

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF CODES AND STANDARDS**

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**December 26, 2007**

**INFORMATION BULLETIN 2007- 07 (FBH)**

**TO:**           **Factory-built Housing Approved Third-Party Agencies**  
**Factory-built Housing Approved Quality Assurance Inspectors**  
**Factory-built Housing Manufacturers**  
**Local Building Officials**  
**Interested Parties (FBH)**  
**Division Staff**

**SUBJECT:   PLAN APPROVAL CONTENT INFORMATION AND 2007 CALIFORNIA  
BUILDING STANDARDS CODE (CBSC)**

This Information Bulletin is issued in part to remind department-approved factory-built housing (FBH) third-party agencies that the 2007 California Building Standards Code (CBSC) Title 24 becomes effective January 1, 2008. Please refer to Information Bulletin 2007-04 for information regarding the effective date of the 2007 CBSC for factory-built housing design approval and construction. Copies of the Information Bulletin 2007-04 may be obtained through the Factory-built Housing Program website: <http://www.hcd.ca.gov/codes/fbh/infobull.htm> or by telephoning the factory-built housing program at (916) 445-3338.

This bulletin also serves to point out to Department approved third-party agencies the content requirements for all FBH design approvals submitted pursuant to California Code of Regulations (CCR), Title 25, Chapter 3, specifically sections 3023, 3028, 3029 and 3070.

**25CCR, SECTION 3028**

CCR, Title 25, section 3028 states in part that FBH plans submitted to the Design Approval Agency (DAA) shall provide *“every pertinent item necessary for design, assembly and installation.”*, and include *“a resume of what installation work is to be done on-site.”* FBH plan approvals shall consist of all details and cross references of the project including, but not limited to; any site installed roofing, rafters and trusses, all braced wall lines, alternative brace wall panels, shear wall materials and components, straps and tie downs, and all foundation details including locations of braced wall and shear wall supports and methods of connection of the rim joists to the foundation.

The details and cross references shall provide information sufficient to clarify for the permitting agency, manufacturer and licensed general contractor/installer the party responsible for each phase of the on-site construction, assembly and installation. The designs shall also provide sufficient detail to illustrate the structural connections and specify the materials needed to complete the structure’s load path to the foundation.

CCR section 3028 states in part that plans shall include a “*resume of what installation work is to be done on site*” which requires that the approved plans be made specific to provide an approved method for the on-site completion of the installation and assembly of the FBH units. The resume of on-site work shall provide detailed instructions and identify all materials and components needed to accomplish the on-site assembly. The resume shall be made available to both the local building official’s and licensed general contractor’s use during installation and inspection.

25CCR, SECTIONS 3023 and 3029

CCR sections 3023 and 3029 require in part that all plans be specific to a specific design of FBH (“Model” is defined in CCR, Title 25, Section 3010) and not generic in nature. Additionally, CCR, Title 25, section 3023(b) requires that no construction within the manufacturing facility shall commence prior to receiving plan approval, with the exception of prototypes as provided for in section 3053.

25CCR, SECTION 3070

The California Code of Regulations, Title 25, section 3070 requires that FBH design and fabrication shall be in accordance with the CBSC. FBH Design Approval Agencies (DAA), Quality Assurance Agencies (QAA) and Quality Assurance Inspector (QAI) are reminded that the process of design approval and inspection, as is provided by an approved DAA or QAA cannot be properly performed without each Third-Party agency maintaining at each office at least one current copy of the California Building Standards Code, Title 24. QAIs should be supplied with the applicable CBSC Parts, as needed, in order to ensure that FBH product are inspected to and comply with California’s adopted codes.

The California Code of Regulations, Title 24, California Building Standards Code may be purchased as follows:

California Code of Regulations Title 24 Parts 1 through 12 (except Parts 4, 5, & 9) (Part 11 is vacant) International Code Council 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041-3401	(202) 370-1800  <a href="http://www.iccsafe.org">www.iccsafe.org</a>
California Code of Regulations Title 24 Parts 4 & 5 International Association of Plumbing and Mechanical Officials 5001 E. Philadelphia Street Ontario, Ca 91761-2816	(800) 85-IAPMO  <a href="http://www.iapmo.org">www.iapmo.org</a>
California Code of Regulations Titles 1 through 27 (except Title 24) Barclays Law Publishers (Correspondence) Thomson-West (Mail Order) P. O. Box 2006	(800) 888-3600  or P.O. Box 95767

South San Francisco, CA 94126	Chicago, IL 60694-5767	
Many local or internet bookstores		

In order to ensure that Third-Parties understand their responsibilities regarding the above noted design approval and inspection requirements, Department staff will be contacting the FBH DAAs and QAAs in order to determine their level of knowledge and compliance with these regulatory requirements.

Questions or comments regarding the above regulatory provisions should be directed to Kevin Cimini, Factory-built Housing Program Manager, at (916) 445-3338 or by electronic mail at [kcimini@hcd.ca.gov](mailto:kcimini@hcd.ca.gov).

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