



MEMORANDUM

To: All Registered Manufacturers, Third-Party Agencies, Registered Sellers, Registered/Certified Installers, Participating Jurisdictions, and Authorized Independent Inspectors

Cc: (Mo) Maulid Miskell, Deputy Director, Division of Housing

 **From:** Donnie Featherman, Program Manager, Building Codes and Standards Section

Date: 07/18/2022

Re: Temporary Authorization--Third Party Plan Review Approval for In-plant Construction

Effective immediately, this memorandum authorizes Third Party Agencies to review and provide preliminary approval of residential and non-residential factory-built structures plans on behalf of the Colorado Division of Housing (CDOH); this will allow registered/certified manufacturers of factory-built structures to start construction prior to CDOH final approval. This is a temporary authorization and not a permanent solution for all future plan submissions from CDOH registered or certified factories. Due to the increased demand and staff shortages, the CDOH is unable to meet the internal time line of completing its first review of a submitted plan within 10 business days for residential and 20 business days for non-residential. Allowing for a preliminary approval of plans by Third Party Agencies will help manufactures start production while CDOH is working towards final plan approval.

Moving forward all submitted plans must first be reviewed and approved by a Third Party Agency prior to uploading it along with other required documentation into Salesforce. Doing so should speed up our ability to review the plans and finalize them before construction has moved too far down the line by decreasing the chance that a submitted plan will require a resubmittal due to identified deviations. No action is necessary if you already have submitted plans to us that did not first go through a Third Party Agency. However, if you would like to do so to help speed up the process and potentially start construction sooner, please reach out to me to discuss further to see if it makes sense to do so given the timing of when your plan may be up for review.

The following must be met before CDOH accepts any plans approved by a Third Party Agency:

- 1) The manufacturer must create a plan review record for the plan and submit the plans that have the Third Party Agency seal of approval.
- 2) Submitted plans must meet the minimum requirements for review as outlined in the designated plan review checklist for the applicable residential and non-residential structures. The residential plan review check list can be found [here](#), and non-residential can be found [here](#). Also, when applicable, an Alternative Construction (AC) form with items identified to be





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completed at the installation site must be attached to the spec sheet. The AC form can be found [here](#). Please review documents for their requirements and applicability.

- 3) The manufacturer must have an active registration status at the time the plan review asset is created and approved; and must also have an up-to-date/approved quality assurance manual in place.
- 4) The manufacturer must have an approved Third Party Inspection Agency in place, authorized by the CDOH to perform in-plant inspections or be communicating with the CDOH to have its State inspectors do so.
- 5) The manufacturer must have correct information in Salesforce for that plan review, and all fees applicable to the review must be paid in full, as noted in Rule 3 of the [Administrative Rules](#), including purchase of insignia(s).

The following must be met before construction may begin:

- 6) Once CDOH staff has reviewed the plan review asset (an asset is not needed for each box, just the structure as a whole as approved on the plans), verified the manufacturer's registration status, and verified correct payment, an asset will be marked active by CDOH staff and written approval will be sent to the manufacturer for that asset only, and documented in Salesforce for that specific review. This written approval must be kept by the applicant for auditing purposes.
- 7) **Wait a minimum of 10 business days for a residential structure and 20 business days for non-residential structure, from the date of the asset approval, before construction of that structure can proceed.** This allows the CDOH time to possibly get the manufacturer the final approved set of plans that would have normally been done within our internal timelines.
- 8) The manufacturer must timely and completely address all corrections needed after CDOH has reviewed the plans receiving preliminary approval from a Third Party Agency.
- 9) CDOH or CDOH registered Third Party Inspection agencies must have the Third Party Plan approval at the time of construction inspections.

The following must be adhered to before the structure may leave the plant:

- 10) It must receive a final CDOH approved set of plans. Receipt of CDOH final approved plans are still subject to inspection; any repairs or modifications needed to correct these issues and all expenses related to doing so are the manufacturer's responsibility.



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- 11) If the CDOH or registered Third Party Inspection agency finds any discrepancies with the approved set of plan, they must stop production immediately and notify the CDOH. Until issues have been resolved, no permission from CDOH will be given to proceed with construction.
- 12) If the unit has finished construction and still has not received final approval from the CDOH, the factory is not permitted to ship the unit, and the registered Third Party Agency is not allowed to certify the unit for shipment with their agency insignia. The factory needs to contact the CDOH in a timely manner, and get written approval from the Building Codes and Standards Program Manager.

The requirements listed above temporarily allow for the use of a Third Party Agency to start construction. All plans must first be approved by a Third Party Agency moving forward prior to submission to CDOH for its review and approval. A structure must not in any circumstances leave the plan before a final set of approved plans is received from the CDOH. Again, this is a temporary authorization, and subject to termination at any time in the future.

With this temporary solution, we hope to better suit the needs of our Colorado residents and our partners in the modular industry while fulfilling our mission to ensure factory-built structures are safely constructed.

If you have any questions or concerns, please feel free to contact me directly:

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