

STATE OF WASHINGTON

FACTORY BUILT HOUSING AND COMMERCIAL STRUCTURES

REGULATIONS

Effective: February 1, 2021 to March 15, 2024

(Except as Noted)

For structures designed to the 2021 Washington State Building Code, effective March 15, 2024, refer to the codes shown on the [Washington State Building Code Council Website](#).

Factory built housing and commercial structures built to be sited in Washington State are inspected by the Department of Labor and Industries, Specialty Compliance Services Division and are to be constructed to comply with the following codes. Factory built structures WAC rules can be found at the website below. Washington State amendments and Washington State stand alone codes are available as shown in brackets ().

1. Rules for Factory Built Structures ([Website](#))

Chapter [296-150F WAC](#) (Dated 10-17-2023)

(Note: As new rules become effective they will be published on our [website](#))

2. International and Uniform Codes as Adopted per the Washington State Building Code RCW 19.27 (WABO)

- A. 2018 International Building Code (IBC) and Washington State amendments to the 2018 International Building Code adopted by Chapter WAC 51-50
- B. 2018 International Residential Code (IRC) and Washington State amendments to the 2018 International Residential Code adopted by Chapter WAC 51-51 (WABO)
- C. 2018 International Mechanical Code (IMC) and Washington State amendments to the 2018 International Mechanical Code as adopted by Chapter WAC 51-52 (WABO)
- D. 2018 International Fire Code (IFC) and Washington State amendments to the 2018 International Fire Code adopted by WAC 51-54A (WABO)
- E. 2018 Uniform Plumbing Code(UPC) and Washington State amendments to the 2018 Uniform Plumbing Code as adopted by Chapter WAC 51-56 (WABO)

3. Washington State stand alone codes as adopted under the Washington State (WABO) Building Code RCW 19.27 and 19.27A

- A. Washington State Energy Code, 2018 Edition as adopted by Chapter 51-IIC and 51-IIR WAC

4. Washington State Electrical Laws, Rules and Regulations:

- A. RCW 19.28; WAC 296-46B (current edition) (L&I Elect.)
- B. 2020 National Electrical Code (NEC) as adopted by RCW 19.28 and WAC 296-46B

5. Other state agency rules that may be applicable:
(NOTE: List may not be all inclusive)

- A. Primary and Secondary Schools - WAC 246-366 (HEALTH)
- B. Boarding Home Licensing Rules WAC 388-78A (DSHS)

6. Also enclosed for your use are:

- A. "Plan Approval Request" form and instructions for completing.
- B. "Application for Insignia" form and instructions for completing.
- C. "Notification to Local Enforcement Agency" form and instructions.
- D. Procedural bulletins and procedures affecting Factory Built Structures.

Copies of Codes are available as follows:

(WABO) The Washington Association of Building Officials
P. O. Box 7310
Olympia, WA 98507-7310
Telephone: (360) 628-8669

Web Site www.wabo.org

(L&I Elect.) Department of Labor and Industries
Specialty Compliance Services Division
Electrical Section
7273 Linderson Way SW ms: 4460
Tumwater, WA. 98501
Web Site <https://lni.wa.gov/licensing-permits/electrical/laws-rules-policies>
P O Box 44460 (Mailing address)
Olympia, WA 98504-4460
Telephone: (360) 902-5244

(HEALTH) Department of Health
(DSHS) Department of Social & Health Services



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Field Services & Public Safety
Factory Assembled Structures
PO Box 44430 Olympia, Washington 98504-4430

To: Modular Manufacturers
From: Chris Rarig, FAS Program Manager
Subject: Required Inspections

Effective: February 1, 2021 to March 15, 2024
(Except as Noted)

For structures designed to the 2021 Washington State Building Code, effective March 15, 2024, refer to the codes shown on the [Washington State Building Code Council Website](#).

[WAC 296-150F-0500](#) When Is an inspection required? (1) Before we issue an insignia, each factory-built house, commercial structure, and component must be inspected at the MANUFACTURING LOCATION as many times as are required by the codes. (See [WAC 296-150F-0600](#))

NOTE: Approved design plans; specifications, engineering analysis and test results must be available during the inspections.

Inspection may include but not be limited to the following codes:

2018 International Building Code: section 110.3

110.1 General. Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved.

110.3.2 Concrete slab or under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

110.3.4 Frame inspection. Framing inspections shall be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

110.3.5 Lath or gypsum board inspection. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

110.3.6 Fire-resistant penetration inspection. Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.

110.3.8 Other inspection. In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

110.3.9 Special inspection. To be made as required by section 1704.

110.3.10 Final inspection. To be made after the building is completed and ready for shipment.

2018 International Residential Code: section 109

R109.1 General. Construction for which a building permit is required shall not be covered or concealed without first obtaining the approval of the building official.

