



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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Issuance # 94

OPERATIONS
POLICY AND PROCEDURE NOTICE # 10/88

To: Distribution
From: Fredric J. Pocoli, J.E., Assistant Commissioner
Date: March 17, 1988
Subject: Inspectional Requirements for Manufactured Housing

Purpose:

To establish policy guidelines for the performance of Controlled Inspections and procedures for Department approval of factory built housing.

Specifics:

This procedure applies to manufactured housing constructed at a facility approved by the New York State Division of Housing and Community Renewal (NYSDHCR). In addition, plans will be approved only if in conformance with the New York City Building Code. Plans solely in compliance with NYSDHCR requirements will not be accepted.

Applicant:

1. A statement shall appear on the plans submitted for approval stating that all manufacturing operations and procedures shall comply with the requirements of the NYSDHCR Quality Control Manual.
2. The inspection agency which is responsible for controlled inspection at the manufacturing facility, shall be prequalified by NYSDHCR for any State-approved factory-built housing system. The inspection agency shall be qualified to approve the construction of any model of housing whose design has been approved by NYSDHCR.

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3. The person responsible for the inspection agency shall be named on the Statement of Responsibility for Controlled Inspections and shall be either a Professional Engineer or a licensed Architect, licensed by the State of New York.
 4. The cost of any and all Department in-factory inspections shall be borne by the manufacturer.

Bureau of Electrical Control:

Electrical work done by the factory shall be treated as follows, pursuant to the rule-making authority granted to the Commissioner in Section 27-3005 of the Electrical Code:

- a. The manufacturer shall send a copy of the electrical plan to the Advisory Board of the Bureau of Electrical Control for approval.
- b. During construction in the factory, inspectors from BEC shall perform inspections to determine adherence to the approved plan.
- c. Inspection need be performed on only a representative of each approved sample.

On-Site Inspections:

Plumbing, gas and electrical connections made at the building site shall be inspected and tested in the usual manner, pursuant to Sections 27-921, 27-922 and 27-3018 of the Administrative Code.

Foundation work, site preparation, and other site work shall satisfy current requirements for inspection and controlled inspection.