

Texas Department of Licensing and Regulation

PO Box 12157, Austin, TX 78711 (512) 463-7353 [(800) 803-9202 - In Texas Only] FAX: (512) 475-4364

Internet address: www.license.state.tx.us; email address: industrialized.buildings@license.state.tx.us

INDUSTRIALIZED HOUSING AND BUILDINGS Transmittal Sheet for Texas Approved Documents

Design Review Agency (DRA) Name:	Registration #IHDRA-
Manufacturer's Name and Plant location:	Manufacturer's Texas Registration #IHM-
DRA contact name and phone # and/or email address of person to be contacted if there are questions concerning documents (please print or type):	

New Submittal

 Modification (Approval date of original: _____)

Document Approval Date: _____ **Approved to:** **IBC** **IRC**

Response to DRA Monitoring Review? **No** **Yes – File # of review:** _____

Description of submittal (include model #, project name, project number, and/or any other information that fully identifies the documents submitted – documents to be added, deleted, or replaced must be clearly identified):

Signatures of Plan Reviewers

Structural Plan Reviewer:
Mechanical Plan Reviewer:
Electrical Plan Reviewer:
Plumbing Plan Reviewer:
Building Planning Plan Reviewer:
Fire Safety Plan Reviewer:
Accessibility Reviewer:
Compliance Control Manual (DRA Manager):

Acceptance by the Department of document submittals is subject to compliance with the following:

- ❖ **Approval stamp on all documents is an inked stamp (no copies).**
- ❖ **All table of content pages, index pages, and cover or first page of a set of plans, calculations, specifications, etc. bear the original council stamp of approval.**
- ❖ **The signature on the original council stamp of approval is the signature of the manager or chief executive officer of the DRA as indicated in the DRA's application for approval (must be TX registered engineer or architect).**
- ❖ **The signature on the original council stamp of approval is an original signature. Signature stamp is accepted if approved by signatory and applied in his/her presence.**
- ❖ **DRA's registration number, the code or codes to which the documents were reviewed and approved, and the date of approval are entered on every council stamp of approval.**
- ❖ **All documents are identified with the manufacturer's name and address (if for more than one facility, each facility address must be identified).**
- ❖ **Completed compliance control manual checklist is enclosed for all compliance control manual submittals. Checklist must indicate where in manual the required information can be found.**

Instructions for Completing Form

A copy of the "Transmittal Sheet for Texas Approved Documents," form #046ihb, must accompany all Texas IHB submittals forwarded to the Department by a DRA. Copies of this form may be downloaded from our web site.

DRA's must forward one copy of all Texas IHB documents, including additions and revisions to a manufacturer's design package, compliance control manual, plans, specifications, or calculations, within 5 days of approval [rule 70.70(a)(4)].

FIELD NAME	DATA ENTERED
DRA Name	Enter name of agency.
Registration #IHDRA-	Enter DRA's Texas registration number.
Manufacturer's Name and Plant Location	Enter the manufacturer's name and plant location. If documents are applicable to more than one plant location, then enter all plant locations.
Manufacturer's Texas Registration #IHM-	Enter the manufacturer's Texas registration number. If documents are applicable to more than one plant location, then enter all applicable Texas registration numbers. A list of Texas registered manufacturers can be found on our web site at www.license.state.tx.us/IHB/lists/ihblists.htm .
DRA contact name and phone # and/or email address of person to be contacted if there are questions concerning documents	Enter the name and phone # of a contact person from the DRA for questions pertaining to submitted documents.

Check if submittal is new or a modification. If a modification, then enter the approval date of the original submittal.

Enter the approval date of the submitted documents and check the code to which the documents are approved.

Check (Yes or No) if submittal is in response to a monitoring review and enter the file number of the review if yes.

For one and two family residential modules check IRC. This indicates compliance with the 2000 International Residential Code and the 1999 National Electrical Code in accordance with department rule 70.100 and amendments in accordance with department rule 70.101.

For other residential modules and all commercial modules check IBC. This indicates compliance with the 2000 editions of the International Building Code, the International Plumbing Code, the International Fuel Gas Code, the International Mechanical Code, and the National Electrical Code in accordance with department rule 70.100 and amendments in accordance with department rule 70.101.

Have the responsible plan reviewers sign in appropriate areas. Plan reviewers must be those indicated in the DRA's application for approval. Have the DRA manager (as indicated in the DRA's application for approval) sign as plan reviewer for submittals of compliance control manuals.

Enter a description of the documents submitted. Documents to be added, deleted, or replaced must be clearly identified.

Please note that documents not in compliance with the conditions indicated on the front of this form may not be accepted as valid by the Department.

Copies of the compliance control manual checklist, form #016ihb, may be downloaded from our web site.