



*Texas Department of
Licensing and Regulation*

INDUSTRIALIZED HOUSING AND BUILDINGS
Initial Application and Approval – Design Review Agency



Initial Application and Approval – Design Review Agency

Issued December 21, 2004

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REFERENCES

- (a) Specific sections of the Texas Occupations Code, Chapter 1202, Industrialized Housing and Buildings (IHB) that are applicable to the registration and approval of design review agencies include, but are not limited to the following:
 - (1) § 1202.105, Approval of Third-party Inspectors and Design Review Agencies
- (b) Specific sections of the Department rules governing Industrialized Housing and Buildings that are applicable to the registration and approval of design review agencies include, but are not limited to the following:
 - (1) § 70.10, Definitions
 - (2) § 70.21, Registration of Design Review Agencies and Third Party Inspection Agencies and Inspectors
 - (2) § 70.22, Criteria for Approval of Design Review Agencies
 - (3) § 70.80, Commission Fees
- (c) This document is intended only as a guide to the application requirements and criteria for approval of design review agencies and is not intended as a replacement for the statute and rules. It is the responsibility of the registrant to review the actual statute and rules to assure a complete understanding of the requirements of the IHB program as they relate to the approval of design review agencies.

DESIGN REVIEW AGENCY DEFINED

A design review agency (DRA) is an approved organization, private or public, determined by the Texas Industrialized Building Code Council (Council) to be qualified by reason of facilities, personnel, experience, and demonstrated reliability to review design plans, specifications, and building system documentation, and to certify compliance with the mandatory building codes, Industrialized Housing and Buildings statute, and Department rules governing industrialized housing and buildings.

APPLICATION

The initial application for registration as a Texas approved design review agency for the Texas IHB program shall include the following components.

- (a) Completed application form #TDLR 055ihb, Design Review Agencies and Third Party Inspection Agencies Application for Registration (see appendix A).
- (b) Registration fee of \$300.
- (c) Organization chart that includes the names of the managerial and technical personnel (plan reviewers) responsible for design review functions for Texas including the area of review for which each plan reviewer is responsible.
- (d) Documentation to demonstrate compliance of the managerial and technical personnel with the criteria for approval of design review agencies.
- (e) Documentation to substantiate ability to evaluate construction documents for compliance with standards.
- (f) Notarized statement of certification signed by the agency manager or chief executive officer.
- (g) A list of states in which the agency is currently approved to provide similar services.

CHECKLISTS

- (a) Checklists developed by the Department to aid in the review of an application for conformance to the criteria for approval of DRA's can be found in the appendices.
- (b) Form #002ihb, *Application Requirements for Design Review Agencies, General Requirements* (see appendix B), is used to check that the application contains:
 - (1) an organization chart and that the organization chart identifies all the managerial and technical personnel responsible for design review services for Texas;
 - (2) agency documentation to substantiate the agency's ability to evaluate building systems and compliance control manuals for compliance with standards;
 - (3) a properly notarized statement of certification; and
 - (4) a list of states in which the agency is currently approved to provide similar services.
- (c) Form #003ihb, *Application Requirements for Design Review Agencies, Manager and Plan Reviewers*, is used to check that the application contains the documentation to show compliance of the managerial and technical staff with the criteria for approval.

DESIGN REVIEW AGENCY (DRA) PERSONNEL

The application for registration as a Texas approved design review agency for the Texas Industrialized Housing and Buildings program shall include documentation to demonstrate compliance of the managerial and technical personnel with the criteria for approval of design review agencies.