R109.1.2 Plumbing, mechanical, gas and electrical rough-in. Rough inspection of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment.

R109.1.4 Frame inspection. To be made after the roof, all framing, fire blocking and bracing is in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.

R109.1.5 Other inspection. In addition to the listed inspections specified above, the building official may make or require other inspections of any construction work to ascertain compliance with the provision of this code and other laws which are enforced by the code enforcement agency.

R109.1.5.1 Fire-resistant construction inspection. To be made after gypsum wallboard is in place but before joints and fasteners are taped and finished.

R109.1.6 Final inspection. To be made after the building is completed and ready for shipment.

2018 International Mechanical Code: section 107 (for IBC buildings)

107.1 General. Mechanical systems for which a permit is required by this code shall be subject to inspection by the building official and such mechanical systems shall remain accessible and exposed for rough in and final inspections until approved by the building official.

2018 Uniform Plumbing Code (for IBC and IRC buildings)

105 .1 General. Plumbing systems for which a permit is required by this code shall be inspected by the Authority Having Jurisdiction. No portion of any plumbing system shall be concealed until inspected and approved. Neither the Authority Having Jurisdiction nor the jurisdiction shall be liable for expense entailed in the removal or replacement of material required to permit inspection. When the installation of a plumbing system is complete, an additional and final inspection shall be made. Plumbing systems regulated by this code shall not be connected to the water, the energy fuel supply, or the sewer system until authorized by the Authority Having Jurisdiction.

2018 International Fire Code (for IBC buildings)

106.2 Inspections. The fire code official is authorized to conduct such inspections as are deemed necessary to determine the extent of compliance with the provisions of this code and to approve reports of inspection by approved agencies or individuals.

106.2.2 Approval Required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the fire code official.

2018 Washington State Energy Code: section R104 (for IRC buildings)

104.1 General. All construction or work for which a permit is required shall be subject to inspection by the building official and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the building official.

104.2 Approvals Required: No work shall be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the building official.

104.2.1 Wall Insulation Inspection: To be made after all wall insulation and vapor retarder sheet or film materials are in place, but before any wall covering is placed.

104.2.1 Final Inspection: The building shall have a final inspection.

2018 Washington State Energy Code: section C104 (for IBC buildings)

104.1 General: All construction or work for which a permit is required shall be subject to inspection by the building official and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the building official. No work shall be done on any part of the building or structure beyond the point indicated in each inspection without first obtaining the approval of the building official.

RCW 19.28.101 & 2020 National Electrical Code (for IBC and IRC buildings).

No electrical wiring or Equipment subject to this chapter may be concealed until the inspector making the inspection has approved it. If the electrical system exceeds 200 amps or single phase, the manufacturer must advise the department so that appropriate inspection personnel can be provided.

[WAC 296-150F-0510](#) How do I request an inspection? (1) You need to contact us, and we will let you know where your request for inspection should be submitted. Our address is noted in the definition of department.

(2) We need to receive IN-STATE inspection request at least seven calendar days prior to the date that you want the inspection.

(3) We need to receive OUT-OF-STATE inspection requests at least fourteen calendar days in WRITING prior to the date that you want the inspection. With your request please submit a map and directions from the closest commercial airport to your facility. Please include on your map and directions, your manufacturers name, physical address, city, area code, phone number and contact person.

To request an out-of state inspection you need to contact:

Physical Address: Factory Assembled Structures
 Department of Labor and Industries
 7273 Linderson Way SW (MS: 4430)
 Tumwater, WA 98501

Mailing Address: PO Box 44430
 Olympia, WA 98504-4430

Phone: 1-800-705-1411 Option 3

Fax: 360-902-5229

Email: FAS1@lni.wa.gov

NOTE: The Department will apply an insignia(s) on the factory built structure(s) at the manufacturing location after the final inspection.

If you have any question about the inspection process please call 1-800-705-1411 Option 3, Fax at 360-902-5229 or Email at FAS1@lni.wa.gov.



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Field Services & Public Safety
Factory Assembled Structures
PO Box 44430 Olympia, Washington 98504-4430

TO: All Manufacturers of Factory Built Structures and
Commercial Coaches

FROM: Chris Rarig, FAS Program Chief

SUBJECT: **Forms Required for Compliance with 2018 Washington State
Energy Code**

Forms for demonstrating compliance with the current energy code are available on line at <https://energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx> for residential buildings and at <https://waenergycodes.com/wsec-documents.php> for commercial buildings and commercial coach trailers. In an effort to support uniformity of enforcement statewide, the Department of Labor and Industries will require the use of these forms for all buildings submitted to the department.

