



Municipality of Anchorage



Handout AG.07

Procedures for Factory Built Structures and Components

1. **Application.** All manufacturers producing factory built housing for installation in the Municipality of Anchorage shall obtain approval from the Anchorage Building Safety Division prior to production. Application, plans, and fees shall be submitted and processed like all other applications pursuant to these rules and regulations.
2. **Design Plan Approval.** Application to the Building Safety Division for plan approval shall include:
 - A. Complete application by filling out portions pertaining to your part of the appropriate forms.
 - B. Three (3) sets of full working design plans, specifications, engineering and test results (where required) for each model; two sets of plans for R-3; two plot plans stamped and signed by licensed surveyor performing the work.
 - C. Building permit and plan review fees for Group R-3 and U and other occupancy groups; check with a Building Safety Division permit clerk for the current fee schedule.
3. **Design Plan Types and Descriptions.**
 - A. **PROTOTYPE PLAN.** All design options and design option alternates are required to be listed on the prototype plan application and only those listed options are allowed to be interchanged specific to that plan. Subsequent to the prototype plan approval, design options and design option alternates may be added at any time by submitted application, plans and fees.
 - B. **COMPONENT DESIGN PLAN.** Plans submitted to the Building Safety Division for design approval shall include all details and pertinent notes necessary for the assembly of components and all details for the construction, assembly and installation of the unit. Such design plans shall include all necessary specifications, engineering and/or test results required for a complete evaluation of the design.
4. **General Plan and Design Requirements.**
 - A. **DESIGN REQUIREMENTS.**
 1. Seismic Design Category D
 2. Design wind speed
 3. Snow loads - minimum of forty (40) p.s.f. Normal live load, 57 p.s.f. ground snow load.
 4. Temperature differential - 90° F.
 5. Foundation 42" below grade minimum for heated structures.
 6. Suggested thermal "R" factors: R-38 ceiling, R-19 walls, R-30 floors. Building must comply with ASHRAE 90A-1980.
 - B. **PLAN REQUIREMENTS.** Each design submittal shall provide information on the cover sheet to describe the plan designation, design options and alternates, sheet numbers and titles, engineering and/or test reports, and related data. Each prototype design shall include electrical, plumbing and heating plans. Electrical shall include circuitry for wiring (and heating if applicable), panel schedule and load calculations. Plumbing shall include drain, waste-vent, and piping schematics. Heating shall include complete plans and details respective to type of heating system used and is to include a schedule specifying the temperature differentials for which the approval is requested.
5. **Changes to Approved Plans.** When the manufacturer proposes to change any portion of his submitted design, or the Municipality of Anchorage's regulations are amended to necessitate such change, he shall be required to submit

detailed plans and data of such changes for plan review and approval. Application for plan review, appropriate fees and three (3) copies of plans shall be submitted to the Building Safety Division.

6. **Non-Conforming Plans.** If plans that are submitted for approval need corrections or do not conform to codes, the applicant shall be notified in writing. Should the applicant fail to resubmit completely corrected plans within ninety (90) days of such notice, the application will be canceled and all fees will be forfeited.
7. **Plan Approval Expiration.** Each design prototype plan approved shall expire twelve (12) months from date of Building Safety Division's approval. It shall be the responsibility of the fabricator to submit in writing for renewal of approved plans. Such request shall be submitted no later than two (2) months prior to the expiration date of current approval.
8. **In-Plant Inspections.**
 - A. **Manufacturing facilities located outside of the Municipality of Anchorage.** An International Code Council approved inspection agency to do in-plant inspections is to be scheduled by the fabricator. The Building Safety Division is to be informed as to which approved agency will be used. Each unit must be inspected while in production for applicable code compliances (a list of applicable codes and amendments is included), and an inspection report of that unit must be forwarded to this office before a building permit will be issued to an applicant to erect the unit on an approved foundation. Each unit must bear an insignia of certification inscribed with serial or production number and all other data describing the prefabricated structure.
 - B. **Manufacturing facilities located within the Municipality of Anchorage:**

The MOA will perform a daily inspection of the factory by a certified building inspector. The inspection process will consist of a walk-through inspection of all stations of all in-progress assemblies that are to be installed within the Municipality of Anchorage Building Safety Service Area. The MOA will randomly determine which inspection trade and what time of the day the inspection will be performed.

The factory will provide and update as needed a list of persons designated as Quality Assurance inspectors. The Q A manager or his designated representative will be the contact point with the MOA inspector and will accompany the MOA inspector during factory inspections. The QA person will be responsible for insuring that all work meets MOA code requirements before the MOA inspection is performed for insuring that reinspections are performed in a timely manner. The QA person will provide a document to record each MOA inspection performed by QA personnel inside the modular plant, and have available for the MOA inspector to review. Non-compliant items noted by the MOA inspector during daily inspection will require, at MOA discretion, 100% inspection of the particular trade and station until there has been three consecutive successful inspections performed of the trade and station that failed. The cost for these inspections will be at the applicable hourly rate for the day of inspection and will be in addition to the daily inspection fees.

Inspection fees for the daily inspection will be charged at one hour per day at the hourly rate applicable for the day inspection takes place. A daily inspection will be required each day the factory covers any work required to be inspected by building codes and/or MOA inspection schedule #1.

9. **Codes In Force With Local Amendments Are as Follows:**

International Building Code, R-3 Occupancies
International Residential Code
International Mechanical Code
Uniform Plumbing Code
International Fire Code
National Electrical Code
ASHRAE-90A



Ron Thompson, Building Official
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(Ref. 96-01, 00-03; 04-03; 06-02)