



Factory Assembled Structures Program

## **Procedures for Handling Existing Factory-Built (150F)/LP Plan Reviews**

**All plans that are for multistate approval.** If the Plan Approval Request form indicates that Oregon and/or Idaho are involved in approving a single plan for multiple states, then FAS must review these plans and it will be processed normally. In most cases, Oregon or Idaho is the primary review agency and FAS is only providing a limited review of the Washington State specific code issues. Our secondary or “courtesy” reviews are sent to the primary review state for follow up with the manufacturer. Revised/corrected plans are sent to and approved by the primary state, so there is no resubmittal process with FAS secondary reviews. FAS staff is being notified of these multi-state plans so that our secondary reviews are provided to the primary state in a timely manner. If Washington is the primary state then the plan will need to wait through the new plan queue and be processed like normal.

### **Other plans that have been sent to FAS and the mfg. wants to use a Licensed Professional plan reviewer for all or part of the review.**

If a manufacturer wants to cancel their plan review and have the review done by a licensed professional, they need to submit this request in writing via email to FAS1. The manufacturer may also request a “split review” via email where FAS retains review of the electrical plans and a Licensed Professional reviews the remaining portions of the plan. The email needs to request that we refund any unused fees and be clear about which plan or plans they are referring to, by providing the FAS plan number, mfg. job number, the mfg. serial numbers or project name. All or part of the FAS review may be cancelled and fees refunded depending on the specific situation below. The program will destroy any unneeded physical copies of the plans unless the manufacturer instructs us in the email to mail the plan sets back to them.

### **The plan review has not been started.**

- If the plan does not require FAS to review the electrical (per WAC 296-46b-900) and the manufacturer wants the licensed professional to do the complete review, then the plan will be “voided” and fees refunded to the mfg. This would include a refund of the insignia and NLEA fees. When the LP approved plan is submitted, it will be assigned a new FAS approved plan number and processed per the standard LP plan submittal and intake procedures. The manufacturer has the option to obtain FAS review of the electrical portion of an un-reviewed plan (or new plan), in which case the plan would be processed as outlined in the next bulleted item. The manufacturer will need to indicate they want FAS electrical review in the email.

- If the plan must have electrical review by FAS (per WAC 296-46b-900) or the manufacturer wants FAS to do the electrical review then we will retain the plan drawings and keep the already assigned FAS plan number. FAS will also retain any insignia request forms. We will retain fees until the project is completed, unused fees can be applied to the fee we charge for plans approved by Licensed Professionals. Once the plan is approved and accepted, we will refund any unused fees. The plan sent to the Licensed Professional for their review should have the electrical drawings to start with, however the LP must remove the electrical drawings from the LP approved plan prior to it being submitted for acceptance. The electrical design drawings will be reviewed and plan reports provided to the manufacturer as normal. The corrected electrical plans should be resubmitted via email directly to the plans examiner or included as a separate file in Box.com with the LP approved plan, so that the FAS reviewer can complete the electrical portions electronically and file them with the LP reviewed plan. Completion and acceptance of the mixed plan will generally follow the LP plan submittal process.

**The plan review has been started.**

- If the plan does not require FAS to review the electrical (per WAC 296-46b-900) and the manufacturer wants the licensed professional to do the complete review, follow the first procedure above and let the manufacturer know they need to provide all FAS plan review reports to the licensed professional so that all issues already identified can be addressed and corrected by the LP as necessary. Fees cannot be refunded for work already done. The manufacture has the option to retain the FAS review of the electrical portion.
- If the plan must have electrical review by FAS (per WAC 296-46b-900) or the manufacturer wants FAS to do the electrical review, then follow the second procedure above and if the main plan review has been completed let the manufacturer know they need to provide all FAS plan review reports to the licensed professional so that all non-electrical issues already identified can be addressed and corrected as necessary. Fees cannot be refunded for work already done.