Prefabricated Structures Guide

The Prefabricated Structures Program provides plan reviews, inspections, and issues insignia of compliance to registered businesses intending to sell, lease, or install prefabricated structures in Oregon. Businesses located outside of Oregon may have limited options regarding certain services. See OAR Chapter 918, Division 674.

Prefabricated structures intended for sale, lease, or installation in Oregon must be constructed according to construction documents approved by the Prefabricated Structures Program. Construction documents must comply with the adopted Oregon specialty codes, statutes, administrative rules, and other applicable regulations. Construction documents must be prepared by an Oregon approved design professional for all disciplines (structural, mechanical, plumbing, electrical, etc.).

Detailed information about completing required forms is provided here. You can also work with program staff when submitting your initial plan package so staff can assist you with any questions or concerns.

Contents in this guide

Adopted Oregon specialty codes

The Oregon specialty codes are the construction standards adopted by the division for the design and construction of prefabricated structures (OAR 918-674-0023). Get more information about each specialty code program through the links below. Some specialty codes are available for free viewing online at Oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx.

Oregon Structural Specialty Code——Oregon.gov/bcd/codes-stand/Pages/commercial-structures.aspx
Oregon Mechanical Specialty Code——Oregon.gov/bcd/codes-stand/Pages/mechanical.aspx
Oregon Energy Efficiency Specialty Code——Oregon.gov/bcd/codes-stand/Pages/energy-efficiency.aspx
Oregon Electrical Specialty Code——Oregon.gov/bcd/codes-stand/Pages/electrical.aspx
Oregon Plumbing Specialty Code——Oregon.gov/bcd/codes-stand/Pages/plumbing.aspx
Oregon Residential Specialty Code——Oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx

Reciprocity (Tristate Agreement)

Manufacturers located in Oregon, Idaho, or Washington may receive shared plan review and inspection services based on an agreement between the three states. Manufacturers intending to obtain shared services under this program ***must meet the requirements established by each state*** where the manufacturer intends to receive shared services. Manufacturers on an Oregon approved Compliance Control Program are not eligible for shared services under the tristate agreement. Contact program staff for specific information regarding shared services between these three states.

Plan Types

Applicants have the choice of submitting either a “Design Master Plan” or a “Custom Plan.” This determination is made when completing the plan review application and when calculating structural permit fees for the purpose of determining plan review fees. Each plan type is detailed below.

DESIGN MASTER PLAN:

A design intended for a series of identical structures with identical floor plans, structural details, engineering criteria and type, and the location of any associated plumbing, mechanical and electrical equipment installations. This design is for one occupancy, one type of construction, and specific design criteria.

1. Plans must list the specific design criteria requirements of the Oregon Structural Specialty Code for roof load, wind speed, energy conservation, and seismic design for each geographic area in Oregon where the prefabricated structure is designed for or intended to be located.

   Exception: A **site-specific** project may be submitted as a Design Master Plan to meet the minimum roof load, wind load, seismic design, and energy conservation requirements of a specific address/location. Approval of a site-specific Design Master Plan is limited to a specific project, orientation and number of buildings that are to be located on the same plot of land and permanently installed on a foundation system. Minimum submittal requirements for a site-specific Design Master Plan must include a plot plan. The application for plan review and the plan cover sheet must identify the submittal as a “Site Specific Design Master Plan.”
2. Plans must clearly indicate the location, nature and extent of the work proposed. The plans must show in detail that they conform to the applicable provisions of Oregon adopted specialty codes, applicable statues, administrative rules, or other applicable regulations.
3. Plans must be prepared, designed and stamped by an Oregon registered design professional.
4. “Design Master Plan” or “DMP” must be clearly identified on the plan review application, on the plans, and on the design calculations.
5. The plan may contain Design Options submitted with the Design Master Plan or they may be added later. Note: Design Options may not change the footprint of the structure.
6. Plan review fees for a Design Master Plan are calculated using the plan review and permit fee worksheet.
7. Changes to an approved Design Master Plan are based on current per-hour rates established in administrative rule.
8. A Design Master Plan is valid for one-year from date of approval and may be renewed. A Design Master Plan may not be valid for more than a total of three years from the original date of approval.
9. Design Master Plan renewal fees are fifty percent of the plan review fees for the original plan including any Design Options associated with the Design Master Plan. Renewal applications must be received two-months prior to the plan expiration date along with applicable fees.
10. Design Master Plans may be impacted by changes to Oregon adopted specialty codes or changes to Oregon laws. The changes may require Design Master Plans to be revised to comply with these changes. In some cases, plan expiration dates may be modified.

