



# GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

Laura Meadows  
COMMISSIONER

Roy E. Barnes  
GOVERNOR

## **Industrialized Buildings** **Compilation of Information Bulletins to date, December 3, 2002**

### **Number 1**

Date: September 27, 2001  
Subject: Information Bulletin No. 110-2-1 Revised  
**Applications – When Required**

A completed Application Form (IB-01 dated January 1, 2002 or later) shall be submitted for all requests (except insignia) or submissions to this office. This includes but is not limited to: Building System approval or revision; model approval or Filing For Record; additions to or revision of existing documentation.

Both the Manufacturer's Agent and the Third Party Agency agent must sign all applications. Signatures may be original or electronic.

Model plans Filed For Record will be accepted only from an approved Design Approval Agency.

### **Number 2**

Date: September 27, 2001  
Subject: Information Bulletin No. 110-2-2 Revised  
**Filing Fees – When Required -- Building System Types**

Each of the occupancy classifications described in the National Fire Protection Association publication 101-1997 (Chapter 4) supplemented by the building code occupancies in Chapter 3 of the Georgia State Minimum Standard Building Code (ICC), 2000 Edition, will be considered a separate building system for which filing fees (as specified in Rule 110-2-13.01) shall be required.

Occupancies: Assembly new (A),  
Business new (B),  
Day Care new (DC),  
Educational new (E),  
Hazardous (H includes H1 to H5),  
Institutional (I) includes Detention and Correctional,  
Factory & Industrial (F includes F1 & F2),  
Mercantile (M),  
Hotels, motels, dormitories (R1),  
Apartments (R2),  
One & two family (R3),  
Board and Care (R4) (effective January 1, 2002),  
Storage (S includes S1 & S2)

Building systems are approved for a period of 2 years and then must be renewed for the next 2-year period. Filing fees are not required for *revisions* to building systems or plans.



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## Number 3

Date: September 27, 2001  
Subject: Information Bulletin No. 110-2-3 Revised  
**Details of Submittal Documents**

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Approvals issued to manufacturers are based on four classes: (1) Quality Control Procedures, (2) Building Systems, (3) Model Plans approved by the Department, and (4) Model Plans approved by an Approved Design Approval Agency.

**QUALITY CONTROL MANUAL:** Includes the manufacturer's process and procedures for maintaining conformance to the approvals and codes; record maintenance system; inspection procedures; transportation procedures; installation procedures; qualifications of responsible personnel; application and control of insignia; application of labels.

The evaluation agency shall evaluate the manufacturer's quality control submittal and subsequent revisions before submittal to the Department. The agency shall submit three (3) copies to DCA.

**BUILDING SYSTEM:** Consists of descriptive specifications for all materials, equipment and devices to be used; descriptive specifications and typical details for methods of incorporation materials, equipment and devices into a building; calculations and/or tests as required by the codes or to substantiate any variance from the prescriptive requirements of the codes; and typical details complying to the requirements of the calculation and/or tests.

**MODEL PLANS:** Consist of elevations, architectural, electrical, plumbing, heating and air conditioning floor plans, and foundation plans for a particular model and any details peculiar to the specific model which are not contained in the building system documentation. The plans shall reference typical details and other documentation in the building system package, which applies.

All model plans must be approved by the manufacturer's design approval agency before construction. The design approval agency shall submit one record copy to the Department. The Department reserves the right to review and require changes as deemed necessary.

In the event the manufacturer's agency is not approved as a design approval agency, all model plans must be reviewed by the evaluation agency and approved by the Department before construction.

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## Number 4

Date: September 27, 2001 (Re-issued)  
Subject: Information Bulletin No. 110-2-4  
**Distribution of Approved Documents**

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Unless otherwise instructed by the Third Party Agency, the documentation submitted in hard copy to the Department for approval, upon approval, will be distributed as follows:



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one set will be retained by the Department,

one set will be returned to the agency,

one set will be forwarded to the manufacturer,

any additional sets of hard copy will be distributed as directed by the agency. In the absence of directions, the additional sets will be forwarded to the manufacturer. Electronic submittals will be distributed by e-mail or compact disc.

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## Number 5

Date: September 27, 2001

Subject: Information Bulletin No. 110-2-5 Re-titled and Reissued  
**Accessibility Requirements**

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Georgia Law (Official Code of Georgia Annotated, Title 30, Chapter 3) requires certain buildings installed in the State of Georgia to be made accessible. This law also requires a reasonable number of facilities (drinking fountains, toilet rooms, etc.) within the buildings to be made accessible.

