



BULLETIN

To: All Concerned Parties
From: Interstate Industrialized Buildings Commission
Date: September 17, 2018
Subject: Summary of Actions – IIBC Annual Meeting

Below is a summary of actions taken by IIBC during its annual meetings on July 19, 2017 and July 18, 2018 in Herndon, VA.

Certificate of Good Standing

Manufacturers will be required to submit a “certificate of good standing” when registering with the Commission. The state-issued document – also known as a “certificate of existence” or “certificate of authorization” – shows that a corporation or limited liability company has met the statutory requirements and is authorized to do business in that state (see attached sample).

Plans Examiner or Inspector Certificate Reinstatement

A new Formal Interpretation has been issued to standardize and expedite the process for reinstating certificates that have expired for more than a year. It will eliminate the need for applicants to request a waiver from the Commission which can take up to 60 days.

Industrialized Building Approval Limits

A new Formal Interpretation has been issued to emphasize that data plates delimit a building’s approval. This includes specifying the modules – by serial number and certification label number – that make up the approved building. Accordingly, adding or omitting modules will require the building to be recertified in accordance with the Commission’s procedures.

INTERSTATE INDUSTRIALIZED BUILDINGS COMMISSION
 505 Huntmar Park Dr., Suite 210, Herndon, VA 20170 | (703) 481-2022

Designated agencies are responsible for submitting initial Registration Forms.
 Manufacturers are responsible for notifying the Commission and designated agencies of any changes. See instructions for more details.
Attach Certificate(s) of Good Standing (aka Certificate of Existence, Certificate of Authorization)

PART I. BUSINESS ENTITY

Legal Business Name:	FEIN:
Trade Name:	
Address:	
Phone:	Web Address (opt.):
Parent Co., City, ST (if applicable):	

PART II. AUTHORIZED REPRESENTATIVE

Name:	Title:
Email:	Phone:

PART III. MANUFACTURING FACILITIES

Facility 1. Name/Designation:			<input type="checkbox"/> ADD <input type="checkbox"/> EDIT <input type="checkbox"/> REMOVE
Physical Address:			
Mailing Address (if different):			
Phone:	Evaluation Agency:	Inspection Agency:	
Facility 2. Name/Designation:			<input type="checkbox"/> ADD <input type="checkbox"/> EDIT <input type="checkbox"/> REMOVE
Physical Address:			
Mailing Address (if different):			
Phone:	Evaluation Agency:	Inspection Agency:	
Facility 3. Name/Designation:			<input type="checkbox"/> ADD <input type="checkbox"/> EDIT <input type="checkbox"/> REMOVE
Physical Address:			
Mailing Address (if different):			
Phone:	Evaluation Agency:	Inspection Agency:	
Facility 4. Name/Designation:			<input type="checkbox"/> ADD <input type="checkbox"/> EDIT <input type="checkbox"/> REMOVE
Physical Address:			
Mailing Address (if different):			
Phone:	Evaluation Agency:	Inspection Agency:	
Facility 5. Name/Designation:			<input type="checkbox"/> ADD <input type="checkbox"/> EDIT <input type="checkbox"/> REMOVE
Physical Address:			
Mailing Address (if different):			
Phone:	Evaluation Agency:	Inspection Agency:	

INSTRUCTIONS FOR COMPLETING REGISTRATION FORMS

DESIGNATED AGENCIES –

- A completed registration form must be submitted whenever your agency contracts with a new client to provide evaluation and/or inspection agency services under the Commission’s program. Enclose a copy of the contract with the form.
- Under PART III of the form, list ONLY the manufacturing facilities for which your agency will provide inspection and/or evaluation agency services under the Commission’s program.
- A written notice required by Part V, Sections 2(A) and 3(A) of the UAP, must accompany the form if the manufacturer is requesting a change in agencies.

MANUFACTURERS –

- Use the form to notify the Commission and your designated agency of changes. Refer to Part IV, Section 8(A) of the UAP for additional details including when the information must be provided.
- If you received a prefilled form, verify the information and return the form with any corrections to the Commission. **Manufacturers who fail to return the form may be removed from the list of registered facilities.**
- The prefilled form will list ALL of the manufacturing facilities owned by the business entity and registered with the Commission (i.e., under contract with a designated evaluation or inspection agency).

PART I. BUSINESS ENTITY

Certificate(s) of Good Standing must be attached. The state-issued document (aka certificate of existence, certificate of authorization) shows that a corporation or limited liability company has met the statutory requirements and is authorized to do business in that state.

Legal Business Name. Full business name of the entity as it appears on the legal document creating it.

FEIN (Federal Employer Identification Number). Nine-digit number assigned by IRS to the business.