Please note that not all forms contained in the package may be required for each building, i.e., the envelope UA Calculations (ENV-UA) would not be required for a building qualifying under a prescriptive path.

Applicant: Fill out completely

For Postal Delivery
Department of Labor and Industries
Factory Assembled Structures
PO Box 44430
Olympia WA 98504-4430



For Non-Postal Delivery (e.g., FedEx, UPS)
Department of Labor and Industries
Factory Assembled Structures
7273 Linderson Way SW
Tumwater WA 98501
www.wa.gov/lni (case sensitive)

WA Only
WA Rev/___ Courtesy
___ Rev/WA Courtesy
___ Other state
State ID

Manufacturer Mfg No.
Plans to be returned to: Address
City/State/ZIP

FOR DEPARTMENT USE ONLY
Fee Ldg Sht # Check # \$ Amount Application ID
Ap No. Date approved Expiration date

PLAN APPROVAL REQUEST
FACTORY BUILT STRUCTURES

Contact person's printed name: Date Fee enclosed \$
Signature Phone No FAX No

New plan (Master design) (1 Yr design) See Initial MFG filing
Renewal AP No. appropriate Resubmittal
Addendum AP No. WAC Plans review by L&I listed professional
for fees

Note: Identify addendum items on plan!

Code cycles (month/year):
IBC, IRC, IMC UPC: NEC: WSEC, VIAQ: IFC:
Size of building: Width: Length: Area (Sq Ft): No of modules: Occupancy group:
Type construction: Use: SUB yr SEC yr Seismic
Roof live load PSF Wind load MPH - EXP: Floor load PSF:
Plot plan submitted? Yes No If "No", provide distance from farthest projection to nearest building/property
Front: Rear: Left side: Right side:
Type heat: Central forced air Hydronics Baseboard Fan powered room heater Other
Type of fuel: Electric Natural gas Propane Oil Other:
Insulation values: Floor Walls Roof (Flat) Roof (Vault) Heating zone: Zone 1 Zone 2
WSEC compliance chapter: Component Systems Prescriptive N/A
Energy calculations: Attached On file - AP# Heat Pump Air conditioning Yes No Yes No
Electrical service: Amps Phase 1 3

Table with columns: N/A, Attached L&I Review, Attached/Design Professional Review, On file, AP#
Rows: Structural calculations or test proposals, Truss or rafter drawing(s), Truss plan if over 3 different trusses, Girder truss or ridge beam drawing, HVAC drawing, Cross section and elevation, Foundation plan, Electrical load demand calculation, Panel box schedule/Electric load calc's, Chassis drawing (CC units only), Plumbing systems:
Operating pressure to No of fixtures Total developed length

RETURN PLANS VIA: Regular mail Overnight @ customer's expense Carrier
Other: Acct #

Department of Labor & Industries
 Factory Assembled Structures
 PO Box 44430
 Olympia WA 98504-4430



FEE WORKSHEET

www.wa.gov/lni
 (case sensitive)

Please fill out fee worksheet for each plan or each insignia request.

For fee schedules see WAC 296-150F-3000

FAS FEE SCHEDULE	TOTAL AMOUNT
Initial filing fee (One time only) This is for beginning mfg. only	\$
Initial fee-Master Design	\$
Initial fee-one year design	\$
Addendum fee	\$
Renewal fee	\$
Resubmittal fee	\$
Extra copies of plans \$ X Quantity =	\$
Reciprocal plan review	\$
Courtesy review fee	\$
Plans approved by design professionals	\$
<i>Total of insignia and NLEA fees paid (If applicable)</i>	\$
<i>Total of electrical fees paid (if applicable)</i>	\$
Total Fees Paid \$	\$
List other plans the enclosed check applies to:	
Serial or Model #	
Serial or Model #	
Serial or Model #	
Serial or Model #	

Through which service should the plans be returned? Please fill out overnight carrier (Federal Express, UPS, etc.) and account number if you wish to have your plans returned by overnight mail.

For Postal Delivery
Department of Labor and Industries
Factory Assembled Structures
PO Box 44430
Olympia WA 98504-4430



For Non-Postal Delivery (e.g., FedX, UPS)
Department of Labor and Industries
Factory Assembled Structures
7273 Linderson Way SW
Tumwater WA 98501
www.wa.gov/lni (case sensitive)

- WA Only
WA Rev/ Courtesy
Rev/WA Courtesy
Other state reciprocity

Manufacturer (1) Mfg No. (2)
Plans to be returned to: Address
City/State/ZIP

FOR DEPARTMENT USE ONLY

Fee Ledg Sht #, Check #, \$ Amount, Application ID, Ap No., Date approved, Expiration date

