



OFFICE OF CAREER AND TECHNICAL EDUCATION
89 WASHINGTON AVE., ROOM 315 EB
ALBANY, NEW YORK 12234
(518) 486-1547; FAX: (518) 402-5114
www.nysed.gov/career-technical-education

To: District Superintendents
Superintendents of Schools
Public School Administrators
Nonpublic School Administrators
Charter School Administrators

From: Office of Career and Technical Education (CTE)

Date: February 10, 2023

Subject: 19 NYCRR Part 1209 Regulations, Residential Code, Energy Code, and Uniform Construction Code Compliance for Construction Courses and Programs

In New York State, the New York State Department of State (DOS) is responsible for publishing the building code, which is based on the International Code but does include state-specific elements. NYSED works with DOS when issues around the building code arise. Our colleagues at the DOS have reached out to remind us that schools and BOCES that offer construction courses and/or programs that include the construction of factory manufactured homes (modular) as a part of the curriculum are regulated by New York State [19 NYCRR Part 1209](#) and shall comply with the applicable provisions of the New York State Uniform Fire Prevention and Building (Residential) Code and also the Energy Conservation Construction Code of New York State. Current versions of the Code are dated 2020.

To be in compliance with the 19 NYCRR Part 1209, all schools with construction courses or programs that build modular homes shall take the following mandatory steps:

1. Download and become familiar with [19 NYCRR Part 1209](#) regulations and fees for factory manufactured homes (modular).
2. Access and become familiar with the [2020 Residential Code of New York State](#) (Chapter 11 contains all Energy Code requirements).
3. Contact a recognized third-party inspection agency (see attached 3rd Party Agency Directory) in the business of inspection of modular homes in New York State. The third-party agency will assist in setting up a program of quality assurance and regular inspection schedule for your program.
4. Submit a completed application (see attached Application for Plan Approval Form DOS-1280-f-a), full sealed construction plans, and specifications for review and approval to the following address:

NYS Department of State
Division of Building Standards and Codes Modular Unit
One Commerce Plaza
99 Washington Ave./Suite 1160
Albany, NY 12231-0001



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

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5. Arrange for an inspection schedule with your third-party inspection agency. This can be an in-person inspection or virtual inspection if determined to be feasible by both parties.
6. Request a New York State Insignia of Approval from the Department of State - Building Standards and Codes upon satisfactory completion of the modular home and apply the insignia to modular home prior to shipment.

To request the NYS Insignia application or for additional information, please reach out to Donald Thomas at the Department of State via email at donald.thomas@dos.ny.gov.

QUALITY ASSURANCE/REVIEW AGENCIES (3/23/22)

<p>NTA, Inc. <i>Attn: Chuck Osterday – Director of Modular Services</i> 305 North Oakland Ave. P.O. Box 490 Nappanee, IN 46550</p>		
<p>NTA, Inc. <i>Attn: Mike Faller</i> 305 North Oakland Ave. P.O. Box 490 Nappanee, IN 46550</p>	<p>NTA, Inc. <i>Attn: David Richter</i> 305 North Oakland Ave. P.O. Box 490 Nappanee, IN 46550</p>	<p>NTA, Inc. <i>Attn: Mark Lindsay - Commercial</i> 305 North Oakland Ave. P.O. Box 490 Nappanee, IN 46550 574-773-1620</p>
<p>NTA, Inc. <i>Attn: Coraya Siwy – Modular Coordinator</i> x324</p>	<p>NTA, Inc. <i>Attn: Bob Baird</i> 305 North Oakland Ave. P.O. Box 490 Nappanee, IN 46550</p>	<p>NTA, Inc. <i>Attn: David Barts</i> 305 North Oakland Ave. P.O. Box 490 Nappanee, IN 46550</p>
<p>NTA, Inc. <i>Attn: Luke Lehman – Account Manager</i> x315 814-418-7041 (c)</p>	<p>Phone: 574-773-7975 Fax: 574-773-0273 Email: typical format = first initial last name@icc-nta.org</p>	
<p>PFS-Teco Corp. <i>Attn: Mark Severson – Commercial Projects</i> 1507 Matt Pass Cottage Grove, WI 53527 608-839-1393 mark.severson@pfsteco.com</p>		
<p>PFS-Teco Corp. <i>Attn: Kirby Smith – Inspect Super</i> 417 Central Road – Suite 2 Bloomsburg, PA 17815 570-784-8396 (O) 570-204-2748 (c) kirby.smith@pfsteco.com</p>	<p>PFS-Teco Corp. <i>Attn: Robert Gorleski– Vice Pres.</i> 1507 Matt Pass Cottage Grove, WI 53527 608-839-1393 bob.gorleski@pfsteco.com</p>	<p>PFS-Teco Corp. <i>Attn: Harold Raup – Review Super</i> 417 Central Road – Suite 2 Bloomsburg, PA 17815 570-784-8396 harold.raup@pfsteco.com</p>
<p>PFS-Teco Corp. <i>Attn: Renee Moist – Plans Examiner</i> 417 Central Road – Suite 2 Bloomsburg, PA 17815 570-784-8396 renee.moist@pfsteco.com</p>	<p>PFS-Teco Corp. <i>Attn: John Baker – Plans Examiner</i> 417 Central Road – Suite 2 Bloomsburg, PA 17815 570-784-8396 john.baker@pfsteco.com</p>	
<p>TI RADCO <i>Attn: Dennis Webber</i> 18414 Northrop Drive Goshen, IN 46506 574-831-6833 radco@bnin.net</p>		

