

— Industrialized Buildings Commission —

Number
95-06

Effective Date: October 13, 1995

Subject: Reporting of IBC certification labels applied to existing buildings

Reference: UAP - Part IV, Section 4(A)(7)(f)-(i)

ISSUE: Currently, IBC labels used to relabel existing buildings are being reported on label assignment forms or monthly production reports. This reporting method is creating confusion and hampering the Commission's ability to track its labels. Therefore, the Commission has determined that an alternate method is needed.

INTERP: To alleviate the confusion and enable the Commission and the inspection agencies to adequately track the use of IBC certification labels, the Commission has developed an AIBC Re-Labeling Report Form. This new form should be completed by the inspection agency anytime it relabels existing buildings in accordance with UAP, Part IV, Section 4(A)(7)(f)-(i).

FORMAL INTERPRETATION

Ë INDUSTRIALIZED BUILDINGS COMMISSION Ë

RELABELING REPORT FORM

We, _____ (name of inspection agency), Code # _____, have relabeled existing units for the following company at the location indicated with IBC certification labels in accordance with the Uniform Administrative Procedures, Part IV, Section 4(A)(7).

PART I: CORPORATION REQUESTING RE-LABELING

Corporate Name:

Mailing Address:

City:

State:

Zip:

Contact:

Phone:

PART II: LOCATION OF RE-LABELED UNIT(S)

Street Address:

City:

State:

Zip:

PART III: DESCRIPTION OF RE-LABELED UNIT(S)

IBC Label No.	Model No./Size	Existing Label No	Date of Mfr.	Module Number	Use Group

C **IBC Label No.:** IBC Certification Label number affixed to unit.

C **Model No./Size:** Model of unit from data plate. If unavailable, nominal size of unit.

C **Existing Label No.:** If applicable, original state label number attached to unit.

C **Date of Mfr.:** If available, date of manufacture from data plate.

C **Module Number:** Module number per total number of modules that make up building (1 of 4, 2 of 4, etc.)

C **Use Group:** Primary occupancy or use group designation per model building code.

PART IV: PAYMENT FOR IBC CERTIFICATION LABELS

MODULAR/CLOSED PANEL LABELS	Quantity	Fee	Amount (A)
		\$53.00	
COMPONENT LABELS	Quantity	Fee	Amount (B)
		\$29.00	
Make Checks Payable to: INDUSTRIALIZED BUILDINGS COMMISSION	Check No.	Dated	Amount (A+B)

PART V: INSTRUCTIONS

Inspection Agency:

A completed form must be submitted along with payment no later than 30 calendar days after labels have been affixed.

1. Complete all parts and make one copy.
2. Retain copy for your records.
3. Submit original along with check to:

INDUSTRIALIZED BUILDINGS COMMISSION
505 Huntmar Park Drive, Suite 210
Herndon, VA 20170

Revised 7/97

INSTRUCTIONS FOR COMPLETING THE IBC RELABELING REPORT FORM

The form should be completed by the inspection agency and submitted to the Industrialized Buildings Commission within 30 calendar days after the labels have been affixed along with the payment for the labels.

Corporate Name: The name of the corporation which requested the units to be relabeled.

Contact: The representative of the corporation who has requested the relabeling.

Mailing Address: The mailing address of the corporation.

Location of Units: The physical location of the unit(s).

IBC Label Number: Label number of the IBC certification label assigned/attached to the unit.

Model Name/Size: If specified on the existing data plate, the model name of the unit. Otherwise, the nominal size of the unit.

Old State Label Number: If applicable, the number of the original state label that was attached to the unit(s).

Date of Manufacture: If available, the date the unit was originally manufactured as specified on the existing data plate.

Module Number: The module number per the total number of modules that make up the building.

Use Group: The primary occupancy or use group designation for the building as defined by the applicable Model Building Code.