PLAN APPROVAL REQUEST
FACTORY BUILT STRUCTURES

Contact person's printed name: (4) Signature, Date, Fee enclosed \$, Phone No, FAX No

New plan (Master design) (5) (1 Yr design), Renewal (7) AP No., Addendum (9) AP No., Initial MFG filing (6), Resubmittal (8), Plans reviewed by L&I listed professional (10)

Note: Identify addendum items on plan!
Code cycles (month/year): (11) IBC, IRC, IMC, UPC, NEC, WSEC, VIAO, IFC

Size of building: (12) Width, Length, Area (Sq Ft), No of modules: (13), Occupancy group: (14)
Type construction: (15) Use: (16) SUB yr (17) SEC yr, Seismic: (18)

Roof live load PSF: (19) Wind load MPH - EXP: (20) Floor load PSF: (21)

Plot plan submitted? (22) Yes No, Front, Rear, Left side, Right side

Type heat: (23) Central forced air, Hydronics, Baseboard, Fan powered room heater, Other

Type of fuel: (24) Electric, Natural gas, Propane, Oil, Other

Insulation values: (25) Floor, Walls, Roof (Flat), Roof (Vault), Heating zone: (26) Zone 1, Zone 2

WSEC compliance chapter: (27) Component Performance, Systems Analysis, Prescriptive, N/A
Energy calculations: Attached L&I Review, On file - AP#, Heat Pump, Air conditioning
Electrical services: (28) Amps, Phase 1, 3

Table with columns: N/A, Attached L&I Review, Attached/Design Professional Review, On file, AP#. Rows include Structural calculations, Truss or rafter drawing(s), Truss plan, Girder truss, HVAC drawing, Cross section, Foundation plan, Electrical load demand, Panel box schedule, Chassis drawing, Plumbing systems.

Operating pressure (30) to No of fixtures Total developed length

RETURN PLANS (31) Regular mail, Overnight @ customer's expense, Carrier, VIA: Other, Acct #

**INSTRUCTIONS FOR "PLAN APPROVAL REQUEST"
FORM
FOR FACTORY BUILT STRUCTURES**

1. Provide Manufacturer or applicant name, address, and telephone number.
2. Manufacturer ID number is assigned upon receipt of the first plan (e.g. M-22), If you already have an assigned number then fill this space in.
3. Indicate if this plan is submitted under the terms of a reciprocity agreement with another state. Indicate this in one of the last three boxes, otherwise check WA only.
4. Print and sign the name of the contact person responsible for this plan should questions about this submittal arise. Include on this line the date this plan was sent to the Department and the fee enclosed for this building. See [WAC 296-150F-3000](#) for fee schedules. Provide an extension number or direct line, email address and FAX number if available for the contact person.
5. Use this line if this is a new plan submitted for the first time. Indicate the appropriate fee paid for a plan to be approved for the duration of the code cycle (Master Design) or for a plan to be approved for one year.
6. Use this line only if this is the first application from a manufacturer. This is a ONE TIME ONLY FEE for new FBS manufacturers. See [WAC 296-150F-3000](#) for the current fee.
7. Use this line only when you wish to renew a previously approved plan Indicate the fee for renewals. Use the AP No. line to show the approved plan number you wish to renew.
8. Use this line only if this is a resubmittal response to a previously reviewed and rejected plan. Indicate the fee required for resubmittals.
9. Use this line only if the submittal is an addendum to a previously approved plan. Indicate the fee paid and the approved plan number that you wish to amend.
10. If your plan was reviewed by a department approved Design Professional firm; indicate the appropriate fee from the current WAC's on this line.
11. Use this line to indicate the effective dates of the codes under which this plan is being submitted. As of July 1, 2013 these would be: IBC, IRC, IMC: 2012; UPC: 2012; NEC: 2008; WSEC: 2012; IFC: 2012. Please note that the date for each code indicates the year for the beginning of enforcement of that code or the latest amendment enforced for that code by the Department, not the year of the code publication.
12. List the width and length of the building. For irregular buildings, give the longest dimensions. Include the square foot area of the building.
13. Use this space to show the total number of modules required to construct one whole building.
14. Use this space to show the occupancy group of the building from IBC Chapter 3. For mixed occupancy building, show the largest occupancy first, the next largest occupancy within the building second, etc. (e.g. B/M/H-2).
15. Use this line to indicate the type of construction of the building from IBC Chapter 6. Also indicate the sub category behind the appropriate Roman numeral (e.g. II-A).

