

**MODULAR
BUILDING PROGRAM
DOCUMENTS**



To: **John Doe, jdoo@abcmodular.com**

Re: **DFCM Modular Building Program Application for: [DFCM Modular Building Program Application for Modular Manufacturer/Inspection Agency/Inspector](#)**

Date: **January 1, 2001**

DFCM Manufacturer ID: ABCD *This will only be shown on Manufacturer letters

DFCM Third-Party Inspection Agency ID: IAABC *This will only be shown on Inspection Agency letters

DFCM Third-Party Inspector Certification ID: IAABC-000 *This will only be shown on Inspector's letters

Approval of your State of Utah Modular Building Program application for **Modular Manufacturer/Inspection Agency/Inspector** has been recommended. This recommendation has been given based on the information provided in your application documents. Any changes to this information subsequent to receipt of your approval must be reported to the Division of Facilities Construction and Management (DFCM) within 30 days. DFCM reserves the right to revoke any recommendation for approval or full approval at any time and for any reason.

The next step to receiving approval is to submit your registration payment. Instructions on how to make your payment are provided on the next page. Once your payment has successfully processed approval will be granted by way of appearing on the **State of Utah Modular Building Program Approved Modular Manufacturer/Inspection Agency/Inspector** list.

Please note: Approval is based on this letter in conjunction with your registration payment. This letter nor the registration payment independent of one another grants approval. Approvals are valid for a period of one year, at which time you will be required to renew your registration in order to remain on the State of Utah Modular Building Program respective approved list. The State of Utah is not responsible for notifying applicants of their pending expiration date.

Reminder for Third-Party Inspection Agencies:

- Each third-party inspector you intend to perform work for this program must independently submit an application and register with the State of Utah. Your approval is only for your agency. ***This will only be shown on Inspection Agency/Inspector letters**

Modular Manufacturers:

- DFCM is now accepting plan registration submissions for inspected and decaled projects. For instructions on how to submit approved plans and order and register decals, please visit our website.
- DFCM has assigned you a **DFCM Manufacturer ID**, listed above. Please take note of this, it will be your ID for all of your plan document submissions and decal registration ***This will only be shown on Manufacturer letters**

Sincerely,

Jane Smith

State of Utah - Division of Facilities Construction and Management

MANUFACTURER DOCUMENTS



Phase I: Application and Approval

Apply: Submit your application and related documents to DFCM via email at modular@utah.gov.

Application Review: DFCM will review your application and required documents to ensure they meet state standards. This can take up to 30 days.

Register: Once you have received your approval letter and paid the associated registration fee, you will be officially approved. Approval status is reflected by the DFCM-approved lists, which can be accessed on the DFCM website.

Phase II: Plan Document Review and Registration

Third-Party Plan Review: Contact a DFCM Approved Third-Party Inspection Agency (TPIA) to conduct a review of your plan documents.

Plan Registration: Once your plans have been approved and stamped with the official State of Utah DFCM Code Compliance stamp, it is time to register the plans with DFCM.

Step 1: Assign a Plan Number using the following format:

Assigned 3- or 4-Digit Manufacturer ID + 2 Digit Year + 3 Digit Submission Number (Example: XXX26001, XXX26002, etc.)

Step 2: Identify on the plan document where the decal(s) will be affixed.

Step 3: Email the plan document to modular@utah.gov.

Step 4: Pay the \$50 plan registration fee.

Phase III: Build & Certify

Once your plans have been registered with DFCM, unit construction and in-plant inspections can begin!

Order your DFCM Decals: Fill out the Decal order Form, which can be accessed on the DFCM website in the Modular Building Program Decals tab.

Third-Party Inspections: Contact a DFCM Approved Third-Party Inspection Agency (TPIA) to schedule your in-plant inspections for each unit. Once your TPIA inspector has inspected each unit and provided their approval, they will affix the appropriate DFCM decals. ***The inspector is the only one authorized to fill out and install DFCM Decals.***

Note: Virtual inspections are not allowed.

Decal Documentation: Manufacturers must photograph each decal after it has been installed by the TPIA inspector for each unit to register the decals with DFCM.

Decal Registration:

Step 1: Photograph and name the photo with the decal serial number and the plan number it is associated with. (Example: 50000 – XXX26001)

Step 2: Alongside the inspector, fill out the DFCM Modular Construction ***Decal Registration Form***, which can be accessed via our website, and send the completed form as well as the photos via email to modular@utah.gov.

Step 3: Pay the Decal Registration Fee(s).

Note to Manufacturers: No unit is considered state-compliant until the decal is appropriately affixed and registered with DFCM.



Instructions for Plan Registration

Plan Registration: Once your plans have been approved and stamped with the official State of Utah DFCM Code Compliance stamp, it is time to register the plans with DFCM.