Trade Name. Name of company if different from the legal business name (“doing business as” name).

Address. Full mailing address of the business.

Parent Company. If applicable, name and location (city, state) of the company that owns more than 50 percent of the voting shares of the business entity.

PART II. AUTHORIZED REPRESENTATIVE

Name, title, email and phone number of the company officer who will serve as the primary business contact person.

PART III. MANUFACTURING FACILITIES

ONLY list active facilities that are under contract with a designated evaluation and inspection agency and that intend to manufacture industrialized buildings or building components regulated by the Commission. A facility can be added at any time by submitting a revised form to the appropriate designated agency.

Facility Name/Designation. Name or plant number used by the business to identify the individual manufacturing facility – do not provide brand name(s).

Physical Address. Full physical address of the manufacturing facility.

Mailing Address. Full mailing address of the manufacturing facility if different from physical address.

Evaluation Agency. Name of the one or more evaluation agencies under contract to provide plan and design review services for buildings under the Commission’s program.

Inspection Agency. Name of the one or more evaluation agencies under contract to provide inspection services for buildings under the Commission’s program.

A **Certificate of Good Standing**, also called a "Certificate of Existence" or "Certificate of Authorization," is a state-issued document that shows that a corporation or limited liability company (LLC) has met the statutory requirements and is authorized to do business in that state. See sample below.

Commonwealth of Virginia



State Corporation Commission

CERTIFICATE OF GOOD STANDING

I Certify the Following from the Records of the Commission:

That [redacted] Incorporated is duly incorporated under the law of the Commonwealth of Virginia;

That the date of its incorporation is February 26, 2009;

That the period of its duration is perpetual; and

That the corporation is in existence and in good standing in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



*Signed and Sealed at Richmond on this Date:
February 1, 2012*

Joel H. Peck
Joel H. Peck, Clerk of the Commission

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FORMAL INTERPRETATION No. 18-01

Subject: Technical Personnel Certificate Reinstatement
Reference: UAP, Part VI, Sections 4(B)(5) and (G)(6)
Effective Date: September 17, 2018

ISSUE

Applicants whose certificates have expired for more than one year are required to submit a new application which necessitates retaking required tests. Most request the Commission to reinstate their certificates and waive the test requirements. Although routine, the process is not widely known and is done by letter ballot which may take up to 60 days. The Commission has decided to formalize the process for uniformity and expediency.

INTERPRETATION

An applicant shall be permitted to reinstate a certificate that has expired for more than a year by complying with the following requirements.

1. Submit a completed form and a \$ 150 non-refundable reinstatement fee.
2. Submit evidence of completing 2.0 CEUs per 3-year certificate period.
3. Fulfill the mandatory training seminar requirement.

Reinstated certificates shall be valid for not less than 18-months and expire on the last day of June or December whichever comes first.

Certificates that have expired for not more than a year shall be renewed in accordance with UAP, Part VI, Section 4(G)(5).

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CERTIFICATE REINSTATEMENT APPLICATION

Certificate Type:	No:	Date Expired:
Non-refundable Reinstatement Fee (payable to IIBC):	\$ 150.00	Check No.:

APPLICANT INFORMATION

Name:	
Street Address:	
City, ST Zip:	
Email:	Phone:

EMPLOYER INFORMATION

Employer:	
Job Title:	
Street Address:	
City, ST Zip:	

CONTINUING EDUCATION UNITS (CEUs) – proof of completion must be enclosed

Description of Activity	Sponsor/Organization	Date(s)	CEUs
Minimum 2.0 CEUs required per 3-year certification period or part thereof.			Total CEUs:

CERTIFICATION

I certify that the information in this application is accurate and complete to the best of my knowledge.

Signature of Applicant:	Date:
IIBC use only New Expiration Date:	
IIBC Seminar Completed:	



FORMAL INTERPRETATION No. 18-02

Subject: Data Plates and Limits on Building Approvals (Certifications)
Reference: UAP, Part IV, Section 4 and 4(B)
Effective Date: September 15, 2018

ISSUE

It has come to the Commission's attention that some industrialized buildings are being assembled in a manner that is inconsistent with the parameters specified on data plates. The Commission's certification – as evidenced by an affixed label – is limited to the industrialized building manufactured in accordance with an approved building system and an approved compliance assurance program. The specifics of the approval are provided on the data plate which includes the serial numbers and label numbers of the modules that constitute the approved building.

INTERPRETATION

An industrialized building's certification is limited to the modules specified by serial number and label number on the data plate. Buildings modified or altered by adding or omitting modules must be recertified in accordance with Formal Interpretation 15-01 "Labeling of Existing Buildings".