16. Describe the primary use of the building (e.g. classroom, church office, etc).
17. Indicate the edition of the International Building Code and the National Electrical Code being used in the spaces marked SUB yr and SEC yr.
18. Indicate the value of the seismic acceleration factor S_s and the site classification used in the seismic design from IBC figure 1615.1.
19. List the roof live load capacity in pounds per square foot.
20. Indicate the wind load for which the building is designed in miles per hour/exposure class.
21. List the floor live load in pounds per square foot.
22. Indicate "yes" if a plot plan is included in the submittal. If "no" you must provide distances from the building to property lines and adjacent buildings.
23. Check the type of heating to be installed in the building. Use "other" to describe systems not shown or indicate N/A if there is no heating or cooling system.
24. Check the type of fuel used in the heating or cooling system.
25. List the "R" value of the insulation being installed in the floors, walls and roof of the building.
26. Indicate whether the building is to be located in Zone 1 or Zone 2 as defined by the energy code.
27. Mark the appropriate box if the energy code compliance is obtained by the systems analysis approach; the component performance approach; or if the prescriptive paths are used. If energy code compliance is obtained by calculations, indicate whether the calculations are attached with the submittal or whether they are on file with a previously approved plan. Provide the referenced approved plan number. Mark the boxes 'yes' or 'no' indicating whether a heat pump and/or air conditioning are installed in the building.
28. Show the calculated KVA load of the electric service for the whole building. Also indicate whether this is a single or three phase system.
29. This section is meant to act as a checklist for some of the information that will be necessary in order to approve the plans. Not all elements may be applicable to your plan and as such may be 'N/A' ed. If the element is to be reviewed by L&I approved Design Professional, so indicate in the third column. If the element or system is already approved as part of another plan and is identical to this plan, you may reference the approved plan number that is "on file" in the fourth column.
30. Provide the plumbing system design operating pressure whenever plumbing fixtures are installed in the building. Provide the number of fixtures (not fixture units) that are installed in the building. Provide the total developed length of the water supply system.
31. Indicate how you wish to have the plans returned to you, FedEx is the only overnight service available unless you provide the overnight label and envelope from another carrier.

For Postal Delivery

Department of Labor and Industries
Factory Assembled Structures
PO Box 44430
Olympia WA 98504-4430

- Permanent
- Alteration
- Replacement

For Non-Postal Delivery (e.g., FedEx, UPS)

Department of Labor and Industries
Factory Assembled Structures
7273 Linderson Way SW
Tumwater WA 98501

- Multi-Tagged
- WA ID
 - OR Other

www.wa.gov/lni/FAS/
(case sensitive)

APPLICATION FOR INSIGNIA FOR FACTORY BUILT STRUCTURES



Applicant: Fill out completely

MANUFACTURER		MFG NO.
PRODUCTION FACILITY ADDRESS		
CITY/STATE/ZIP		
TELEPHONE NO.		FAX NO.
FOR DEPARTMENT USE ONLY		
FEE LEDGER SHEET NO	CHECK NO.	\$ AMOUNT.

SUBMIT ONE COPY - NOTE: A separate form is to be used for each building unless multiple buildings have the same plan approval number.

Contact person's printed name:	Date	Fee enclosed \$
Signature	Phone No ()	FAX No ()

**A FEE FOR EACH INSIGNIA IS DUE WITH APPLICATION -- NOT SUBJECT TO REFUND
PLEASE MAKE CHECKS PAYABLE TO DEPT. OF LABOR & INDUSTRIES**

1.	Dept Insignia No.		Mfg Serial No.				Approved Plan No.				POD	Fee
	OG	TC	IS	SUB YR	SEC YR	ESL	RF	W	SZONE	TD	HTG	AC
2.	Dept Insignia No.		Mfg Serial No.								POD	Fee
3.	Dept Insignia No.		Mfg Serial No.								POD	Fee
4.	Dept Insignia No.		Mfg Serial No.								POD	Fee
5.	Dept Insignia No.		Mfg Serial No.								POD	Fee
6.	Dept Insignia No.		Mfg Serial No.								POD	Fee
7.	Dept Insignia No.		Mfg Serial No.								POD	Fee
8.	Dept Insignia No.		Mfg Serial No.								POD	Fee
9.	Dept Insignia No.		Mfg Serial No.								POD	Fee

Manufacturer to complete:

Number of tags: _____

Via

- Regular mail
- Overnight at customer expense
- Other _____

Carrier _____

Acct # _____

continued on reverse

FOR DEPARTMENT USE ONLY		
Date	Insignia Release by	To

10.	Dept Insignia No.		Mfg Serial No.			Approved Plan No.					POD _____	Fee	
	OG	TC	IS	SUB YR	SEC YR	ESL	RF	W	SZONE	TD	OF _____	\$	
											HTG	AC	P
11.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
12.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
13.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
14.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
15.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
16.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
17.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
18.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
19.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
20.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
21.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
22.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
23.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
24.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
25.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
26.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
27.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	
28.	Dept Insignia No.		Mfg Serial No.								POD _____	Fee	
											OF _____	\$	

