



Missouri Public Service Commission

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JASON R. HOLSMAN
Commissioner

JOHN P. MITCHELL
Commissioner

Important Information Bulletin

TO: Missouri Modular Manufacturers, Dealers, and Third-Party Agencies

**FROM: David Freeman, Program Manager
Manufactured Housing & Modular Units Program**

RE: Missouri Modular Building Code Changes

Several updates and changes have been made to the Missouri Code of State Regulations governing modular units Chapter 123 - 20 CSR 4240-123. Prior approved existing modular units will be valid until May 30, 2025. **Effective November 30, 2024**, new codes were adopted and all new modular unit models must be constructed to the criteria set forth in the 2021 International Building Code, the 2021 International Plumbing Code, the 2021 International Mechanical Code, the 2021 International Fuel Gas Code, the 2021 International Residential Code, the 2021 International Energy Code and the 2020 National Electric Code NFPA 70 NEC.

Effective immediately, begin using the new forms as new models are to be constructed to the new codes. These forms are available on our webpage at: www.psc.mo.gov; click on the manufactured housing tab, manufacturer information link.

Please note that modular units must be completed structures and must be tagged with a code compliance seal before being shipped and sold in the State of Missouri.

ATTENTION MISSOURI DEALERS AND MANUFACTURERS:

- Every dealer or manufacturer who sells a modular home to be placed in Missouri is required to have the purchaser of the modular unit sign and date an acknowledgement/waiver that the dealer or manufacturer has offered the fire sprinkler system in conjunction with the sale of the home. The acknowledgement/waiver must be signed by both the purchaser and the dealer or manufacturer or his/her legal representative. The purchaser is responsible for the cost of the fire sprinkler system being installed in the home.
- Dealers who sell modular structures are responsible for the proper and initial set up of all modular structures.
- If you have any questions, please contact our office at 1-800-819-3180.



**Missouri Public Service Commission
Manufactured Housing & Modular Units Program
Plan & QC Manual Approval Checklist**

Please note that plan approvals will not be processed unless the Manufacturer has a current Certificate of Manufacturer Registration on file with the Missouri Public Service Commission and up-to-date with Seals of Compliance Reports.

Fees: New Plan Approvals - \$150 per model Plan Revisions - No fee for simple revisions* Plan Renewals - \$150 per model Quality Control Manual Approval - \$150 *Note: Other revisions may require the \$150 fee. Call to inquire.	Mailing Address: Manufactured Housing & Modular Units Program Program Manager P.O. Box 360 Jefferson City, MO 65102	How to Reach Us : Phone: 800-819-3180 Fax: 573-522-2509 Web Page: www.psc.mo.gov Email: manhouse@psc.mo.gov
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New Plan Approvals - Plans are approved for a period of one year and **must be renewed each year** until production of the models has ceased.

Plan Approval Form
 Plan Review Form
 Letter from the Third Party Inspection Agency - The letter must list the model and indicate that the model has been approved for the current codes used by the State of Missouri.
 Set of stamped plans - Each page of plans must be stamped by the Third Party Inspection Agency.
 Check or money order for the appropriate fee amount. **(Make check payable to: Director of Revenue)**

Revisions – Simple Revisions

Plan Approval Form
 Plan Review Form
 Copy of the Plan Approval Form stamped with the State of Missouri PSC Stamp from the prior approval.
 Letter from the Third Party Inspection Agency - The letter must list the model and indicate that the model has been approved for the current codes used by the State of Missouri.
 One set of stamped plan revisions - Each page of the plan revision must be stamped by the Third Party Inspection Agency.

Plan Renewals - Choose Option 1 or Option 2
 Plans will be approved for a period of one year and **must be renewed each year** until production of those models has ceased.

Option 1

Plan Approval Form
 Plan Review Form
 Letter from the Third Party Inspection Agency - The letter must list the model and indicate that the model has been approved for the current codes used by the State of Missouri.
 Set of stamped plans - Each page of plans must be stamped by the Third Party Inspection Agency.
 Check or money order for the appropriate fee amount. **(Make check payable to: Director of Revenue)**

Option 2 (This option can be used ONLY if no changes have been made to the plan since last approval/)

Copy of the Plan Approval Form stamped with the State of Missouri PSC "Approved" stamp from the prior approval year.
 New Plan Approval Form
 Plan Review Form
 Letter from the Third Party Inspection Agency; the letter must list the models and indicate they have been approved for the current codes used by the State of Missouri.
 Check or money order for the appropriate fee amount. **(Make check payable to: Director of Revenue)**

Quality Control Manual (QC Manual)
 The QC Manual will be approved for a period of one year.
 Approval of the QC Manual should coincide with the Manufacturer Certificate of Registration Application process.

