

# PREFABRICATED STRUCTURES PROGRAM

## Prefabricated Components and Component Buildings Guide

The Prefabricated Structures Program regulates manufacturers that produce certain prefabricated components and component buildings. Components and component buildings include, but are not limited to, wall, floor, or roof panels; refrigeration panels, or reinforced concrete components using closed construction, but do not include concealing certain aspects of construction (like plumbing or electrical installations). Manufacturers constructing components and component buildings operate using an approved Compliance Control Program along with documented compliance with applicable requirements of Oregon adopted specialty codes for the type of components or component buildings being manufactured. The Prefabricated Structures Program does not perform inspections of prefabricated components or component buildings.

Manufacturers of prefabricated components and component buildings typically manufacture freezers or coolers, certain offices or breakrooms; etc. which are typically located inside of an existing building. Certain prefabricated component buildings may require plan approval. Most plan review of component buildings is performed by the local jurisdiction where the project will be installed.

Prefabricated component buildings installed outside (not within an existing building) are regulated as a prefabricated structure. Refer to the requirements for prefabricated structures.

### Contents in This Guide

- [Compliance Control Program \(Components\)](#)
- [Prefabricated Building Component Insignia of Compliance](#)

### Compliance Control Program

Manufacturers of prefabricated components or component buildings must be on an Oregon approved Compliance Control Program with a complete compliance control manual.

#### COMPLIANCE CONTROL MANUAL

A compliance control manual outlines the method of controlling the construction, fabrication, assembly and erection where applicable, including storage and use of various materials, to ensure compliance with the rules and construction codes adopted for the regulation of prefabricated structures.

A compliance control manual (Quality Control Manual or QC Manual) must include, but is not limited to, the following items:

- Cover page
- Table of contents
- Introduction
- Organization chart
- Scope of the quality control program
- Quality control procedures
- Production flow chart, including departments, and station-by-station check points
- List of suppliers and contact information
- Any and all third-party test reports
- Any and all listing approvals
- List of construction materials
- Any and all material test reports
- Quality control forms
- Copy of inspection traveler (equivalent)

## COMPLIANCE CONTROL PROGRAM REVIEW

### Submitting the compliance control manual:

1. Use the [Prefabricated Structure Plan Review Application](#) (form 2557) to submit a compliance control manual for review.
2. Complete the “Manufacturer Information” section at the top of the application.
3. Submit the application electronically, *without* the payment information, to [plans.prefab@oregon.gov](mailto:plans.prefab@oregon.gov).
4. The manual will not be reviewed until the payment has been processed.

**Important:** A business must first register with the division to receive program services.

**Get more information at:**  
[Oregon.gov/bcd/permit-services/Pages/prefab-registration.aspx](https://Oregon.gov/bcd/permit-services/Pages/prefab-registration.aspx)

### Submitting payment:

The manual review fee is \$400 (noted at the bottom of the “Fees” section of the application).

Submit the application along with payment as specified under “[payment options](#)” below.

### Compliance control manual approval:

Once the compliance control manual, application, and payment are received, program staff will review the manual and if approved, it is stamped, and a copy is returned to the manufacturer.

If the manual is incomplete or needs additional information, program staff will notify the manufacturer.

Once a compliance control manual is approved it remains valid unless there is a change in company ownership, name, or substantial changes to the manufacturing processes described in the approved manual.

### Resubmission:

If there is a change in company ownership, name, or any substantial changes to manufacturing processes described in an approved manual, the manufacturer must resubmit the manual with the appropriate changes.

The process for resubmission is the same as described above however, the resubmission fee for review is \$200.

### Payment options:

Payment for services is limited to the following:

- **By mail:** Submit completed applications with a check or a credit card number to the mailing address located on the form.
- **By secure fax:** Submit completed applications with a credit card number to the “**secure fax**” number located form. Faxing to any other fax machine will cause delays and other fax machines may not be located in secure locations. Allow 3-5 business days for payment cashing. Do not email applications or forms with credit card information on them.