For Postal Delivery
 Department of Labor and Industries
 Factory Assembled Structures
 PO Box 44430
 Olympia WA 98504-4430

For Non-Postal Delivery (e.g., FedEx, UPS)
 Department of Labor and Industries
 Factory Assembled Structures
 7273 Linderson Way SW
 Tumwater WA 98501
 www.wa.gov/lni
 (case sensitive)

3 Permanent
 Alteration
 Replacement

4 Multi-Tagged
 WA ID
 OR Other

Applicant: Fill out completely 14

MANUFACTURER (1) MFG NO. (2)

PRODUCTION FACILITY ADDRESS

CITY/STATE/ZIP

TELEPHONE NO. FAX NO.

FOR DEPARTMENT USE ONLY

FEE LEDGER SHEET NO. CHECK NO. \$ AMOUNT

APPLICATION FOR INSIGNIA FOR FACTORY BUILT STRUCTURES



SUBMIT ONE COPY - NOTE: A separate form is to be used for each building unless multiple buildings have the same plan approval number.

Contact person's printed name: (5) Date Fee enclosed \$ (6)

Signature Phone No () FAX No ()

A FEE FOR EACH INSIGNIA IS DUE WITH APPLICATION -- NOT SUBJECT TO REFUND
 PLEASE MAKE CHECKS PAYABLE TO DEPT. OF LABOR & INDUSTRIES

1.	Dept Insignia No. (7)	Mfg Serial No. (8)	Approved Plan No. (9)	POD (10)	Fee (11)							
OG (12)	TC (13)	IS (14)	SUB-YR (15)	SEC-YR (16)	BSL (17)	RE (18)	W (19)	Seismic (20)	TD (21)	HTG (22)	AC (23)	P (24)
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												

continued on reverse

Manufacturer to complete: (25) Number of tags: Via Regular mail Overnight at customer expense Other Carrier Acct #

FOR DEPARTMENT USE ONLY

Date Insignia Release by To

DEPARTMENT OF LABOR AND INDUSTRIES

INSTRUCTIONS FOR COMPLETING APPLICATION FOR INSIGNIA FOR FACTORY BUILT STRUCTURES (form [F623-014-000](#))

1. *Provide the Manufacturer name, address, phone and fax number if available.*
2. *Provide the Manufacture Identification number that was assigned by the Department upon approval of the manufacturer's first plan. i.e.: M-222.*
3. *Check the box appropriate for your type of unit. Permanent is first time labeled. Alteration is a label showing an alteration was performed on a previously labeled unit. Replacement is for ordering a replacement label for one that was removed.*
4. *Indicate which state's insignias will be affixed to your structure.*
5. *Provide the name of the contact person requesting these insignia(s) should any questions arise. Also provide date the application was sent to the Department, sign, and provide a contact person, and phone number.*
6. *Enter the total fee for all insignias ordered on this form.*
7. *The department will generate this number. Each module will have a different number.*
8. *Enter the unique manufacturer serial number for each module.*
9. *If submitting this form with a new plan, leave blank and the department will complete it after your plan is approved. If submitting this form to be used with a previously approved plan, enter the plan approval number.*
10. *Indicate which module of the total number of modules required in the building configuration is being requested. ie: 1 of 1 or 3 of 6.*
11. *Show the fee for each module. (See [WAC 296-150F-3000](#)).*
12. *Indicate the occupancy classification of the building from IBC chapter 3. For mixed occupancy buildings list the largest first followed by the next largest in descending order.*
13. *Show the "Type of construction". See IBC chapter 6 for construction types.*
14. *Indicate which incomplete systems beyond normal set up are required to be completed on site. Enter 'S' for structural items; 'M' for mechanical items; 'P' for plumbing; 'E' for electrical.*
15. *Show the edition of the building codes applicable to the building.*
16. *Show the edition of the electrical code applicable to the building.*
17. *Show the calculated KVA load of the electrical service to the whole building.*

18. *Indicate the live roof load in the pounds per square foot for which, the building was designed.*
19. *Indicate the wind load/or which the building was designed to in miles per hour/class exposure. i.e. 80-C*
20. *Indicate the seismic acceleration (S_s) and the site classification for which the building was designed.*
21. *Indicate the temperature differential or energy code zone that the building was designed for.*
22. *Indicate type of heating in the building (heat pump, electric furnace, wall heaters, etc.).*
23. *Indicate 'yes' or 'no' regarding air conditioning installed in the building.*
24. *Indicate the number of plumbing fixtures (not fixture units) in the building.*
25. *Show the total number of insignias on both the front and back of this request. Indicate how you wish insignias to be forwarded to the inspector. If requesting overnight delivery service, FedEx is the only carrier available and your account number needs to be provided.*