DESIGN OPTIONS:

Design Options are approved variations to a Design Master Plan. Design Options may be submitted with a Design Master Plan or added later. Each Design Option is an extension of the plan number assigned to a Design Mater Plan, but identified with a unique extension; for example: A1, A2, A3 etc. Design Options are also known by others as addendums.

1. The following are examples of Design Options:
   a. Use of rafters instead of trusses, or vice versa. Calculations and details are required.
   b. Adding windows, adding or removing interior walls, or rooms that require structural design changes.
   c. HVAC systems, such as electric, gas, oil, solar, hydronic or any combination must be detailed with product information and installation instructions provided in addition to the required energy code forms.
   d. Plumbing Design Options may include, but are not limited to: adding or removing a complete restroom. Adding a bath, sink, shower option requires a plumbing schematic, lighting and ventilation details. Plumbing options require a separate floor plan drawing.

e. Electrical Design Options may include, but are not limited to: an electrical service of a larger size than the service for the Design Master Plan building. The option submittal would show at a minimum, load calculations and installation schematic diagram with panel schedule.

2. Design Options must be submitted using a separate plan review application. The Design Option must be clearly identified on the application, on the plans, and any other associated documents. The plan approval number of a Design Master Plan associated with a Design Option must be listed on the plan review application when a Design Option is submitted after the Design Master Plan was approved.
3. Plans must be prepared, designed and stamped by an Oregon registered design professional.
4. Plans must clearly indicate the location, nature and extent of the work proposed. The plans must show in detail that they conform to the applicable provisions of Oregon adopted specialty codes, applicable statues, administrative rules, or other applicable regulations.
5. Plan review fees for a Design Option or any changes to an approved Design Option are based on current per-hour rates established in administrative rule.
6. Deign options expire on the same date the associated Design Master Plan expires.
7. Design Options may not change the footprint of the structure.
8. Siding or roofing variations are not considered Design Options unless they affect any structural requirements. Separate calculations may be required.
9. Design Options are specific variations to an approved Design Master Plan. Options to an approved Design Option are not allowed.

CUSTOM PLANS:

A design used for the construction of a single structure (one-of-a-kind structure).

1. Plans must include the occupancy classification, intended use, floor plan, specific design criteria requirements of the Oregon Structural Specialty Code for roof load, wind speed, energy conservation, and seismic design for the geographic area in Oregon the prefabricated structure for designed for or intended to be located, and the location and installation of plumbing, mechanical and electrical equipment.
2. Plans must be prepared, designed and stamped by an Oregon registered design professional.
3. Custom Plan must be identified on the plan review application.
4. Plans must clearly indicate the location, nature and extent of the work proposed. The plans must show in detail that they conform to the applicable provisions of Oregon adopted specialty codes, applicable statues, administrative rules, or other applicable regulations.
5. A Custom Plan is valid for six-months from date of approval. A Custom Plan is not eligible for renewal, and no Design Options are allowed.
6. A Custom Plan may be converted to a Design Master Plan as follows:
    a. Plans converted from “Custom” to “Design Master” must meet the same criteria for a Design Master Plan.
    b. A plan application must be submitted prior to the expiration date of the Custom Plan.
    c. The fee for the conversion is the difference between the plan review fee previously paid for the “Custom Plan” submittal and the plan review fee that would have been paid if the project was originally submitted as a “Design Master Plan.”
    d. A converted “Custom Plan” may only be valid for a total of one year from the original approval date of the “Custom Plan.” (The conversion essentially adds six-months to the plan, but allows it to be eligible for renewal)
    e. Any plan changes or Design Options submitted with a plan conversion request will be reviewed at current per-hour rate.