- (a) **Manager or Chief Executive Officer** – Documentation shall include a resume for the manager that demonstrates a minimum of 4 years of plans examination, design, construction, or manufacturing experience in the building industry, or any combination thereof. The resume shall include the applicant's license number as a Texas professional engineer or architect.
- (b) **General Requirements for technical staff** – Technical staff may qualify for more than one discipline. The technical staff shall consist of the following positions: structural reviewer, mechanical reviewer, electrical reviewer, plumbing reviewer, building planning reviewer, fire safety reviewer, and accessibility reviewer.
 - (1) **Resume** – Documentation for each plan reviewer shall include a resume that includes the education level of the applicant and the experience of the applicant. Plan reviewer positions require an engineering or architecture degree in a specific field or with specialized course work plus a minimum of 1 year experience related to the specific area of plan review.
 - (2) **Service equivalent** – Plan reviewers without an engineering or architecture degree may qualify by demonstrating “service equivalent.” Service equivalent is defined as a minimum of eight years of creditable experience in engineering or architectural practice indicative of growth in engineering or architectural competency and responsibility. This experience may be counted concurrently for those wishing to show service equivalency in more than one field. To be considered creditable, experience must satisfy the requirements of the Texas Board of Engineers rules governing the practice of engineering or the Texas Board of Architectural Examiners rules governing the practice of architecture. The experience described on the applicant's resume must demonstrate experience in the engineering or architectural discipline required for that specific area of plan review.
 - (3) **Code Certifications** – Plan examiner and inspector certifications from the International Code Council (ICC) must be current and a copy of the certificate or certificates shall be filed with the application for approval. Information on obtaining certifications from ICC may be found on their web site at <http://www.iccsafe.org/certification/>.
 - (4) **Accessibility Certificate and Exam** – A copy of the certificate showing completion of the Texas Accessibility Academy and evidence of successful completion of the Texas Accessibility Exam shall be submitted with the application for approval. A schedule of academy dates may be obtained from the Department's web site at <http://www.license.state.tx.us/ab/taa.htm>. The application for taking the Accessibility Exam may be found in Appendix D.
- (c) **Specific criteria requirements** – The specific criteria that must be met for each type of plan reviewer follows.
 - (1) **Structural reviewer** – As a minimum, the structural reviewer shall have an engineering degree with specialized course work in civil, structural, or architectural engineering or service equivalent plus a minimum of 1 year structural engineering experience related to buildings and certification from ICC as a building plans examiner.
 - (2) **Mechanical reviewer** – As a minimum the mechanical reviewer shall have a bachelor's degree in engineering with specialized course work in HVAC systems or service equivalent plus a minimum of 1 year mechanical engineering experience related to buildings and certification from ICC as a mechanical inspector.
 - (3) **Electrical reviewer** – As a minimum the electrical reviewer shall have a bachelor's degree in electrical engineering or service equivalent plus a minimum of 1 year

electrical engineering experience related to buildings and certification as an electrical inspector from ICC as an electrical inspector.

- (4) **Plumbing reviewer** – As a minimum the plumbing reviewer shall have a bachelor's degree in engineering with specialized course work in hydraulics or service equivalent plus a minimum of 1 year plumbing experience related to buildings and certification from ICC as a plumbing inspector.
- (5) **Building planning reviewer** – As a minimum the building planning reviewer shall have a bachelor's degree in engineering or architecture or service equivalent plus a minimum of 1 year experience related to building planning and certification from ICC as a building plans examiner.
- (6) **Fire safety reviewer** – As a minimum the fire safety reviewer shall have a bachelor's degree in engineering or architecture or service equivalent plus a minimum of 1 year experience in fire protection engineering related to buildings and certification from ICC as a building plans examiner.
- (7) **Accessibility reviewer** – As a minimum the accessibility reviewer shall have a bachelor's degree in engineering or architecture or service equivalent plus a minimum of 1 year experience in accessibility reviews related to buildings and satisfactory completion of the Texas Accessibility Academy and pass an examination approved by the Department.

AGENCY DOCUMENTATION

The application for registration as a Texas approved design review agency for the Texas Industrialized Housing and Buildings program shall include complete documentation to substantiate the agency's ability to evaluate building systems and compliance control manuals for compliance with standards. Evidence must be presented in all areas of plan review, i.e., structural, mechanical, electrical, plumbing, building planning, fire safety, and accessibility, and shall include as a minimum the following.