Section 30-3-3 of this law allows for an exemption from the accessibility requirements under certain circumstances. If the manufacturer feels that an exemption is justified and that a waiver of these requirements can be obtained from the authority having jurisdiction (Georgia Safety Fire Commissioner, Board of Regents, or the local government), this office will approve plans without requiring compliance, providing the following certification appears on the plans:

**“This building is not designed to be accessible to the handicapped. The use of this building is subject to the approval of the authority having jurisdiction.”**

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**Signature of the Designer**

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## Number 6

Date: September 27, 2001

Subject: Information Bulletin No. 110-2-6 Revised  
**Plumbing Facilities, Missing**

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Although plumbing facilities are required for occupants of nearly all buildings, the authority having jurisdiction may deem this requirement met where adequate facilities are provided within a reasonable



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distance of a building. Therefore, this office will not require minimum plumbing facilities in buildings, other than residential, where the following note appears on the plans and on the data plate of each unit: Buildings constructed without the required minimum plumbing facilities cannot be installed in jurisdictions that do not have code enforcement capability.

**“The use of this building, without the required minimum plumbing facilities, is subject to approval of the local jurisdiction having authority.”**

**Number 7**

Date: September 27, 2001  
Subject: Information Bulletin No. 110-2-7 Revised  
**Accessibility Requirements – Reciprocal State Units**

All states that presently participate in the reciprocal program with the State of Georgia have handicapped requirements dictated by their state laws. These state law requirements cannot be modified or negotiated away by state agencies. Therefore, Industrialized Buildings must be constructed to comply with the handicapped requirements of the state in which the building is to be installed. Georgia is currently reciprocal with Pennsylvania for Residential (R3) only.

In order for this office to certify code compliance for a building intended for installation in *a reciprocal state* without requiring compliance with the Georgia handicapped requirements, the following certification must be provided on the plans and data plate:

**“I certify that this building is designed in accordance with the handicapped accessibility requirements of (name of state of installation).”**

\_\_\_\_\_  
*Signature of Designer*

**Number 8**

Date: September 27, 2001  
Subject: Information Bulletin No. 110-2-8 Revised  
**Local Government Inspection**

The Official Code of Georgia Annotated, Section 8-2-112(a)(1), requires that all Industrialized Buildings which are sold, offered for sale, or installed within Georgia must bear the insignia issued by the commissioner. The only exception to this requirement is units intended for installation within the state



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that have been inspected, *at the request of the manufacturer*, at the manufacturing facility by the local government having jurisdiction over the installation site.

In order to qualify for the exemption, the manufacturer must provide the Third Party Inspection Agency and this Department with a copy of an inspection report from the local government. This report must show the unit model number, serial number, inspection compliance with the codes and standards contained in the Georgia Rules of the Commissioner for Industrialized Buildings, the name and address of the official performing the inspection.

Third Party Inspection Agencies shall report any violation of this exception to the Department.

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## Number 9

Date: September 27, 2001  
Subject: Information Bulletin No. 110-2-9 Revised  
**Wood Roof and Floor Trusses**

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All wood trusses used in designs submitted for approval shall be accompanied by the engineer's calculations. *Truss sketches and calculations shall be stamped by a Georgia Registered engineer.*

Where wood trusses are submitted as part of the building system package, the truss identification name or number shall be shown on the cross section drawing of the model plans.

At the manufacturing site, each truss or group of identical trusses shall be identified with the truss design number corresponding to the engineer's calculations.

All lumber used in the manufacture of wood trusses shall be graded and bear a lumber grade mark of a recognized lumber grading agency. Realizing that this mark may be cut off in sizing the material to length, a certificate of inspection for each truss or for a bundle of trusses may be attached to the truss or bundle. A bundle must remain intact until imminent use in order for the certificate to remain valid. Other methods for substantiating lumber grade, as approved by the Department may be used.

Wood trusses built by the manufacturer shall be inspected by the Third Party Inspection Agency for compliance with the approved designs and use on a particular model.

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## Number 10

Date: September 27, 2001  
Subject: Information Bulletin No. 110-2-10 Revised  
**Procedures for Filing Plans and Data by Electronic Means**

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Technology improvements have made it possible to transfer data by electronic means economically with speed and security. We have made preparations to receive and transmit submissions in electronic format.