Required Construction Documents

Specific information can be found here regarding construction documents for each of these items:

- Structural
- Energy efficiency
- Mechanical
- Plumbing
- Electrical
- Revisions to submitted plans
- Changes to approved plans
- Notice to Local Enforcement Agency (NLEA)

Structural

Construction documents for a structural plan package must include the following:

Cover sheet:

- Project identification.
- Oregon approved design professional identified.
- Design Criteria List:
  - Intended use
  - Occupancy classification
  - Type of construction
  - Seismic zone
  - Wind speed and wind zone
  - Ground snow loads
  - Square footage
  - Energy zone
  - Occupant load
  - Fire sprinklers
  - Fire alarms
  - General building height
  - Number of stories
  - Code editions for each state when submitted under tristate agreement

Site plan (where applicable): Show proposed new structure and any existing buildings, or structures, all property lines with dimensions, all streets, easements, and setbacks. Show all required parking, accessible parking and aisles, accessible signage, stairs and ramps, Show North Arrow.

Floor plan: Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows and provide door and window schedules, or other required information. Show all fire assemblies with approved design numbers and construction methods, draft stops and area occupancy separations if applicable. Show and delineate in detail all fixtures that are required to be accessible. Show interior finish schedule. Show a ceiling plan indicating ceiling elevations and materials proposed, means of egress, fire life safety plan in accordance with the Oregon Structural Specialty Code.

Framing plans and roof framing plans: Show all structural members, their sizes and species, methods of attachment, all hardware, location and materials for walls, shear walls, floors and roofs.

Exterior elevations: Show all views. Show all vertical dimensions and heights. Show all openings and their sizes, and identify all materials.

Building sections and wall sections: Show materials of construction, detail non-rated and fire-rated assemblies and fire rated penetrations with listed assembly numbers. Show all height dimensions. For fire rated assemblies, show the approved design number, and the construction methods from the approved design number on the plans for all to follow.

Structural calculations: Provide structural calculations for the entire structural system of the project, stamped, dated and signed by an appropriately Oregon licensed engineer or architect.

Energy efficiency: Plans must be of sufficient clarity to indicate the location, nature and extent of the work proposed. Oregon approved design professional identified. Details must include insulation materials and their R-Values, fenestration U-Factors, and SHGC, system design criteria, mechanical equipment type, sizes and efficiencies, economizer description, system controls, duct sealing, duct and pipe insulation, daylight areas on floor plan, lighting fixture schedules, continuous air barrier sealing details, and COM*check* compliance reports.

Toilet facilities in certain occupancies: Portable classrooms (E Occupancy classification) and temporary construction offices (B Occupancy classification) may utilize alternatives to comply with toilet facility requirements in Chapter 29 of the OSSC.

***Portable classrooms (E Occupancy)*:**

Option 1: The use of adjacent facilities on the same site is preapproved as an alternate method for portable classrooms not larger than three (3) single-story modules. Plans submitted for the project must clearly indicate that OSSC Chapter 29 fixture requirements will be provided via adjacent facilities on the same site and within 300 feet.

Option 2: A project that includes more than three (3) single -story modules will be considered on a project-specific basis. A request must be submitted in writing to the Division with applicable documentation. Plans must clearly indicate that OSSC Chapter 29 fixture requirements will be provided via adjacent facilities on the same site and within 300 feet.

Temporary Construction Offices (B Occupancy classification):

Portable restrooms are allowed to be used as an alternative to permanent, built-in sanitary facilities for a B Occupancy constructed to be used as temporary construction offices, and other similar temporary uses. The applicant must:

- Clearly indicate on the plans that the intended use of the structure is a temporary construction office, or similar temporary use; and
- Clearly indicate on the plans that OSSC Chapter 29 fixture requirements will be provided via portable restroom facilities. **

**An exception in the code exists for toilet facilities for a B Occupancy used as a temporary construction office, or similar uses provided there are adjacent facilities as specified in the code.

Mechanical

Mechanical construction documents must show the entire mechanical system. Plans must be of sufficient clarity to indicate the location, nature and extent of the work proposed. Identify the Oregon approved design professional.