QUALITY ASSURANCE/REVIEW AGENCIES (3/23/22)

<p>TI RADCO <i>Attn: William Tegeler</i> <i>Senior Consultant</i> PO Box 124 Bremen, IN 46526 305-726-2558 wtegeler@radcoinc.com</p>	<p>TI RADCO <i>Attn: Scott Hall</i> Florida Office 813-243-0370 shall@radcoinc.com</p>	<p>TI RADCO <i>Attn: Randy Saunders</i> North Carolina Office 336-879-4788 radconc@rtmc.net</p>
<p>TI RADCO <i>Attn: Mohsen Anis, PE</i> <i>Dir. of Plan Review Services</i> 3220 East 59th Street Long Beach, CA 90805 562-272-7231 x71119 manis@radcoinc.com</p>	<p>TI RADCO <i>Attn: Shawn Tibbetts</i> <i>Eastern Region Manager</i> 608-575-1589 stibbetts@radcoinc.com</p>	
<p>T. R. Arnold & Associates, Inc. <i>Attn: Robert Tanger</i> 4703 Chester Drive Elkhart, IN 46516 rtanger@trarnold.com</p>		
<p>T. R. Arnold & Associates, Inc. <i>Attn: Kevin White</i> 4703 Chester Drive Elkhart, IN 46516</p>	<p>T. R. Arnold & Associates, Inc. <i>Attn: xxx- VP of Inspections Services</i> 4703 Chester Drive Elkhart, IN 46516</p>	<p>TR Arnold & Associates, Inc. <i>Attn: Daren Lehman – Dir. Of Technical Services</i> 4703 Chester Drive Elkhart, IN 46516 x113</p>
<p>T. R. Arnold & Associates, Inc. <i>Attn: Jim Bergen</i> 4703 Chester Drive Elkhart, IN 46516</p>	<p>T. R. Arnold & Associates, Inc. <i>Attn: Robert Sierks</i> 4703 Chester Drive Elkhart, IN 46516</p>	<p>T. R. Arnold & Associates, Inc. <i>Attn: Joshua Siler</i> 4703 Chester Drive Elkhart, IN 46516</p>
<p>TR Arnold & Associates, Inc. <i>Attn: Gil Hadley</i> 4703 Chester Drive Elkhart, IN 46516</p>	<p>Phone: 574-264-0745 Fax: 574-264-0740 Email: typical format = first initial last name@trarnold.com</p>	



Building Standards and Codes

New York State
Department of State
Division of Building Standards and Codes
One Commerce Plaza
99 Washington Avenue, Suite 1160
Albany, NY 12231-0001
(518) 474-4073
Fax: (518) 486-4487
www.dos.ny.gov

Application for Plan Approval of a Factory Manufactured Building (Modular)

All fields must be completed in order for this form to be submitted.

MANUFACTURER: _____ Manufacturer No: **M** _____

Address: _____ Phone: _____

Contact Person: _____ Email: _____

QUALITY CONTROL MANUAL LAST APPROVAL DATE: _____

Prepared By/Contact Person: _____ Phone: _____

Email: _____

INDEPENDENT THIRD PARTY INSPECTION AGENCY: _____

Address: _____ Phone: _____

Contact Person: _____ Email: _____

FACTORY MANUFACTURED BUILDING IDENTIFICATION

Project Name/Client/Customer: _____ Project County: _____

Model: _____ Occupancy Class _____

Project Address: _____

Application pertains to: (check one)

New Individual Model (unique/custom/manufactured once for a specific site)

New Initial Individual Model (planned to be built repeatedly - per these guidelines*)

New System of Models

Modification of an Approved Model or System: **M** _____ (provide prior approval number)

Renewal of an Approved Model or System: **M** _____ (provide prior approval number)

* initial model means a specific design of factory manufactured home to include options which do not change the quality control manual and which in the determination of the Division, do not materially affect the structural, plumbing, mechanical or electrical systems.

FILING DOCUMENTATION AND FEES

Provide 1 set of necessary drawings, specifications, calculations and updated QA Manual (if more than 2 years since last approval) as a hard copy and pdf files on a CD-Rom, thumb-drive, web-transfer or e-mail. Please provide a non-refundable filing fee of \$50.00. A plan checking fee in accordance with 9 NYCRR 1209.4 is required upon approval, payable to: NYSDOS, Division of Building Standards and Codes. Send submission and payment to: NYS Dept. of State, Division of Building Standards and Codes, One Commerce Plaza, 99 Washington Avenue, Suite 1160, Albany, NY 12231.

SIGNATURES:

Registered Architect - Professional Engineer**

Name: _____ License No: _____

Signature: _____

** New York State Education Law and Department of State Regulation require architect or professional engineer signature and seal affixed to all drawings and specifications submitted to public officials certifying compliance with health and safety regulations and conformance with current codes.