



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION**

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<http://tn.gov/commerce/sfm/modindex.shtml>

MODULAR MEMORANDUM 2009-12

RE: Compliance Assurance Manual, Building System Manual, and Model Plans Re-Submittal Requirements When Changing Third Party Design Review Agencies

DATE: August 29, 2009

The following are the procedures for re-submitting a Compliance Assurance Manual and/or a Building System Manual when changing Third Party Design Review Agencies.

- (1) This office must be informed, in writing, prior to any change of Third Party Agencies, either Design Review or Construction Inspection Agency.
- (2) Compliance Assurance Manuals:
 - (a) The **new** Design Review Agency (DRA) must review and approve the Manufacturer's Compliance Assurance Manual in all cases and submit the new approved manual to this office with the required submittal form and filing fee.
- (3) Building System Manuals:
 - (a) If **no changes** are made to the Building Systems Manual, (i.e., the sections which may include items such as structural calculations, truss drawings and calculations, mechanical, plumbing, and electrical typical information which are usually submitted with the manual) the manufacturer may reuse this information approved by the previous Design Review Agency. However, the new Design Review Agency (DRA) must review and approve the existing information and re-submit the manual with the required submittal form and filing fee.
 - (b) If there are **any changes** made to the Building Systems Manual, the manual must be resubmitted as a new manual and all documents requiring an Architect and/or Engineer's seal must be re-sealed anew. The Design Review Agency (DRA) must review and approve the information and re-submit the new manual with the required submittal form and filing fee.

- (4) Model Plan Drawings:
- (a) If **no changes** are made to the Model Plan Drawings, the manufacturer may reuse these drawings approved by the previous Design Review Agency.
 - (b) If there are **any changes** made to the Model Plan Drawings, (i.e., a revision of any kind to a set of documents designated for a particular model, etc.) the complete set of documents must be resubmitted as a new set of Model Plans. The Design Review Agency (DRA) must review and approve the information and re-submit the new set of Model Plans with the required submittal form and filing fee.

If you have any questions regarding this matter, please contact the Tennessee Modular Building Program at (615) 741-7190 or modular.buildings@tn.gov

This memorandum supersedes and replaces Modular Memorandum No. 2004-11, dated August 24, 2004.