- (a) Examples of data sheets or other forms used to analyze construction and equipment.
- (b) Preliminary and final reports.
- (c) An agency compliance assurance manual to substantiate the agency's ability to evaluate construction documents for compliance with the standards.
- (d) An example of a building system or compliance control manual that has been evaluated for compliance with a code or set of standards.

NOTARIZED STATEMENT OF CERTIFICATION

The application shall include a properly notarized statement of certification signed by the agency manager or chief executive officer that:

- (a) its board of directors, as a body, and its managerial and technical personnel, as individuals, are free to exercise independence of judgment in the performance of their duties within the agency;
- (b) its activities pursuant to the discharge of responsibility as a design review agency will not result in financial benefit to the agency via stock ownership or other financial interest in any producer, supplier, or vendor of products involved, other than through standard fees for services rendered;
- (c) the agency will consistently and uniformly implement the policies and determinations of the Council with regard to interpretations of the standards and rules;

- (d) the agency will not provide design services of prepare compliance control manuals for manufacturers for whom it acts as a design review agency;
- (e) all information contained in the application for approval as a design review agency is true, timely, and correct; and
- (f) all future changes will be immediately communicated to the Department.

COUNCIL APPROVAL

- (a) The Department has been authorized by the Texas Industrialized Building Code Council to grant interim approval to any applicant that complies with the criteria for approval of design review agencies. The Department will recommend approval of the applicant to the Council at their next scheduled meeting after granting of interim approval. A certificate of registration will not be released to the applicant until the Council has granted approval.
- (b) A written explanation shall be forwarded to any applicant that has not been granted interim approval with the reasons for the disapproval. The applicant may appeal the Department's decision to the Council.
- (c) A written explanation shall be forwarded to any applicant that has not been approved by the Council with the reasons for the disapproval. The applicant may request an administrative hearing to determine if the application should be denied.

APPENDICES

Copies of the forms in appendices A through C can also be found on the agency web site at <http://www.license.state.tx.us/ihb/ihbforms.htm#Applications>.

Appendix A – Form #TDLR 055ihb, Design Review Agencies and Third Party Inspection Agencies Application for Registration (2 pages)

Appendix B – Form #TDLR 002ihb, Application Requirements for Design Review Agencies, General Requirements (1 page)

Appendix C – Form #TDLR 003ihb, Checklist of Application Requirements, Design Review Agencies – Manager/Plan Reviewers (2 pages)

Appendix D – Accessibility Exam Application (1 page)

Appendix A

Form #TDLR 055ihb – Design Review Agencies and Third Party Inspection Agencies
Application for Registration (2 pages)



TEXAS DEPARTMENT OF LICENSING AND REGULATION
COMPLIANCE DIVISION – INDUSTRIALIZED HOUSING AND BUILDINGS

P.O. Box 12157 • Austin, Texas 78711 • (512) 463-7353 • (800) 803-9202 • FAX (512) 475-4364

industrialized.buildings@license.state.tx.us • www.license.state.tx.us

**APPLICATION FOR REGISTRATION
DESIGN REVIEW AGENCIES AND THIRD PARTY INSPECTION AGENCIES**

Pursuant to the Texas Occupations Code, Chapter 1202, Industrialized Housing and Buildings
A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH REGISTRATION

PLEASE TYPE OR PRINT

1. NAME OF BUSINESS TO BE LICENSED:			
2. **E-MAIL ADDRESS (not required):		3. CONTACT NAME (required):	
4. PHYSICAL BUSINESS ADDRESS:			5. COUNTY
NUMBER AND STREET	CITY	STATE	ZIP
6. BUSINESS MAILING ADDRESS:			
NUMBER AND STREET		CITY	STATE ZIP
7. PHONE NUMBER:	8. FAX NUMBER:	9. BUSINESS TYPE (Check One): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	
10. FEDERAL TAX ID NUMBER:		11. BIRTH DATE (Sole Proprietor only):	