- Include all units and the following for each:
  - Sizes
  - Mounting details
  - All duct work and duct sizes
  - Indicate all fire dampers/smoke dampers where required
- Provide the following information:
  - UL listing for through/membrane penetrations in fire walls
  - Equipment schedules based on BTU's and horsepower
  - Duct insulation R-value
  - Outdoor air calculations
  - Combustion air calculations for indoor appliances
  - Energy calculations
  - Exhaust calculations and makeup air calculations for commercial exhaust hoods
- Show the following on the construction documents:
  - Edition of Oregon Mechanical Specialty Code
  - Equipment on roof and clearances
  - Supply and return air diffuser locations
  - All exhaust hoods
  - Grease duct enclosures
  - Condensate piping drainage locations
- Specify if any of the following apply:
  - Programmable thermostats
  - Hazardous locations and materials used.
  - Use of plenums
- Identify any installations to be completed at the job site.

Plumbing

Plumbing plan review is only required for complex structures. OAR 918-780-0040 identifies those plumbing systems identified as being complex. Applicants choosing to utilize this plan review exemption on a structure that contains a plumbing system must clearly identify this on a plan cover sheet or other official plan documents. If the division determines that the plumbing system is not exempt from plan review, the applicant must provide all required construction documents and pay applicable plan review fees. Exemption from plan review does not exempt any plumbing installations from complying with applicable Oregon Plumbing Specialty Code requirements, statutes, rules, or other requirements.

Construction documents must be of sufficient clarity to indicate the location, nature and extent of the work proposed. Identify the Oregon approved design professional.

- Plumbing construction documents must show:
  - Edition of Oregon Plumbing Specialty Code
  - All fixtures
  - Required minimum fixture calculation
  - Piping size and materials
  - Slopes
  - Bracing
  - Roof drainage piping, overflows, scuppers and calculations
  - All backflow protection with approved standards
- Provide the following information:
  - Isometric drawings for drain, waste and vent, and water
  - UL listing for through/membrane penetrations in fire walls
  - Pipe insulation R-values
  - Details for water heaters
  - Fixtures schedule
- Specify hazardous locations and materials used
- Identify any installations to be completed at the job site

Electrical

Electrical plan review is only required for complex structures. OAR 918-311-0040 identifies those electrical systems identified as being complex. Applicants choosing to utilize this plan review exemption on a structure that contains an electrical system must clearly identify this on a plan cover sheet or other official plan documents. If the division determines that the electrical system is not exempt from plan review, the applicant must provide all required construction documents and pay applicable plan review fees. Exemption from plan review does not exempt any electrical installations from complying with applicable Oregon Electrical Specialty Code requirements, statutes, rules, or other requirements.

Construction documents must be of sufficient clarity to indicate the location, nature and extent of the work proposed. Identify the Oregon approved design professional.

- Electrical construction documents must show:
  - Edition of Oregon Electrical Specialty Code
  - All electrical fixtures (interior, and exterior)
  - Wiring sizes and circuiting
  - Conduit types and sizes
  - Grounding
  - Panel schedules
  - Single line diagrams
  - Load calculations and fixture schedules
  - Warning placards
- Provide the following information:
  - Energy calculations.
  - UL listing for through/membrane penetrations in fire walls.
  - Power plans
  - Lighting plans
- Specify hazardous locations & materials used
- Identify any installations to be completed at the job site

Revisions (during plan review)

All changes must be identified with a “delta symbol” and “clouded” on revised drawings. Only those drawings pertaining to the revisions are required to be re-submitted. A cover letter explaining the changes must be included. A complete resubmittal of the project is a customer choice. A cover letter explaining the changes must be included.

Changes to approved plans

No changes may be made to approved plans without prior division approval. Applicable applications, forms, construction documents, and fees must be submitted and approved prior to any work being covered or approved. The registered business is responsible for any costs or delays associated with opening concealed construction for the purposes of determining code compliance.