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We therefore are offering all manufacturers and third party agencies the opportunity to take advantage of this method of submitting data to this office.

The requirements for electronic submissions are as follows:

1. Plans must be submitted in a “.dwf”, “.dwg”, or “.pdf” formatted file. Most CAD systems can do this. “.cpc” files are also acceptable.
2. Other data must be submitted in “.rtf”, “.doc” or “.pdf” formatted files.
3. Required Engineer, Architect and Agency signatures and stamps must be affixed to the document in a secure manner using electronic format. We will not be keeping track of “keys” for secured documents. The required stamps may be on the cover sheet only if it contains a Table of Contents including the page/sheet number and date.
4. The DCA Application form must be signed, secured and included with all submissions.
5. Data will first be transmitted to the Third Party Agency for review and comments as is required. After review and approval, the Third Party Agency will stamp and send the data to the following addresses: [jhurdsmi@dca.state.ga.us](mailto:jhurdsmi@dca.state.ga.us) or [jwatts@dca.state.ga.us](mailto:jwatts@dca.state.ga.us) for filing by DCA.
6. The data will then be recorded on to a Compact Disc (CD) for filing by DCA.
7. Any filing fees due will be invoiced directly to the manufacturer at the end of the month. Failure to pay invoices promptly will result in holding up approvals and Insignia.

It is expected that this process will save all parties time and money. If you have any questions, please call Jerry Hurd-Smith at 404-679-3102 or John Watts at 404-679-5246 or e-mail your comments to the above e-mail addresses.

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## Number 11

Date: September 27, 2001

Subject: Information Bulletin No. 110-2-11 - Re-issued

**Items to be completed at the building installation site.**

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All building plans submitted to the Department must have a section on the front cover sheet reserved for Notes. These Notes will list items required by the construction codes and laws but not completed in the manufacturing plant. This will alert local code officials to items needing permitting and inspection.

These Notes shall be labeled “*Building Site Installation Requirements.*” Following are examples of the type of Notes to be placed in this new section.

1. Footings, foundation walls, piers and tie-downs.
2. Utility connections and plumbing lines to be installed.
3. List of electrical, gas, plumbing or HVAC systems to be installed or connected.
4. Include notification of buildings using height or area expansion provisions of the code.



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5. Include notice of handicapped provisions to be installed on site.

**6. Include a list of required items, such as sprinkler systems, fire alarms, fire extinguishers to be furnished or installed on site.**

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## Number 12

Date: September 27, 2001  
Subject: Information Bulletin No. 110-2-12  
**Buildings Needing An Architect's Seal**

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Listed By Occupancy Use:

Assembly	Institutional
Business over 5000 sq. ft.	Mercantile over 5000 sq. ft.
Daycare	Hotels/Lodging facilities
Educational	Apartments/Dormitories
High Hazard	Care/Residential Care/Assisted Living

Reference the Official Code of Georgia Annotated Title 43 Chapter 4 Article 1 (43-4-1) for the complete text.

Where required by Law or Code, the Engineer's stamp shall also be shown on plan documents.

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## Number 13

Date: May 17, 2002  
Subject: Information Bulletin No. 110-2-13  
**Foundation Design**

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Industrialized Building Rule 110-2-8-.06 requires a foundation design be included in the model plans submitted for approval. The following will provide guidance for Industrialized Building plans.

In lieu of data for a particular installation site, the bearing capacity for foundation design may be assumed to be 2500 pounds per square foot (For SI: 1 pound per square foot = 0.0479 kpa). This value may not be sufficient for all situations but is to be used only for general, non specific design.

Section 1811.2 of the International Building Code, 2000 Edition lists minimum dimensions for isolated pier foundations. Please add to this section an **Exception 4** to read as follows:

***Engineered pier designs using the loads and requirements listed in this Chapter may alter the height and width requirements.***

The local authority having jurisdiction is the final authority for all foundation designs and installations.



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If you have any questions, please call Jerry Hurd-Smith at 404-679-3102 or John Watts at 404-679-5246 or e-mail your comments to: [jhurdsmi@dca.state.ga.us](mailto:jhurdsmi@dca.state.ga.us) or [jwatts@dca.state.ga.us](mailto:jwatts@dca.state.ga.us).