12. For what type of registration are you applying? (Check one)	
<input type="checkbox"/> Design Review Agency - \$300	<input type="checkbox"/> Third Party Inspection Agency - \$150

13. Late renewal fees – if registration has expired the following late fee in addition to the above renewal fee is required.			
Registration expired 90 days or less:	<input type="checkbox"/> Design Review Agency - \$150	<input type="checkbox"/> Third Party Inspection Agency - \$75	
Registration expired < 1 year, but over 90 days:	<input type="checkbox"/> Design Review Agency - \$300	<input type="checkbox"/> Third Party Inspection Agency - \$150	

14. List Corporate Officers or Partners. List the name, title, birth date and percentage of ownership for each (attach an additional sheet if necessary):

Name (full name)	Title	% of Ownership (partnerships)

** The Department will add your address to the IHB email notification list, which automatically provides information from the Department on matters affecting the IHB program. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public. See additional information at the following link:
<http://www.license.state.tx.us/newsletters/TDLRnotificationLists.asp>

Application is continued on back of form. Signature of applicant is required on back of form. For partnership the applicant's signature must be a managing partner. For a corporation the applicant's signature must be an officer of the corporation.

15. Check if registration is new or if it is a renewal: NEW RENEWAL If renewal, enter registration number: _____
16. If new registration, did you attach documentation to show compliance with the criteria for approval of design review agencies or third party inspection agencies in accordance with Department rules 70.22 or 70.23? YES NO
17. If renewal registration, did you attach a copy of an up to date organization chart in accordance with Department rule 70.22 or 70.23? Did you attach copies of documentation showing that code certifications required by criteria for approval are current with the International Code Council? Participation in the ICC Renewal Program or Certification Maintenance Program is required to keep an ICC code certification current. YES NO
18. Do you owe any taxes to the State of Texas? YES NO
19. Have you or a corporate officer or a partner ever been convicted of or pleaded guilty or no contest (nolo contendere) to a MISDEMEANOR or FELONY, other than a minor traffic violation, or is there any such charge now pending? YES NO

If you answered yes to item #19, then please answer the questions at the bottom of this page.

I certify that I have read the Occupations Code, Chapter 1202, and the current Department of Licensing and Regulation rules promulgated thereunder. If the registration is issued, I agree to furnish to the Department of Licensing and Regulation any change in information on this form and all attached documents within TEN (10) DAYS of the change.

Registration is subject to revocation if the department is not notified, in writing, of any changes in the information given on this application or if there is a rule or law violation.

With knowledge of the penalties for false statements, I certify that I believe all information submitted on this form and on all attached documents is true and correct.

Signature of Applicant, Managing Partner, or Officer if Incorporated

Date

Applicant's Name Printed

If you answered yes to item #19, please complete the following in the spaces provided or attach a separate sheet with your answers:

1. Crime you were convicted of: _____

Date of conviction: _____ Case number: _____

County where convicted: _____ Court where convicted: _____

2. What is your probation or parole status? (Include specific conditions, if applicable, and the name and phone number of your reporting officer).

3. List your work activities since the conviction:

4. If applicable please provide the following:
(if not applicable enter N/A)

a. Certified copy of indictment or information: _____

b. Certified copy of judgment and sentence: _____

c. Certified copy of the order of probation: _____

d. Certified copy of the order revoking probation: _____

Signature of person approving registration

Date

DEPARTMENT USE ONLY

Appendix B

Form #TDLR 002ihb – Application Requirements for Design Review Agencies, General Requirements (1 page)



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Industrialized Housing & Buildings Program

P.O. Box 12157 Austin, Texas 78711 (512)463-7353 (800)803-9202 FAX (512)475-4364
Email Address: industrialized.buildings@license.state.tx.us Internet Address: www.license.state.tx.us

Checklist of Application Requirements – Design Review Agency (DRA) General

DRA Name: _____ Reg #IHDRA- _____

Reviewed by: _____ Date Reviewed: _____

- Application indicates agency's address and telephone number (must be provided for each office in which design review services are performed).