**Note:** DO NOT submit applications, forms, or fees for plans or insignias if your business does not have a valid Oregon Prefabricated Structures Program registration. Services will not be provided, and fees will be refunded.

## Prefabricated Building Component—Insignia of Compliance

An insignia of compliance is a tag attached to a prefabricated component or component building indicating compliance with an Oregon approved Compliance Control Program and any applicable Oregon adopted specialty codes, laws, rules, or other requirements the component or component building was designed to, and for its intended use. Insignias of compliance are available for purchase one project at a time, or in bulk, a limited quantity of insignias for multiple projects.

A single insignia is required for a grouping of components associated with a single building, and one insignia is required for a component building.

### SINGLE PROJECT INSIGNIA OF COMPLIANCE

#### Submitting the application with payment:

1. Use the [Prefabricated Structure Component Insignia of Compliance Application](#) (form 2578) to apply for a single project insignia.
2. Complete all the appropriate fields on the application. [Example application for a single project insignia.](#)
3. The application covers all associated fees involved with the project.
4. Submit the completed application along with payment as specified under [“payment options”](#) below.

**Important:** A business must first register with the division to receive program services.

**Get more information at:**  
[Oregon.gov/bcd/permit-services/Pages/prefab-registration.aspx](https://Oregon.gov/bcd/permit-services/Pages/prefab-registration.aspx)

#### Issuing insignias:

Component insignias are sent directly to registered manufacturers for issuance at time of shipment.

Insignia of compliance must be attached to the component project by the manufacturer at the manufacturer's facility. **Do not** mail or ship loose insignia of compliance.

#### Lost or damaged insignias:

A lost or damaged insignia may be replaced when the applicant provides proof that the lost or damaged insignia was originally associated with an Oregon approved prefabricated component building and that no alterations have been performed without approval from the Prefabricated Structures Program. Contact program staff for additional information.

#### Payment options:

Payment for services is limited to the following:

- **By mail:** Submit completed applications with a check or a credit card number to the mailing address located on the form.
- **By secure fax:** Submit completed applications with a credit card number to the **“secure fax”** number located form. Faxing to any other fax machine will cause delays and other fax machines may not be located in secure locations. Allow 3-5 business days for payment cashing. Do not email applications or forms with credit card information on them.

**Note:** DO NOT submit applications, forms, or fees for plans or insignias if your business does not have a valid Oregon Prefabricated Structures Program registration. Services will not be provided, and fees will be refunded.

## BULK INSIGNIAS OF COMPLIANCE

### Submitting the application with payment:

- Use the [Prefabricated Structure Component Insignia of Compliance Application](#) (form 2578) to apply for bulk insignias.
- Complete all the appropriate fields on the application. [Example application for a bulk insignia.](#)
- Submit the completed application along with payment as specified under “[payment options](#)” below.

**Important:** A business must first register with the division to receive program services.

**Get more information at:**  
[Oregon.gov/bcd/permit-services/Pages/prefab-registration.aspx](https://Oregon.gov/bcd/permit-services/Pages/prefab-registration.aspx)

### Issuing insignias:

Component bulk insignias are sent directly to registered manufacturers for issuance at time of shipment.

Insignias of compliance must be attached to the component project by the manufacturer at the manufacturer’s facility. **Do not** mail or ship loose insignia of compliance.

### Insignia reporting:

Manufacturers that purchase bulk insignias must record and report all used insignias.

- Use the [Prefabricated Structure Component Insignia Report](#) (form 2620)
- Complete the appropriate fields in the report. [Example reports for bulk insignia.](#)
- Submit the completed report with the associated fees as specified under “[payment options](#)” below.

### Lost or damaged insignias:

A lost or damaged insignia may be replaced when the applicant provides proof that the lost or damaged insignia was originally associated with an Oregon approved prefabricated component building and that no alterations have been performed without approval from the Prefabricated Structures Program. Contact program staff for additional information.

### Payment options:

Payment for services is limited to the following:

- **By mail:** Submit completed applications with a check or a credit card number to the mailing address located on the form.
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