Notice to Local Enforcement Agency (NLEA)

Prefabricated structures are intended to be substantially completed at the manufacturer’s facility and transported to a job site. Certain items are allowed to be completed at the job site. When a design, size, or transportation restrictions limit the completion of a structure at the manufacturer’s facility the structure is identified as an “incomplete structure.” When this occurs, the manufacturer is required to submit a Notice to Local Enforcement Agency (NLEA) application. An NLEA application must be submitted with the manufacturer’s plan package along with applicable fees. Manufacturers must obtain division approval before any additional items are added to an NLEA application. **An NLEA is not intended to facilitate substantial construction of a structure at the job site.** The following items are common items associated with an NLEA application:

1. A **hinged or raised roof assembly** not completed at the factory by design specifically because of height restrictions during transport. Typically includes raising a hinged roof assembly on-site, installing pony wall above the ridge beam, extending vents through the roof, and completing end shear panels.
2. A **piggy-back or cap-truss** not installed at the factory by design specifically because of height restrictions during transport. Typically includes adding the trusses on site, extending vents through the roof, completing the roof sheathing, and completing the roofing and end shear panels.
3. Other **on-site roof framing** by design specifically because of height or overhang restrictions during transport. Typically includes roof over framing to an adjacent structure and truss installations at the center module of a triple wide structure.
4. Prefabricated **structures containing more than one section or more than one story**. This item is self-explanatory.
5. **Plumbing fixtures** not installed at the factory because of design, size or transportation limitations. This typically occurs at the mate-lines.
6. **HVAC equipment** not installed at the factory by design specifically because of height or width restrictions during transport.
7. **Fire alarm and visual alarm** completed on-site. Conduit is typically installed and inspected in the factory, but the wiring and final installation occurs by appropriately licensed contractor at the job site.
8. **Fire sprinkler** completion on-site.
9. Limited **kitchen equipment** including Type I and II Hood installation on-site. This should not include kitchen counters/cabinetry and equipment installed on-site by others.
10. Completion of **fire-resistive wall and ceiling construction** across mate-lines.
11. **Gas piping installations** on-site limited to risers. Specify that a pressure test is required.
12. Completion of **draft-stop construction** across mate-lines.
13. Field installed **headers** at mate-lines.
14. Field installed **overhangs**.
15. Required toilet facilities when located in an adjacent building on the same property.
16. Kitchen counters/cabinetry and equipment on site by others as part of a contractual agreement.

A copy of the approved NLEA must be attached to the inside of the window closest to the entrance door, or adjacent to the entrance door. A copy of the approved NLEA must also be provided to the local jurisdiction as part of the site permit process.

An NLEA may be required to be submitted by the manufacturer after plans have been approved due to shortages of materials, equipment, or fixtures, or other unforeseeable circumstances. A completed NLEA application with fee must be submitted and approved by the division before any work is covered at the job site. The manufacturer is required to ensure the local jurisdiction has a copy of the approved NLEA.

An NLEA is not required for:

1. Any site-specific work that will be performed by an installer (contractor) under a local permit.
2. Foundations.
3. Local utility (electrical, plumbing, gas, etc.)
4. Two separate structures connected together.

Inspection of NLEA items

A manufacturer, their designee, or an owner is responsible for ensuring that the local jurisdiction is notified that an Oregon approved prefabricated structure being installed in their jurisdiction has additional items to be inspected that were not inspected at the manufacturer's facility. The manufacturer, their designee, or an owner must provide a copy of the NLEA to the local jurisdiction and provide any and all necessary information or documents to the local jurisdiction to complete the inspection of NLEA items.

Manufacturers may also request inspection of NLEA items from the Prefabricated Structures Program. Prior authorization is required.

Calculating permit and plan review fees

Plan review fees for prefabricated structures are determined by first calculating a permit fee amount. Once the permit fee is calculated a specified percentage of a permit fee is the plan review fee. An example of how to calculate permit fees for the purposes of determining plan review fees is provided below. If you have questions or need additional assistance, please contact staff in the Prefabricated Structures Program.

Plan review fee amounts established on the fee calculation worksheet are transferred to the plan review application. The plan application and fee calculation worksheet must be submitted with fee payment and when submitting the plan package. Permit fees and surcharges are not required to be paid at the time of plan submittal. Additional information about permit fees and surcharges is covered after the plan review fee calculation section.

PLAN REVIEW AND PERMIT FEE WORKSHEET

1. Use the Prefabricated Structure Plan Review and Permit Fee Worksheet (form 2961)
2. Add the building use, occupancy classification, construction type, and building size to Lines 1 through 4.
3. Choose the building valuation option from Line 5 being used to determine the structural plan review fee.
4. Determine if the project will be a “Design Master Plan” or “Custom Plan.”