Step 1: Assign a Plan Number using the following format:

Assigned 3- or 4-Digit Manufacturer ID + 2 Digit Year + 3 Digit Submission Number (Example: XXX26001, XXX26002, etc.)

Step 2: Identify on the plan document where the decal(s) will be affixed.

Step 3: Email the plan document to modular@utah.gov.

Step 4: Pay the Plan Registration Fee.

Payment Instructions

Once you have submitted your completed approved plans to modular@utah.gov, it's time to make your plan registration payment. Please use [this link](#) to access the DFCM Modular Building Program Online Payment Portal and be sure to follow the instructions below so your payment is accurately applied to your application. All **Registration Fees** can be accessed [here](#).

The payment portal will appear as shown in the image below. Populate each field with the following information. Each field allows a maximum of 50 characters:

- **Item paid for:** [Plan Registration](#)
- **Amount Paid:** Please refer to the Plan Registration Fee provided. Plan Registration will not be considered paid for until the full amount has been paid.
- **Contact Phone:** This field is optional, but we ask that you provide this information in the event we have any questions.
- **Contact Email:** This is the email address a receipt for this payment will be sent to.
- **Comments:** The [name of the manufacturer and plan number](#) the registration is being paid for. (Example: FAKE COMPANY ZZZZ-26001)

Do not combine payments for multiple registrations. Upon successful completion of your payment, you will receive an email receipt entitled **State of Utah Online Payment Confirmation** from online_payment_noreply@utah.gov.



Instructions for Decal Registration

Decal Documentation: Manufacturers must photograph each decal after it has been installed by the TPIA inspector for each unit to register the decals with DFCM.

Decal Registration:

Step 1: Photograph and name the photo with the decal serial number and the plan number it is associated with. (Example: 50000 – XXX26001)

Step 2: Alongside the inspector, fill out **the DFCM Modular Construction Decal Registration Form**, which can be accessed via our website, and send the completed form as well as the photos via email to modular@utah.gov.

Step 3: Pay the Decal Registration Fee(s).

Payment Instructions

Once you have submitted your decals to modular@utah.gov, it's time to make your decal registration payment. Please use [this link](#) to access the DFCM Modular Building Program Online Payment Portal and be sure to follow the instructions below so your payment is accurately applied to your application. All **Registration Fees** can be accessed [here](#).

The payment portal will appear as shown in the image below. Populate each field with the following information. Each field allows a maximum of 50 characters:

- **Item paid for:** [Decal Registration](#)
- **Amount Paid:** Please refer to the Decal Registration Fees provided. Decal Registration will not be considered paid for until the full amount has been paid.
- **Contact Phone:** This field is optional, but we ask that you provide this information in the event we have any questions.
- **Contact Email:** This is the email address a receipt for this payment will be sent to.
- **Comments:** The [name of the manufacturer, plan number, and decal number](#) the registration is being paid for. (Example: FAKE COMPANY ZZZZ-26001, 1111111)

Upon successful completion of your payment, you will receive an email receipt entitled **State of Utah Online Payment Confirmation** from online_payment_noreply@utah.gov.

Utah Online Payment

Welcome to the online payment system. Enter the information for your payment below and click the "Make Payment" button to make the payment via Chase.

Item paid for *

Amount Paid *

Contact Phone

Contact Email *

Comments



Submission Instructions: Once the in-plant inspection has been completed and decals have been affixed to each unit, please fill out this form and submit it to DFCM via email at modular@utah.gov.

Note: Registration is not considered complete until photographs are received and verified, and decal registration fees have been paid.

Photo Attachment Requirements: To ensure units are registered correctly in the state database, please follow these formatting rules:

- **File Format:** Submit all photographs in **.JPG** or **.PNG** format.
- **Naming Convention:** Each photo file **must** be named exactly as the **Decal Serial Number** it depicts + placement. Close to show the decal details, Wide to show the placement (e.g., 260000-Close or 260000-Wide.jpg).
- **Packaging:** If the project includes multiple units, please place all individual decal photos into a single **ZIP folder** along with this form before attaching it to your email.
- **Clarity:** Photos must be clear, legible, and show the decal securely affixed to the unit.

Project Information

Date Inspection was Completed: [Today's date](#)

Number of Units/Panels associated with project: [Click to enter text](#)

Project/Installation Address: [Click to enter text](#)

Structure Type: Permanent Relocatable

Plan Number: [Click to enter text](#)

Decal Serial Number(s):

Click to enter text	Click to enter text
Click to enter text	Click to enter text
Click to enter text	Click to enter text
Click to enter text	Click to enter text
Click to enter text	Click to enter text
Click to enter text	Click to enter text
Click to enter text	Click to enter text
Click to enter text	Click to enter text
Click to enter text	Click to enter text



Manufacturer Certification

I certify that the modular building units/panels listed above have been constructed in accordance with the plans registered with DFCM. I further certify that the required photographs of each affixed decal have been taken and named according to program requirements. I understand that giving false or misleading information may be cause for revocation of program approval.

