



Factory Assembled Structures Program

Procedures for Handling Existing RV, PMRV and VEN/LP Plan Reviews

Plans that have been sent to FAS and the mfg. wants to use a Licensed Professional plan reviewer for 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 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 fees will be refunded depending on whether the plan review was started.

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 or the manufacturer has a new plan needing review.

- The plan will be “voided” and fees refunded to the mfg. This would include a refund of the insignia 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 plan review has been started.

- If the manufacturer wants a licensed professional to do the review, then the plan will be “voided” and fees refunded to the mfg. This can also be done with plans that have been “resubmitted”. Fees cannot be refunded for work already done. Voiding the plan would include a refund of any insignia fees sent with the plan. The manufacturer needs 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. 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.