GEORGIA DEPARTMENT OF  
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Gretchen Corbin  
COMMISSIONER

Nathan Deal  
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**MEMORANDUM**

**TO:** Industrialized Building Manufacturers; Third Party Agencies  
and Interested Parties

**FROM:** Ted Miltiades, Director of Construction Codes and Industrialized Buildings

**DATE:** November 10, 2013

**SUBJECT:** Information Bulletin No. 110-2-14, Rev. No. 1  
Permissible Architectural Work That Can Be Performed By Engineers

Information Bulletin No. 110-2-14, as previously issued on April 15, 2010, is hereby revised to read as follows:

Construction documents submitted for buildings of Educational Occupancy, Apartments, and Hotels and Motels are required to have an Architect's Seal; however, if submitted under the following circumstances they may be accepted with the Seal of an Engineer:

- Educational Occupancy----- The plans of each building must not exceed 1700 square feet in area, must be single story in height, must not have more than two classrooms, and must have a minimum of two exits from each classroom, opening directly to the outside.
- Hotels & Motels-----The plans of each building must not exceed 1,000 square feet in area, must be single story in height, and must not have more than four (4) bedrooms.

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Mike Beatty  
COMMISSIONER

Nathan Deal  
GOVERNOR

## MEMORANDUM

**TO:** Industrialized Building Manufacturers; Third Party Agencies  
and Interested Parties

**FROM:** Ted Miltiades, Director of the Industrialized Buildings Program

**DATE:** December 29, 2011

**SUBJECT:** Information Bulletin No. 110-2-15  
Industrialized building closed components

- 1) If an industrialized building (IB) is manufactured or assembled in more than one location, the closed construction IB components shall receive Georgia IB component insignias and the constructed IB modular shall also receive a Georgia IB insignia; In-plant inspections of manufacturing facilities and products shall be in accordance with IB Rule 110-2-6-.03.
- 2) IB components of the closed construction type shall receive a GA IB component insignia or;
  - shall be listed and labeled for the specific purpose or use intended by an IAS or ANSI accredited Product Certification Agency (PCA) that conforms to ISO Guide 65-1996, *General requirements for bodies operating product certification systems*, and;
  - shall be tested and found suitable for the purpose or use intended by an IAS or ANSI accredited testing laboratory that conforms to ISO/IEC 17025-2005, *General requirements for the competence of testing and calibration laboratories*, and;
  - shall be inspected by an IAS or ANSI accredited inspection agency that conforms to ISO/IEC 17020-1998, *General criteria for the operation of various types of bodies performing inspection*.
  - Final approval of IB components shall be determined by the Georgia Industrialized Building Program.
- 3) After January 1, 2012 all new third party inspection agencies shall be required to be an IAS accredited Inspection Agency.

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- 4) All documentation submitted to DCA shall be in English and all submitted plans shall be in English.
- 5) All dimensions included in submitted documentation and plans shall include U.S. Standard measurements.
- 6) In foreign language applications there must be an interpreter fluent in English and also fluent in English technical terminology available for DCA staff and the third party inspection agency staff during all inspection processes.
- 7) All payments to DCA must be in U.S. currency.
- 8) Manufacturers will incur all cost of any required out of state visits by DCA staff members.



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**MEMORANDUM**

**TO:** Industrialized Building Manufacturers; Third Party Agencies  
and Interested Parties

**FROM:** Ted Miltiades, Director of the Industrialized Building Program

**DATE:** January 5, 2012

**SUBJECT:** Information Bulletin No. 110-2-16  
Shipping Containers

Georgia Industrialized Building Insignias cannot be affixed to shipping containers.

Shipping containers are not under the scope of the Georgia Industrialized Buildings Program.

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**MEMORANDUM**

**TO:** Industrialized Building Manufacturers and Third Party Agencies

**FROM:** Ted Miltiades, Director of the Industrialized Buildings Program

**DATE:** December 18, 2012

**SUBJECT:** Information Bulletin 110-2-17  
Plans Filed for Record

Effective January 1, 2013, all model plans submitted for renewal or revisions shall be considered as 'File for Record' and subject to the payment of the current 'File for Record' fee of \$20.00.

If you have questions or need further assistance, please contact the Industrialized Buildings Office at (404) 679-3118 or by email at [industrializedbuildings@dca.ga.gov](mailto:industrializedbuildings@dca.ga.gov).