

PREFABRICATED STRUCTURES PROGRAM

Alterations to prefabricated buildings guide

This guide explains requirements established by the Prefabricated Structures Program (Program) for alterations to prefabricated buildings considered to be Oregon-approved prefabricated buildings. Prefabricated buildings that are not Oregon-approved prefabricated buildings are considered existing buildings and are regulated by the local building department where the prefabricated building is located or intended to be installed.

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Oregon-approved prefabricated building

This terminology is used by Program staff to identify a prefabricated building that has an Oregon insignia of compliance attached to it. An Oregon-approved prefabricated building is a prefabricated building constructed according to Program-approved plans, inspected according to Oregon laws and Oregon adopted specialty codes, issued an Oregon insignia of compliance, and not altered without Program approval. Program approval of prefabricated buildings only includes the floor to the roof, the exterior walls, and everything in between.

Prefabricated buildings that received Oregon insignia of compliance are expected to remain in compliance with Program-approved plans to maintain the validity of the Oregon insignia of compliance for the purposes of sale, rent, lease or installation in Oregon. Alterations to an Oregon-approved prefabricated building must be approved by the Program to maintain the validity of the Oregon insignia of compliance.

Alterations to Oregon-approved prefabricated buildings

Alterations include, but are not limited to:

- Change of occupancy classification or intended use.
- Addition or removal of plumbing systems (e.g. adding or removing a restroom).
- Addition or removal of electrical installations involving the building's electrical system.
- Structural changes that alter the building from its original approval.
- Reconfiguring a multi-section building by adding to or splitting up of sections, or the joining of building sections from separately approved buildings.

Customer choice

The owner of an Oregon-approved prefabricated building intending to alter that building has the option to either maintain the validity of the Oregon insignia of compliance or remove the Oregon insignia of compliance from the building. The following information is provided so a building owner is informed about the outcome of either choice.

Maintaining the validity of the Oregon insignia of compliance

Businesses eligible to perform alterations

The Program may provide plan review and inspection services for alterations to an Oregon-approved prefabricated building provided the entity intending to complete the alteration work is either an appropriate Program-registered business, or the applicant utilizes an appropriate Program-registered business.

Determining if building is eligible for alteration

The alteration process begins with the applicant demonstrating that the prefabricated building is an Oregon-approved prefabricated building. Program staff will review information provided by the applicant and determine if the building is eligible to receive alteration services from the Program. At a minimum, the applicant must provide the following information:

- Original Program plan approval number.
- Oregon insignia of compliance number(s) (a photo of the insignia(s) is very helpful). Note: Any alteration project submitted to the Program is reviewed only according to the Oregon laws, Oregon adopted specialty codes, and Program requirements regardless if the building has insignia from another state (like Idaho or Washington). Reciprocity does not apply to alteration projects.
- Serial number(s) issued by the original manufacturer of the building. Provide the serial number for each module or section for a multi-section building. Note: Lease unit numbers are not acceptable, nor will they be used by the Program for any alteration project.

Alteration process

If the building is determined to be an Oregon-approved prefabricated building and eligible for alteration, the applicant must submit the following:

- Plan application.
- Plans and specifications submitted in electronic format specific to the alteration. If original building plans are available, include those plans along with the alteration plan submittal package.
- Application for alteration insignia of compliance.
- Applicable fees. (See the "Applications and forms" webpage for information on submitting applications with fees)

- If alteration plans are approved, the applicant can proceed with making the alterations. Inspection of the alteration work is required and includes cover inspections of any work that requires inspection before that work is covered and a final inspection. If the final inspection is approved, alteration insignia of compliance are issued. Inspection fees are typically billed to the applicant following the completion of the inspection process at an hourly rate that includes inspection time and travel time (portal-to-portal).
- All inspection requests must be submitted to the Program using the [Prefabricated Structures Inspection Request form \(form 4934\)](#). The completed inspection request form must be emailed to: prefab.inspections@dcbs.oregon.gov.
- An Oregon-approved prefabricated building may be altered more than once provided each alteration is approved by the Program.

Building not eligible for alteration

If the Program determines that a prefabricated building was previously altered without prior Program approval or other evidence is discovered that reveals the prefabricated building is no longer in compliance with Program requirements, the alteration application will be canceled. The building owner may be required to surrender any Oregon insignia of compliance affixed to the building.

Removing Oregon insignia of compliance

Alterations without Program approval

The most common reason Oregon insignia of compliance are removed from an Oregon-approved prefabricated building is that the building was altered without prior Program approval. It is the building owner's responsibility to maintain the validity of an Oregon insignia of compliance affixed to a prefabricated building. The Program has little to no flexibility regarding determinations to remove Oregon insignia of compliance from prefabricated building altered without Program approval. Allowing this practice to go unchecked puts the occupants and users of prefabricated buildings at risk and undermines the integrity of Program.

Insignia removal process

The decision to remove Oregon insignia from a prefabricated building is typically made as follows:

- By the Program due to the prefabricated building no longer complying with Program requirements.
- By the building owner deciding to remove Oregon insignia of compliance from a prefabricated building for any reason.

Oregon insignia of compliance removed from a prefabricated building must be returned to the Program. This includes the original "gold" insignia, a "blue" alteration insignia, or both. Oregon insignia of compliance removed from a prefabricated building are voided, and information is placed in the Program's database detailing why insignia were removed.

Once Oregon insignia of compliance are removed from a prefabricated building, the building can never again become an Oregon-approved prefabricated building. The Program does not allow any plan review, visual inspection, or other equivalency processes. Allowing such process would undermine the integrity of the Program.

Becoming an existing building

When an Oregon-approved prefabricated building has Oregon insignia of compliance removed the building is now considered an existing building for the purposes of code compliance. Existing buildings are regulated by the local building department where the building is located or the building department that has jurisdiction where the building will be installed.

Local building departments

Local building departments are authorized to require full code compliance for any regulated building located within their jurisdiction that is not considered a Oregon-approved prefabricated building. This may include plan review and inspection of the entire building.

Relocatable prefabricated buildings

Prefabricated buildings that are considered existing buildings designed to be relocatable (e.g. designed to move from one location to another) will be required to comply with local building department requirements in each jurisdiction the building is to be installed. This may require the entire building to be reviewed for code compliance in each jurisdiction regardless of any approval issued by a previous jurisdiction.

Loss of identity

A prefabricated building that was never an Oregon-approved prefabricated building; or a prefabricated building determined to be out of compliance with the Program that had Oregon insignia of compliance removed from the building; or a prefabricated building that had Oregon insignia of compliance removed by the building owner cannot become an Oregon-approved prefabricated structure through any plan review, visual inspection, or other equivalency processes. This essentially means that once a prefabricated building is no longer approved by the Program (or was never approved by the Program) it will forever be outside the regulatory authority of the Program.

Alterations involving prefabricated building components or prefabricated component buildings

The Program does not review or approve any alteration projects involving prefabricated building components or prefabricated component buildings. The Program does not review or inspect prefabricated building components or prefabricated component buildings when they are manufactured so there is no purview over any alteration. Local building departments are authorized to regulate any alterations involving prefabricated building components or prefabricated component buildings.

Note: When prefabricated building components or prefabricated component building are altered, the Oregon component insignia of compliance must be removed and returned to the Program. Alterations to prefabricated building components or prefabricated component buildings typically change the original Program approval specific to the issued Oregon component insignia of compliance.