FB_InsigAppinst



STATE OF WASHINGTON
 DEPARTMENT OF LABOR AND INDUSTRIES
 Field Services & Public Safety
 Factory Assembled Structures
 PO Box 44430 Olympia, Washington 98504-4430

FAS Process

Subject: Notification of Local
 Enforcement Agencies
 (NLEA)

Process:

The department will notify the local enforcement agency after the final inspection of factory built structures at a manufacturing location. After a final inspection is performed on a factory built, commercial structures, or component, the department will send a notice to the local enforcement agency (NLEA) that:

- (1) Specifies what connections, standards, and incomplete items the local enforcement agency must check when the unit is installed; and/or
- (2) Estimates the expected time of arrival of the factory built house or commercial structure to the site.

A photocopy of the NLEA must be placed (taped) in a window closest to the electrical panel box so it may be read from the exterior of the building. If the building has no windows, then the photocopy of the NLEA must be placed (taped) on the electrical panel box cover.

***NOTE: A COMPLETED NLEA AND FEE MUST ACCOMPANY THE APPLICATION FOR INSIGNIA.
 ADDITIONAL ITEMS MAY BE ADDED AT FINAL INSPECTION.***

EXCEPTION: For stocker units the installation address or the building department address will not need to be filled out when the insignia is placed on the structure. The NLEA will be placed on the window closest to the electrical service. When the structure leaves the yard to be sited, the installation address and building department address will need to be completed. Place a photocopy of the completed NLEA back in the window and return the originals to the Department of Labor and Industries, State of Washington.

Department of Labor and Industries
Factory Assembled Structures
PO Box 44430
Olympia WA 98504-4430



Paid date	Column	Check	Use
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NOTIFICATION TO LOCAL ENFORCEMENT AGENCY

Date	(1)	M	(2)
Mfg			

The Factory-Built unit identified below requires completion work at the site as specified.

Owner's name	(3)	Mfg'r's serial no.	(4)	Dept serial no.	(5)
Installation address	Type of construction		(6)	Occupancy	(7)
City	State	ZIP+4	County	ETA at site	(8)
Installation site is in:				(9)	Phone number
(10)	<input type="checkbox"/>	City	<input type="checkbox"/>	County	

DESCRIBE ITEMS REQUIRING COMPLETION WORK AT THE SITE

INSERT NAME AND ADDRESS IN SHADED AREA		INSERT NAME AND ADDRESS IN SHADED AREA	
To:	(11)	To:	(13)
Building Department		Electrical Department	
(12)		(14)	

Inspector's name (print/type)	Phone: (8 am to 5 pm)	Manufacturer's name (print/type)	(15)
Office location	Date	Manufacturer's signature	

For Dept.	Rec'd	File	By
Use ONLY	/	/	

- White - Olympia office
- Green - Electrical section
- Canary - Inspector
- Pink - Building department
- Goldenrod - Customer

DEPARTMENT OF LABOR AND INDUSTRIES

INSTRUCTIONS FOR COMPLETING "NOTIFICATION TO LOCAL ENFORCEMENT AGENCY" (form [F623-013-000](#))

1. *Provide the date and the name of the Manufacturer.*
2. *Provide the Manufacture Identification number that was assigned by the Department upon approval of the manufacturer's first plan. i.e.: M-222.*
3. *Fill in the owner's name and the installation address of the building.*
4. *Indicate the manufacturers serial numbers of the building. NOTE: each building must have a separate NLEA.*
5. *The department insignia numbers will be filled in by the inspector who completes the final factory inspection.*
6. *Show the "Type of construction". See IBC chapter 6 for construction types.*
7. *Show the occupancy classification listing for the building. See IBC chapter 3 for occupancy groups.*
8. *Enter the approximate date that the building will arrive on site.*
9. *Fill in the phone number of the owner or other contact person for the site installation.*
10. *Indicate if the building installation site is within city or county jurisdiction.*
11. *Fill in the office name and address of the local building official who will do the on site inspections of the building when it is installed. A list of names by county and city can be found at the www.wabo.org web site..*
12. *List all of the non electrical items which are being completed on site and require inspection by the local building official. If all items are standard to a normal modular building installation then this should be noted.*
13. *Fill in the office name and address of the local electrical inspector who will do the on site inspections of the building when it is installed, A list of city inspectors can be found at the www.lni.wa.gov web site. Locations which do not have a separate electrical inspection program use the L&I electrical inspectors from the closest L&I field office.*
14. *List all of the electrical items which are being completed on site and I-quire inspection by the local electrical inspector. If all items are standard to a normal modular building installation then this should be noted.*
15. *Sign and date the form.*

FB_NLEA_Inst



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Field Services & Public Safety
Factory Assembled Structures
PO Box 44430 Olympia, Washington 98504-4430

MEMORANDUM

TO: Modular Manufacturers

FROM: Chris Rarig, FAS Program Chief

SUBJECT: Manufacturer's Contact Personnel

In order that we may serve you better we are requesting you complete the enclosed form and return it to us with your initial submittal. We thank you in advance for your assistance.