Manufacturer Business Name: [Click to enter text](#)

Name of Authorized Signer: [Click to enter text](#)

Signature of Authorized Signer: _____

Date: [Today's date](#)

Third-Party Inspection Agency (TPIA) Certification

I certify that I have performed the in-plant inspections for the units listed above in accordance with DFCM Modular Building Program requirements. I affirm that all identified deficiencies were corrected prior to the issuance and affixing of the DFCM decals. I certify that I am currently licensed/certified in the appropriate subject area and maintain an active status.

Third-Party Inspection Agency: [Click to enter text](#)

Name of Inspector: [Click to enter text](#)

Signature of Inspector: _____

Date: [Today's date](#)



Submission Instructions: Once the in-plant inspection has been completed and decals have been affixed to each unit, please fill out this form and submit it to DFCM via email at modular@utah.gov.

Note: Registration is not considered complete until photographs are received and verified, and decal registration fees have been paid.

Photo Attachment Requirements: To ensure units are registered correctly in the state database, please follow these formatting rules:

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Signature of Authorized Signer: _____

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I certify that I have performed the in-plant inspections for the units listed above in accordance with DFCM Modular Building Program requirements. I affirm that all identified deficiencies were corrected prior to the issuance and affixing of the DFCM decals. I certify that I am currently licensed/certified in the appropriate subject area and maintain an active status.

Third-Party Inspection Agency:

Name of Inspector:

Signature of Inspector: _____

Date:

**THIRD-PARTY
INSPECTION AGENCY
DOCUMENTS**



Phase I: Application and Approval

Apply: Submit your application and related documents to DFCM via email at modular@utah.gov.

Application Review: DFCM will review your application and required documents (including licenses, insurance, and certifications) to ensure they meet state standards. This can take up to 30 days.

Register: Once you have received your approval letter and paid the associated registration fee, you will be officially approved.

Note to Third-Party Inspectors: Both you as an individual inspector and the Agency you work for must be independently approved and have paid the registration fee before being officially approved. Approval status is reflected by the DFCM-approved lists, which can be accessed on the DFCM website.

Phase II: Plan Document Review and Registration

Third-Party Plan Review: Once manufacturers are approved, they will contact you to conduct a review of their plan documents.

Plan Registration: Once you have reviewed and approved the plans, you must stamp the cover page with the official State of Utah DFCM Code Compliance stamp.

Submission Prep: Return the approved plans to the manufacturer for registration with DFCM. Ensure the seal includes the plan approval number and date, and that the file is flattened to prevent modifications.

Phase III: Build & Certify

In-Plant Inspections: Manufacturers will contact an approved TPIA to schedule inspections for each unit.

Note: Virtual inspections are not allowed.

Affixing Decals: Once the inspector has inspected the unit and provided approval, they must personally affix the appropriate DFCM decals (provided by the manufacturer). **The inspector is the only one authorized to fill out and install DFCM Decals.**

The diagram shows a rectangular decal with the following text and fields:

- Top text: "THIS INSIGNIA IS THE PROPERTY OF THE STATE OF UTAH", "DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT", "THIS STRUCTURE COMPLIES WITH THE FACTORY BUILT CONSTRUCTION STANDARDS OF THE STATE OF UTAH".
- Left side: "MANUFACTURER(S) NAME" followed by a blank box.
- Bottom left: "DATE BUILT" followed by a blank box.
- Bottom right: "CERTIFICATION NO. ID" followed by a blank box.
- Center: Two horizontal boxes. The left one is labeled "PLAN APPROVAL NO." and is highlighted with a green border. The right one is labeled "UNIT ID#" and is highlighted with a blue border.

Callouts:

- Green box: "The plan name and number used for DFCM registration." (points to PLAN APPROVAL NO.)
- Blue box: "Used to specify individual unit numbers for multi-unit projects." (points to UNIT ID#)
- Red box: "The unique ID issued to inspectors upon DFCM approval." (points to CERTIFICATION NO. ID)

Decal Documentation: After the inspection is complete, you and the manufacturer must fill out the DFCM Modular Construction Decal Registration Form, which can be accessed via the DFCM website.



Sample of the State of Utah DFCM Code Compliance stamp

This stamp may only be used for official use by State of Utah Approved Inspectors on behalf of the State of Utah to seal approved plan sets for State of Utah Approved Manufacturers. See sample below.

