



**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 - \$75 per model Plan Revisions - No fee for simple revisions* Plan Renewals - \$75 per model Quality Control Manual Approval - \$75 *Note: Other revisions may require the \$75 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): \$75 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

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 March 30, 2018**, shall be constructed to the criteria set forth in the 2015 International Building Code, the 2015 International Plumbing Code, the 2015 International Mechanical Code, the 2015 International Residential Code, 2015 International Fuel Gas Code, and the 2014 National Electric Code NFPA. Current models approved **prior to March 30, 2018**, are good until October 1, 2018.

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:

- 2015 International Building Code (IBC)
- 2015 International Residential Code (IRC)
- 2015 International Plumbing
- 2015 International Mechanical Code
- 2015 International Fuel Gas Code
- 2014 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.



Missouri Public Service Commission
Manufactured Housing & Modular Units Program
Application for Seals Certifying Compliance
with Modular Unit Standards

Instructions

- Current registration must be on file or seals cannot be processed.
- Fill the form out completely and legibly.
- Enclose a check or money order made payable to the "Missouri Director of Revenue".
- Please allow five (5) to seven (7) working days for seals to be processed. Seal requests are processed in the order that they are received.
- Call the Manufactured Housing & Modular Units Program at 800-819-3180, if you have questions.

Mailing Address:

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

Physical Location:

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

Transmittal Number (PSC Office Use)

Check Number

Check Amount

Manufacturer Information

Registration Number (Refer to current Certificate of Registration)

Registration Expiration Date:

Manufacturer Name

Contact Name

Email Address

Manufacturer Address (Must provide a physical address - Cannot send to a P.O. Box. Seals will be shipped via Certified Mail)

Manufacturer City/State/Zip

Phone Number

Fax Number

Seal Information

Number of seals being requested

Non-refundable fee per seal
 (\$110 per seal effective February 3, 2003)

Amount Enclosed

\$110/ea

\$

Note - Manufacturers must complete a Seals of Compliance Form each month to report seals assigned. If no seals were assigned for a given month, the manufacturer must still submit a Seals of Compliance form each month stating that no seals were assigned. These reports are due on the 10th day of the following month. A separate form for each month must be submitted.

Certification

I, the undersigned, under penalty for false statement, do hereby certify that I am an owner or officer of the Applicant and that the above information is true and correct. I hereby certify that the seals applied for herein will be affixed only to Modular Units which comply with the following:

- Models constructed **after March 30, 2018**, shall be constructed to the criteria set forth in the 2015 International Building Code, the 2015 International Plumbing Code, the 2015 International Mechanical Code, the 2015 International Residential Code, 2015 International Fuel Gas Code, and the 2014 National Electric Code NFPA.
- Current models constructed **prior to March 30, 2018**, are good until October 1, 2018.

Signature

Title

Date