Example plan review and permit fee worksheet (form 2961).

Example: structural permit fee calculation methodology

This example is based on the first option on Line 5 of using Table 1-S.

- Project is a Custom Plan.
- Building valuation: (Lines 1 – 4):
  - Office (building use)
  - B (building occupancy classification from the OSSC)
  - V-N (construction type or equivalent from the OSSC)
  - 1,770 square feet (building size)
- Using Table 1-S (attached to the fee calculation worksheet) locate “Offices” under “Occupancy & Type.” The construction type is V-N.
- The fee amount for this occupancy and type is $55.44 per square foot.
- Multiply the price per square foot ($55.44) with the square footage of the building (1,770). This equals $98,128.80 (Total Building Valuation) for Line 6.
- It was determined this project is a custom plan. Use Table 1-PF Custom Plan (attached to the fee calculation worksheet) and find the dollar amount range for $98,128.80. That range is $50,001 to $100,000.
- Within this valuation range there are fee amounts listed used to determine the structural permit fee amount. The methodology is as follows:

$367.90	(Line 7a)	for the first $50,000 (remaining amount is $48,128.80)
$187.71	(Line 7b)	additional (48,128.80/1,000 = 48.13 X $3.90 = $187.71)
$555.61	(Line 7c)	total structural permit fee

Structural plan review fee calculation

- The structural plan review is determined by calculating 65% of the structural permit fee. $555.61 X 0.65 = $361.15 (Line 11)
- The structural plan review fee amount must be transferred to Line 1 of the plan review application. Note: If the project was a Design Master Plan use the applicable valuation table and lines for a Design Master Plan (Table 2-PF Design Master Plan)

Permit and plan review fees for other code disciplines

Applicable plan review fees are calculated based equipment, fixtures, devices, etc. installed in a structure. In each area permit fees are first calculated in order to determine the plan review fee, which is a percentage of the permit fee.

- A structure requiring a fire and life safety plan review uses the structural permit fee amount as the basis for determining the fire and life safety plan review fee.
- An electrical plan review has a set hourly fee amount with a minimum 1-hour. Electrical permit fees would only be calculated if the customer intends to pay permit fees in advance.
- Plan review fees for these applicable code disciplines must be transferred to the appropriate line on the plan review application.
- Plan review fee amounts are totaled on Line 52.
- A sample of Form 2961 is provided. The plan review fee amounts are colored green.

Permit and surcharge fees

Permit fees pay for certain inspection costs where the Prefabricated Structures Program performs required inspections. The number and type of inspection is specified in Oregon adopted specialty codes, statutes, rules, or other requirements. State surcharge fees are a percentage of permit fees.

Businesses receiving inspection services from the Prefabricated Structures Program have the choice of paying permit fees for a project when a project is submitted for plan review (paying inspection fees in advance) or being billed for inspection fees after inspections have been performed.

- Paying permit and surcharge fees means:
  - Inspection fees and applicable state surcharge amounts for a particular job are calculated and included when a project is submitted for plan review.
  - Permit fees apply only to inspections for the project the fees were paid for.
  - Additional inspection fees may be charged if the maximum number of inspections allowed are exceeded. Additional fee amounts are established in administrative rule.
  - When permit fees are paid for a Design Master Plan, the permit fee amounts only apply to the first structure. Inspection fees will be billed for additional structures built under that Design Master Plan.
  - Permit and surcharge fee amounts are totaled on Line 53.
  - A sample of Form 2961 is provided. The permit and surcharge fee amounts are colored red.
- Not paying permit and surcharge fees means:
  - Inspection fees and applicable state surcharges are calculated based on actual inspection and travel time (portal-to-portal) for each inspection type (cover inspection or final inspection) for that structure after the inspection is completed.
  - Inspection reports completed during a given time period are totaled together and the registered business is billed for the inspection fees and surcharge fees for each structure inspected during that time period.
- Total fees to pay goes on Line 54. If you only intend to pay plan review fees *do not* include any calculated permit and surcharge fee amounts on Line 54. A sample of Form 2961 is provided.

