DHCD
Maryland Department of Housing
and Community Development

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TO: Maryland Local Building Officials

FROM: Norman C. Wang, RA
Director, Maryland Codes Administration

POLICY: # 2

SUBJECT: Requirements for Student-Built Modular Buildings

EFFECTIVE DATE: January 01, 2017

The Maryland Department of Housing and Community Development (the "Department") has adopted the following policy governing the authorization for Maryland insignias to be applied to student-built industrialized buildings. The Department has the statutory authority over the requirements and construction of industrialized buildings including modular homes that qualify under §§12-201(f), 12-301 – 12-313 of the Public Safety Article.

OBJECTIVES

- To clarify the requirements of proposed industrialized buildings which are to be constructed by students in a classroom setting, led by qualified instructors.
- To clarify the requirement of fees to obtain Maryland insignias, which must be attached to such student-built industrialized buildings after they have been completed and inspected.

POLICY

The Department will permit modular buildings, built by students in publicly-funded educational institutes, to be recognized as legal industrialized buildings in the State of Maryland on the condition that all following requirements are met:

- **Letter of Request**:

  A local government shall send an official letter to the Department.

  (1) The local government requests that the specified educational institute is allowed to be a manufacture and to constructs an industrialized building in accordance with the applicable building codes adopted by the Department.

  (2) The local government shall send a separate letter for each proposed industrialized building. The Department will evaluate each request on a case by case basis.

  (3) A local government states, on the letter, that it agrees to be responsible for plan review & approval before construction starts.

(4) A local government states, on the letter, that it agrees to be responsible for inspections during construction process.

- **Statement of Qualification of Instructors**:

  Qualifications of school instructors for the project must be submitted to the Department for review and approval.

- **Quality Control Manual or Course Syllabi**:

  Quality control manual or course syllabi must be submitted to the Department for review and approval.

- **Building Standards:**

  (1) The building standards shall be the Model Performance Code effective at the time of the petition; currently they include 2015 IRC, 2015 IECC, 2014 NEC, 2015 NFPA 101, 2012 Maryland Accessibility Code (MAC), 2013 NFPA 13D
  (2) Automatic fire sprinkler system and energy test are required per code requirements.

- **Record Documents:**

  (1) A copy of approved construction documents shall be provided to the Department for record.
  (2) A copy of fire sprinkler certificate and a copy of energy test result shall be provided to the Department for record after they are completed.

- **Maryland Insignias**:

  (1) Maryland Insignias are required and shall be attached to the completed and inspected building by the local government before the building is transported out of the school.
  (2) The insignias are available from the Department.
  (3) The Department will furnish Maryland insignias free of charge for only one building per local jurisdiction per year. All other required insignias can be purchased for a fee through the Department.

- **Location Report**:

  Location of the final installation site shall be provided to the Department using an online system (Instructions will be provided upon request).