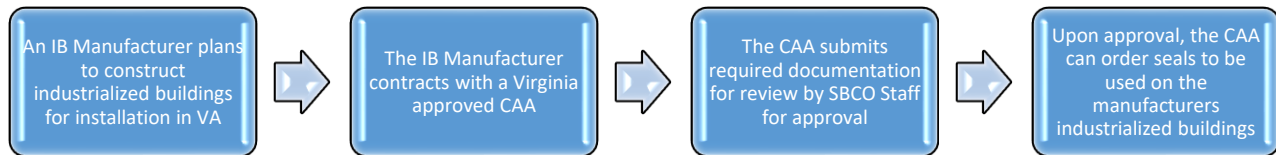


## INDUSTRIALIZED BUILDING REGISTRATION SEALS



### INDUSTRIALIZED BUILDING MANUFACTURER REGISTRATION

If you are a manufacturer of industrialized buildings and want to register your buildings in the Commonwealth of Virginia, you must first contract with a Virginia approved Compliance Assurance Agency (CAA) [13VAC5-91-250](#). Once you have contracted with an approved CAA you will need to be registered as a manufacturer in DHCD's [online seals system](#) as a new user. There is no license issued from DHCD for an IB manufacturer, but all manufacturers must be registered in order to obtain Virginia registration seals. The full process for registration of new Industrialized Building Manufacturers is outlined below. Manufacturers are not permitted to order their own seals, the CAA's order them on behalf of the manufacturer. [13VAC5-91-210](#), [13VAC5-91-220](#), [13VAC5-91-240](#)

#### Process for registration of a New Industrialized Building Manufacturer

1. The Manufacturer enters into a contract with a Virginia Approved Compliance Assurance Agency (CAA).
2. CAA reviews/approves the Manufacturer's Quality Assurance Program Manual and Design Manual to verify compliance with the Virginia Industrialized Building Safety Regulations (IBSR).
3. An initial plant certification will be completed by the CAA and shall require 100 percent inspection of the aspects of construction on not fewer than one module and verify that the manufacturer has a functioning quality assurance process. This inspection shall be made by one or more qualified engineers who have reviewed the approved design and by a qualified inspector. If the initial module or modular component fails to conform with the design or standard, additional modules or modular components shall be inspected until the third-party agency is satisfied that the manufacturer complies with the approved design, standards and quality assurance manual.
4. The CAA notifies the Virginia State Building Codes Office (SBCO) by email (with a letter of intent) that they have entered into said contract and lists the services they will be providing.
5. CAA includes in that email a completed "**Addition of Manufacturer**" form.
6. CAA sends digital copies of the Manufacturer's QA and Design Manuals to the SBCO.
7. SBCO reviews the submittals and upon approval, registers the Manufacturer in the seals system enabling the CAA to purchase seals on the Manufacturer's behalf.

## **VIRGINIA COMPLIANCE ASSURANCE AGENCY (CAA) APPROVAL**

Virginia utilizes compliance assurance agencies (CAA) to perform all plan review and inspection functions. In order to become an approved CAA in Virginia, an application must be submitted to the State Building Codes Office (SBCO). [13VAC5-91-200](#)

[VA CAA Application](#)

## **ADDITIONAL RESOURCES**

[Online Seals Ordering System](#)

[Virginia Approved Compliance Assurance Agencies](#)

[2018 Industrialized Building Safety Regulations](#)

[DHCD Website](#)

For additional information or if you have questions, please contact The State Building Codes Office by calling 804-371-7150, or via email at [osc@dhcd.virginia.gov](mailto:osc@dhcd.virginia.gov).