If you have any questions, please feel free to contact us at 1-800-705-1411 Option 3, FAX (360) 902- 5229 or email FAS1@lni.wa.gov.

Please email any contact updates to: FAS1@lni.wa.gov

Corporate

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Phone No: (____) _____ Ext: _____ Fax No: (____) _____

Web Address: _____

Contact for Plan Review: _____

Phone No: (____) _____ Ext: _____ Fax No: (____) _____

Email Address: _____

Contact for Plant Audit: _____

Phone No.: (____) _____ Fax No.: (____) _____

Email Address: _____

Plant 1

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Phone No: (____) _____ Ext: _____ Fax No: (____) _____

Web Address: _____

Contact for Plan Review: _____

Phone No: (____) _____ Ext: _____ Fax No: (____) _____

Email Address: _____

Contact for Plant Audit: _____

Phone No.: (____) _____ Fax No.: (____) _____

Email Address: _____

If you have additional plants, please copy this form



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Factory Assembled Structures
PO Box 44430 Olympia, WA. 98506-4430

WAC 296-150F/C-0510 How do I request an inspection? (1) You must contact us, and we will let you know where your request for inspection should be submitted. Our address is noted in the definition of department.

We must receive in-state inspection requests at least seven calendar days prior to the date that you want the inspection.

PLEASE NOTE THE SEVEN CALENDAR DAYS CAN BE WAIVED UPON APPROVAL BY THE DEPARTMENT

1. The Manufacturer Number (M-) or (CC-) where the structure is being built: _____

2. Date of Inspection(s) at the Manufacturing Plant: _____

3. The type of Inspection(s) needed. Please check the appropriate inspection(s):

Floor Cover: _____

Frame Cover: _____

Plumbing Cover: _____

Mechanical Cover: _____

Electrical Cover: _____

Energy Code Cover: _____

Electrical Final: _____

Final Inspection: _____

4. Is this the first inspection for this unit? YES / NO

5. The Date the Insignia(s) and NLEA was applied for, if final inspection: _____

6. The Manufacturers Building Serial Number: _____

7. The State Plan Approval Number: _____

8. Map and or Direction to the Manufacturing Plant Location where the Audit is to be done. Contact information of the individual(s) to be present for the inspection:

Name: _____ Phone: _____

Email: _____

Physical address of the place of inspection: _____

9. Contact name, phone number and email address of the appropriate plant personnel:

10. All the above information is to be emailed to following contact for scheduling:

FAS Plan Review (FAS1@LNI.WA.GOV) or FAX (360) 902-5229

If we may be of any assistance please contact us at 1-800-705-1411 Option 3.



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Factory Assembled Structures
PO Box 44430 Olympia, WA. 98506-4430

WAC 296-150F/C-0510 How do I request an inspection? (1) You must contact us, and we will let you know where your request for inspection should be submitted. Our address is noted in the definition of department.

We must receive out-of-state inspection requests at least fourteen calendar days prior to the date that you want the inspection.

NOTE: Manufacturers are responsible for 100% of the inspection and associated travel fees including delays due to inclement weather and airline mechanical issues. Invoiced fees must be paid in full prior to requesting additional inspections.

1. The Manufacturer Number (M-) or (CC-) where the structure is being built: _____

2. Date of Inspection(s) at the Manufacturing Plant: _____

3. The type of Inspection(s) needed. Please check the appropriate inspection(s):

Floor Cover: _____

Frame Cover: _____

Plumbing Cover: _____

Mechanical Cover: _____

Electrical Cover: _____

Energy Code Cover: _____

Electrical Final: _____

Final Inspection: _____

4. Is this the first inspection for this unit? YES / NO

5. The Date the Insignia(s) and NLEA was applied for, if final inspection: _____

6. The Manufacturers Building Serial Number: _____

7. The State Plan Approval Number: _____

8. Map and or Direction to the Manufacturing Plant Location where the Audit is to be done. Contact information of the individual(s) to be present for the inspection:

Name: _____ Phone: _____

Email: _____

Physical address of the place of inspection: _____

9. All the above information is to be emailed to following contact for scheduling:
FAS Plan Review (FAS1@LNI.WA.GOV) or FAX (360) 902-5229

If we may be of any assistance please contact us at 1-800-705-1411 Option 3.