Plan Approval Form
 Plan Review Form
 Letter from the Third Party Inspection Agency - The letter must indicate the QC Manual has been approved for the current codes used by the State of Missouri.
 Stamped copy of the QC Manual; each page of the Manual must be stamped by the Third Party Inspection Agency. Additional set required if a stamped set is to be returned.
 Check or money order for the appropriate fee amount. **(Make check payable to: Director of Revenue)**

Quality Control Renewals - Choose Option 1 or Option 2

Option 1

Plan Approval Form
 Plan Review Form
 Letter from the Third Party Inspection Agency - The letter must indicate the QC Manual has been approved for the current codes used by the State of Missouri.
 Stamped copy of the QC Manual; each page of the QC Manual must be stamped by the Third Party Inspection Agency.
 Check or money order for the appropriate fee amount. **(Make check payable to: Director of Revenue)**

Option 2 (This option can be used ONLY if no changes have been made to the QC Manual since last approval.)

Copy of the Plan Approval Form stamped with the State of Missouri PSC "Approved" stamp from the prior approval year (if QC Manual has not changed).
 New Plan Approval Form
 Plan Review Form
 New approval letter from the Third Party Inspection Agency; the letter must indicate the QC Manual has been approved for the codes of the State of Missouri.
 Check or money order for the appropriate fee amount. **(Make check payable to: Director of Revenue)**



**Missouri Public Service Commission
 Manufactured Housing & Modular Units Program
 Application for Modular Unit Plan Approvals**

Transmittal Number (PSC Office)	Check Number	Check Amount
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INSTRUCTIONS

Submit the completed application, plans, & fees to your Third Party to forward to: Manufactured Housing & Modular Units Program P.O. Box 360, Jefferson City, MO 65102 or 200 Madison St., 5 th Fl., Jefferson City, MO 65101	Plan Approval Fees (non-refundable): \$150 per model Make all checks and money orders payable to: Missouri Director of Revenue	How to reach us: Phone: 800-819-3180 Fax: 573-522-2509 Web Page: www.psc.mo.gov
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MANUFACTURER INFORMATION
 Must use the actual facility name & address where the model will be produced.

Registration Number:	Registration Expiration Date:
Manufacturer's Name:	
Contact Name:	Email Address:
Mailing Address:	Physical Location:
City/State/Zip:	
Phone Number:	Fax Number:

THIRD PARTY INSPECTION AGENCY INFORMATION
 NOTE: A letter from the authorized representative approving models listed below must be attached to this Plan Approval Form.

Third Party Agency:	
Contact Name:	Email Address:
Mailing Address:	
City/State/Zip:	
Phone Number:	Fax Number:

DEALER OR CONSUMER INFORMATION
 Attach additional sheets if necessary.

Dealer or Consumer Name:	Dealer Registration #:
Physical Address:	Dealer Email Address:
City/State/Zip:	Phone Number:

MODEL INFORMATION
 Please list the models to be approved below.
 NOTE: Plans are approved for a period of one year and must be renewed each year until production of the model has ceased.

Please indicate ✓			Model Name	Model Destination- COMPLETE ADDRESS REQUIRED (Street Address, City, State & Zip Code)	Seismic Design Category
New Model	Model Revision	Model Renewal			

New Models constructed after November 30, 2024, shall be constructed to the criteria set forth in the 2021 International Building Code, the 2021 International Plumbing Code, the 2021 International Mechanical Code, the 2021 International Residential Code, 2021 International Fuel Gas Code, 2021 International Energy Code and the 2020 National Electric Code NFPA. Current models constructed prior to November 30, 2024, are good until May 30, 2025.

According to the Public Service Commission's Rules 4CSR 240-123.010(l) governing modular units, modular units must be completed structures and must be tagged with a code compliance seal before being shipped and sold in the State of Missouri. Questions, please contact us at the above phone number.

SIGNATURE

Authorized Company Official	
Title	Date



Missouri Public Service Commission Manufactured Housing & Modular Unit Program Plan Review Form

To be completed by the Third Party Agency.

We, the Third Party Agency, have reviewed and approved plans from:

Manufacturer Name

Project Name

Job Number

Number of Units

Location of Project (Exact Location Required)

This unit meets or exceeds the:

2021 International Building Code (IBC)
2021 International Residential Code (IRC)
2021 International Plumbing
2021 International Mechanical Code
2021 International Energy Code
2021 International Fuel Gas Code
2020 National Electric Code (NFPA)

Seismic Design Category (Please specify)

An on-line inspection for compliance will be completed for the above units.

Third Party Name

Address

Phone

Fax

Contact Email Address:

Representative Name:

Representative Title

Please send the complete plan approval submission to:

(See Plan Approval Checklist for Submission Guidelines)

Mailing Address:

Missouri Public Service Commission
Manufactured Housing & Modular Unit Program
P.O. Box 360
Jefferson City, MO 65102

Phone: 800-819-3180

Fax: 573-522-2509

Street Address:

Missouri Public Service Commission
Manufactured Housing & Modular Unit Program
200 Madison Street, Suite 500
Jefferson City, MO 65101

Web Address: www.psc.mo.gov

This form must accompany the plan approval form as well as any other required documentation and fees.