

**CERTIFICATION APPLICATION FOR FACTORY-BUILT HOUSING
DESIGN APPROVAL AGENCY AND/OR QUALITY ASSURANCE AGENCY**

FBH 307 (Rev 09/2009)

INSTRUCTIONS: Applicants for certification as a Design Approval Agency, Quality Assurance Agency or Quality Assurance Inspector must read this application carefully and submit all information requested. Refer to the California Health & Safety Code Division 13, Part 6, and the California Code of Regulations, Title 25, Chapter 3, Subchapter 1.

SECTION I – APPLICATION PURPOSE:

- DESIGN APPROVAL AGENCY – ORIGINAL CERTIFICATION (\$328)
- DESIGN APPROVAL AGENCY – RENEWAL CERTIFICATION (\$286)
- QUALITY ASSURANCE AGENCY – ORIGINAL CERTIFICATION (\$328)
- QUALITY ASSURANCE AGENCY – RENEWAL CERTIFICATION (\$286)

SECTION II – AGENCY INFORMATION

AGENCY LEGAL NAME: _____

AGENCY ID NUMBER – QF: _____ DF: _____

AGENCY DBA (if applicable): _____
(DBA = Doing Business As)

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: (____) _____ EMAIL ADDRESS: _____

SECTION III – AGENCY CHECKLIST

NOTE: The following items are required to be provided for both original and renewal applications.

Applicants requesting certification as either a Design Approval Agency (DAA) and/or Quality Assurance Agency (QAA) shall meet the following requirements for approval, and submit documentation to the Department attesting to such. Check-off the following boxes, indicating that each item has been addressed, documented and attached to this application for Department review. Applications will not be accepted without complete information.

- Review the Factory-built Housing Law & Regulations pertaining to DAA/QAA requirements for qualification & renewal. Complete all applicable information in Sections I and II on this form, and attach specified fees.
- Attach organizational chart(s) depicting the agency's organizational/managerial structure, including references to any interlocking organizational relationships. One organizational chart shall be submitted for each agency's (DAA/QAA) structure. DAA applicants shall also include in the organizational chart, the names and license numbers of all California registered professional engineers or architects on staff or under contract.
- Provide and attach evidence documenting that the agency is in the business of inspecting equipment and systems relating to the manufacture of Factory-built housing as defined in CA Health and Safety Code Division 13, Part 6, especially Sections 19967, 19970, 19971, 19976.05, 19976.1, and 19991.4,
- Attach document(s) stating the agency has the capability to perform and carry out the responsibilities of a Factory-built housing DAA and/or QAA.
- Attach completed form HCD-FBH 300, stating that the agency is not under the control or jurisdiction of any manufacturer or supplier for any industry affected by the Factory-built Housing Law, except by contract and approved by the Department. All DAA and/or QAA owners, officers, managers, professional engineers or architects and any other personnel active in the operation of the agency(s) shall read and sign this form attesting to their absence of conflict of interest.
- Attach a statement that any person, prior to assignment by a QAA to make inspections in a Factory-built housing manufacturing facility, shall first be certified by the Department as a QAI pursuant to Section 3035 (QAA applicants only).
- Attach a completed and signed application for Quality Assurance Inspector forms HCD-FBH 305 and HCD-FBH 300 for each applicant.

- Attach a copy of agency-client contract(s) and list of all proposed fees for services.

DAA Applicants shall also provide/attach the following information:

- Reports and documentation indicating the applicant's capability and capacity to carry out design approval activities in accordance with the current California Building Code, and Department Factory-built Housing Laws and Regulations.
- Documentation of the availability of California licensed professional engineers and/or architects and other required support staff adequate to process the estimated DAA workload.
- Documentation attesting to experience in reviewing plans for Factory-built housing or conventional site-built dwellings.
- Document and describe the proposed review process and procedures to ensure errors in designs are corrected.

SECTION IV – QUALITY ASSURANCE INSPECTOR APPLICATIONS AND EXAMINATIONS

Inspection personnel designated to perform inspections shall, prior to certification, meet the following requirements:

1. Submit application(s) for certification, on separate forms obtainable from the Department, accompanied specified fee. The application shall also contain a resume of education and work experience.
2. Qualify by examination: The examination will consist of an open book style written test. Two-hours will be allowed for the exam, and a minimum rating of 70 percent must be attained, and;
3. Qualify by practical examination: Demonstrate actual inspection capability and the ability to note violations to approved plans in a production-line environment, to the satisfaction of the Department.

CERTIFICATION FEE – QUALITY ASSURANCE INSPECTOR

Quality Assurance Agencies shall only employ inspectors certified by the Department. The fee for each person making request for certification shall be eight hundred sixty six dollars (\$866.00). Once certified, renewal is required every 36 months. Renewal fee is two hundred fifty three dollars (\$253.00).

The Department may revoke its certification of a QAA or a QAI for cause.

EXAMINATIONS

Examinations will be scheduled by the Department upon receipt of application and required fees. Applicants will be notified of the time and location of the examination not less than 30 days following receipt of application.

CERTIFICATION OF CITIZENSHIP / IMMIGRATION STATUS DECLARATION

In 1996 the United States Congress passed the Personal Responsibility and Work Opportunity Act (The Act) which requires states to eliminate a broad array of public benefits for illegal immigrants. The definition of a public benefit includes professional and occupational licenses issued to individuals by state agencies. For purposes of the Department of Housing and Community Development, Division of Codes and Standards, Occupational Licensing Program (HCD), the term "public benefit" applies to original and renewal manufacturer, distributor, dealer and salesperson licenses, 90-day certificates, course provider approvals and course instructor approvals.

Applicants for original or renewal licenses submitting applications to HCD will be required to provide, on a one-time basis, proof of United States citizenship or qualified alien status before the license is issued or renewed. A list of documents which can be used to establish proof of U.S. citizenship or qualified alien status is enclosed.

In addition to the required application forms and fees, all applicants must submit the following:

1. A completed Statement of Citizenship, Alienage, and Immigration Status for Public Benefits (form enclosed);
2. A copy of one of the documents on the enclosed List A or B, showing U.S. citizenship or qualified alien status.
3. **\$13.00 Applicant Verification fee.** Failure to submit one or more of the required items may result in processing delays.

For further information, contact the Department of Housing and Community Development, Division of Codes and Standards, Manufactured Housing Programs, PO Box 31, Sacramento, CA 95812-0031. Telephone number: (916) 445-3338.