Prefabricated structure insignia of compliance

An insignia of compliance is a tag attached to a prefabricated structure indicating compliance with Oregon adopted specialty codes, laws, rules, or other requirements. Insignia of compliance are required to be applied for when a plan package is submitted regardless of the plan type. Submit a completed insignia application along with applicable fees for each structure. Each module or section of a structure requires an individual insignia. For example: a triple-wide structure would require three insignias.

Use the Prefabricated Structures Insignia of Compliance Application (form 2619) to apply for Oregon insignia for a project.

Examples of typical applications:

- Single structure insignia application
- Multiple structures insignia application
- Multi-wide structure insignia application example

Insignia of compliance will only be issued upon approved final inspection of a structure at the manufacturing facility for those structures built in Oregon. State of Idaho and State of Washington insignia of compliance will also be issued at final inspection for those structures built under the tristate agreement. Oregon insignia of compliance are sent to the State of Idaho and the State of Washington for those manufacturers located in these states who are receiving shared plan review and inspection services under the tristate agreement. The state offices administering the factory-built structures program in those states will perform required inspections and issue Oregon insignias following final approval on behalf of the State of Oregon prior to the structure being shipped to Oregon.

Manufacturers located in Idaho or Washington utilizing shared plan review and inspection services under the tristate agreement may not ship a prefabricated structure to Oregon without final inspection and without Oregon insignia of compliance attached to the structure. Prior approval from the Oregon Prefabricated Structures Program must be obtained if a structure must ship before all required inspections have been completed and Oregon insignia of compliance is issued. Insignia of compliance will be issued at the job site upon approval of final inspection for manufacturers on an Oregon approved Compliance Control Program.

If an insignia of compliance application is not received with a plan package, the manufacturer must apply for insignia of compliance prior to shipping the structure from the manufacturing facility. Lost or damaged insignia may be replaced provided the applicant provides proof that the structure was originally an Oregon approved prefabricated structure and that no alterations have been performed without approval from the Prefabricated Structures Program. Contact Prefabricated Structures Program staff for additional information.

Compliance Control Program (Prefabricated structures)

A Compliance Control Program is an alternative compliance path for manufactures who build structures using closed construction but do not conceal certain aspects of construction (like plumbing or electrical installations). Surface-mounted plumbing or electrical installations are not considered concealed construction. A final inspection must be performed by the Prefabricated Structures Program when the structure arrives at the job site. If the final inspection is approved, Oregon insignia of compliance will be issued. Manufacturers located in Oregon, Idaho, or Washington may apply to be placed on a Compliance Control Program. Unless otherwise stated, manufacturers located outside of Oregon, Idaho, or Washington must be on a Compliance Control Program.

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)

APPLICATION

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.
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

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 cashiering. 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.

Inspections:

An inspection request for the Prefabricated Structures Program must be submitted in advance.

Use the Prefabricated Structures Inspection Request form (form 4934) or approve a substantially equivalent document. An inspection request form must be emailed to: prefab.inspections@oregon.gov.

Manufacturers located outside the State of Oregon or those **not** receiving shared plan review and inspection services under the tristate agreement must request an inspection no later than when the structure arrives in Oregon. Manufacturers are responsible for ensuring that the inspection process is completed before insignia of compliance for the structure expire. Manufacturers must coordinate with inspection staff regarding those structures being sent to a holding lot and waiting to be delivered to a job site.

- Do not request a final inspection if insignia of compliance have not yet been applied for.
- Inspection fees will be billed to the registered business at the rates established in OAR 918-674-0155, unless permit fees have been paid in advance.

If you have questions regarding inspections, please email the inspection program staff: prefab.inspections@oregon.gov

Alterations to existing prefabricated structures

The Prefabricated Structures Program will only provide plan review and inspection services for alterations to an Oregon approved prefabricated structures. An Oregon approved prefabricated structure means the structure was originally built to Oregon approved plans and had Oregon insignia of compliance issued to the structure.

It's the responsibility of the applicant to demonstrate that a structure is an Oregon approved prefabricated structure by providing the original Oregon plan approval number, the insignia number(s) issued (a photo of the insignia(s) is very helpful), and the serial numbers (job number) issued by the original manufacturer for that structure.

