



STATE OF WASHINGTON

**DEPARTMENT OF LABOR AND
INDUSTRIES**

Factory Assembled Structures
PO Box 44430 • Olympia, Washington 98504-4430

November 17, 2021

Subject: Approval of Licensed Professional Plan Reviewers

Licensed engineers and architects may apply to the Factory Assembled Structures program to review and approve design plans for factory-built housing and commercial structures. Licensed Professional (LP) approved plans serve as the required plans that factories must have to obtain FAS inspections and insignia on modular buildings for Washington State.

- A. Licensed professionals seeking approval to review plans should submit the following information to FAS1@lni.wa.gov - see Washington Administrative Code (WAC) 296-150F/C/V-0430 and WAC 296-150R/P-530:
- (1) Your name and a copy of your certificate of registration or certificate of authority.
 - (2) The name and contact information of the licensed professional requesting approval. This should include business name and address, phone number and email address.
 - (3) A description of the plan review services the professional engineer, architect, or firm will provide in the areas of structural, fire & life safety, energy, mechanical, plumbing and electrical plan review.
 - (4) A description of the professional's area(s) of expertise and qualifications which include:
 - (a) A summary of the professional's or firm's experience; and
 - (b) Verification of experience in your areas of expertise for structural, fire & life safety, energy, mechanical, plumbing and electrical review.
- B. FAS will review the information submitted and advise those concerned whether or not we have approved the authorization request.

- C. LP plan reviews have these restrictions:
- (1) A Washington State licensed engineer or architect who designs and certifies that the Factory -Built Housing and Commercial Structures design meets state requirements cannot also approve the design plan in the plan approval process;
 - (2) An approved licensed professional cannot plan review those electrical designs listed in WAC 296-46B-900 and
 - (3) An approved licensed professional cannot plan review those plans submitted under a reciprocal agreement for multi-state approval.
- D. The manufacturer or their agent must send LP approved plans electronically to FAS. See the "Submittal of Plans Reviewed by Approved Licensed Professionals" document for detailed instructions. The submittal must be a complete flattened PDF file with all of the necessary drawings, forms and other documents and bear the licensed professionals "plan review approved" stamp. Partial submittals or submittals from multiple sources are not accepted. In general, the submittal will contain the following as required by WAC 296-150F/C/V-0460 or WAC 296-150R/P-0560. See the appropriate Plan Submittal Checklist for detailed plan requirements:
- (1) A copy of the Licensed Professionals authorization letter from us;
 - (2) The plan fee worksheet for design plans approved by professionals or firms; (see WAC 296-150F/C/V/R/P-3000). The fee will be verified and the applicant provided with instructions on how to pay;
 - (3) A completed departmental design-plan approval request form (agency form F623-006-000 or F622-006-000);
 - (4) For Factory-Built Structures (modular buildings) either a draft Notice to Local Enforcement Agency form, or the final NLEA form with an insignia application form and fees (agency forms F623-014-000)
 - (5) A cover sheet on the plan noting which professional engineer/architect designed each portion of the plan;
 - (6) A set of electronic design plans, specifications, engineering analysis, and test results and procedures necessary for a complete evaluation of the building design. When required the design engineers/architects must seal plans and other documents in accordance WAC 196-23.
- E. FAS will add an LNI plan approval number to each plan from a licensed professional and then provide the manufacturer and the local building department with access to an electronic copy.
- F. FAS may audit plans approved by licensed professionals to assure plans are meeting building code requirements and program standards.

- G. If FAS finds life safety issues or other major non-conformances on plans approved by a licensed professional, FAS will conduct a full review of the plans, and the manufacturer will be required to pay FAS its fee for such a review.
- H. Manufacturers may order insignias either with the approved plan submittal (recommended) or separately once FAS has accepted the plans and assigns a program approval number.
- J. Subsequent requests for insignias for plans approved by design professionals are processed along with all other requests for insignias.

Please contact us at FAS1@lni.wa.gov if you have questions or need additional information.

Sincerely, FAS Program Staff