules are followed by IRC/IBC modular building manufacturers; the permitting and plan review is completed prior to the construction of any modular building, followed by required in-plant (code) inspections.