If an Oregon approved prefabricated structure was previously altered without the approval of the Oregon Prefabricated Structures Program, the structure is no longer an Oregon approved prefabricated structure. No services from the Oregon Prefabricated Structures Program will be provided regarding a previously Oregon approved prefabricated structure that was subsequently altered without division approval.

Applicants seeking services from the Prefabricated Structures Program must be properly registered with the Prefabricated Structures Program. Others seeking services from the Prefabricated Structures Program are limited to the following options:

- Obtain a valid Prefabricated Structures Program registration.
- Work through a division registered prefabricated structure manufacturer.
- Work directly with the local jurisdiction where the structure is to be installed.

Applicants are required to submit applicable plan review applications with fees, plans, or other construction documents to demonstrate compliance with applicable codes, laws, or other regulations regarding the scope of an alteration to an existing structure. Plan review fees are calculated at the hourly rate established in administrative rule. Original construction plans may be included with the alteration plan package.

If an Oregon approved prefabricated structure also has insignia of compliance from either Idaho or Washington (or both) approved under the tristate agreement, an alteration for this structure will be considered an Oregon only project. The shared plan review services of the tristate agreement do not apply to alterations to existing structures.

Changes to Oregon specialty codes or laws

Oregon adopted specialty codes typically change every three years. There may also be amendments to these codes during the interim. Design Master Plans are primarily impacted by code changes because Design Master Plans allow a design to be built multiple times while the plan is valid. Structures entering into production on or after the effective date of newly adopted codes must comply with the code changes. It's recommended that manufacturers follow posted information regarding code changes on the division's website.

The division typically establishes options for manufacturers to choose from that allow a design to be brought into compliance. Options include, but are not limited to, flexible time periods to correct plans, allowances to complete structures in production under the original approval, a cover letter indicating an existing design complies with newly adopted code provisions, phase-in period allowing voluntary compliance until newly adopted codes become mandatory, and in certain cases plan expiration dates may be modified. Manufacturers may choose to let a plan expire without doing anything.

Design Master Plans will be expired or be determined invalid if a manufacturer takes no action based on options provided by the division for those Design Master Plans impacted by newly adopted codes.

Existing Custom Plans are typically not impacted by a code change because Custom Plans are for one structure only and the design is approved according to codes in effect when the design was submitted.

When Oregon laws change the process is typically the same as above. This could include changes to Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), or other polices or directives allowed under existing laws.

Structures not regulated by the prefabricated structures program

CERTAIN EQUIPMENT SHELTERS

Chapter 1 of the Oregon Structural Specialty Code (OSSC) includes certain exemptions. Under Section 101.2 of the OSSC it specifies that equipment shelters meeting the following criteria are exempt from the OSSC (all three must apply):

1. Not intended for human occupancy;
2. Building area of 250 square feet or less; and
3. Designated Risk Category I or II.

Equipment shelters are primarily S-2 occupancies (as defined in Chapter 3 of the OSSC). They include, but are not limited to, structures for the protection of stationary equipment that is only occupied during maintenance or servicing of equipment, such as structures housing electronic switching stations, or communication equipment.

The Prefabricated Structures Program will not perform plan review, inspection, or issue insignia of compliance for equipment shelters meeting the above requirements (all three must apply). This does not mean the equipment shelter is exempt from other Oregon adopted specialty codes or laws. A local jurisdiction where the equipment shelter is to be sited will require permits for other systems installed in the equipment shelter (like electrical installations), and may require the equipment shelter to comply with the OSSC.

Manufacturers have the option to either design and build the structure to be an occupied structure, to meet designated Risk Category III or IV, or increase the square footage above the minimum, for the purposes of bringing the structure back under the scope of the OSSC if they want to receive services from the Prefabricated Structures Program.

SMALL HOMES

ORS 455.010 contains a definition of “prefabricated structure.” This definition specifies that a “small home” (as defined in ORS 455.616) is not a prefabricated structure. According to ORS 455.616 “small homes” are under the purview of the local jurisdiction and must be built according the provisions contained within the “Temporary provisions relating to small home construction standards” section of ORS 455.616. A short summary is provided below:

- “Small home” means a single-family residence (R-3 occupancy) that is 400 square feet or less in size.
- A “small home” must be constructed to the 2018 International Residential Code, including but not limited to Appendix Q, and other provisions specified in ORS 455.616.