Address: _____

Phone # _____ Fax # _____

- An organization chart is provided with the names of managerial and technical personnel responsible for design review services for Texas.
- Complete documentation, including examples, is included to substantiate the agency's ability to evaluate building systems and compliance control manuals for compliance with the rules, codes, and standards. Evidence is provided in the areas of:

STRUCTURAL

PLUMBING

MECHANICAL

BUILDING PLANNING

ELECTRICAL

FIRE SAFETY

- A properly signed and notarized statement of certification is provided by the agency manager or chief executive officer that:
- its board of directors, as a body, and its managerial and technical personnel, as individuals, are free to exercise independence of judgment in the performance of their duties within the agency.
 - its activities pursuant to the discharge of responsibility as a design review agency will not result in financial benefit to the agency via stock ownership, or other financial interest in any producer, supplier, or vendor of products;
 - the agency will consistently and uniformly implement the policies and determinations of the Council with regard to interpretations of the standards and rules;
 - the agency will not provide design services or prepare compliance control manuals for manufacturers for whom it acts as a design review agency;
 - all information contained in the application for approval as a design review agency is true, timely, and correct; and
 - all future changes will be immediately communicated to the Department.
- A list of states in which the agency is currently approved to provide similar services has been provided.

NOTES:

Reference Department rule 70.22 for the complete criteria that must be met by a design review agency prior to approval by the Industrialized Building Code Council. The Council has authorized the Department to grant interim approval to anyone that meets the criteria as outlined in the rules. Anyone wishing an exception to the criteria must present their case to the Council. Also see form # TDLR 003ihb for criteria that must be met by managerial and technical staff.

Appendix C

Form #TDLR 003ihb – Checklist of Application Requirements, Design Review Agencies –
Manager/Plan Reviewers (2 pages)



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Industrialized Housing & Buildings Program

P.O. Box 12157 Austin, Texas 78711 (512)463-7353 (800)803-9202 FAX (512)475-4364
Email Address: industrialized.buildings@license.state.tx.us Internet Address: www.license.state.tx.us

CHECKLIST OF APPLICATION REQUIREMENTS DESIGN REVIEW AGENCY – MANAGER/PLAN REVIEWERS

DRA Name: _____ Reg #IHDRA- _____

Manager/Reviewer Name: _____

Reviewed by: _____ Date Reviewed: _____

Resume submitted with application **OR** Resume on file

Manager **Date approved:** _____
 Engineer or Architect *TX License # _____
 Minimum of 4 years experience in plans examination, design, construction, or manufacturing in the building industry, or any combination thereof

Structural plan reviewer **Date approved:** _____
 Bachelor's degree in civil, structural, or architectural engineering with specialized course work in structures; or
 ✕ Service equivalent; and
 ☼ Minimum of 1 year structural engineering experience related to buildings; and
 ICC Building Plans Examiner certification – Certification must be current with ICC

Mechanical plan reviewer **Date approved:** _____
 Bachelor's degree in engineering with specialized course work in HVAC systems; or
 ✕ Service equivalent; and
 ☼ Minimum of 1 year mechanical engineering experience related to buildings; and
 ICC Mechanical Inspector certification – Certification must be current with ICC

Electrical plan reviewer **Date approved:** _____
 Bachelor's degree in engineering with specialized course work in electrical engineering; or
 ✕ Service equivalent; and
 ☼ Minimum of 1 year electrical engineering experience related to buildings; and
 ICC Electrical Inspector certification – Certification must be current with ICC

Plumbing plan reviewer **Date approved:** _____
 Bachelor's degree in engineering with specialized course work in hydraulics; or
 ✕ Service equivalent; and
 ☼ Minimum of 1 year plumbing experience related to buildings; and
 ICC Plumbing Inspector certification – Certification must be current with ICC

Building plan reviewer **Date approved:** _____
 Bachelor's degree in engineering or architecture; or
 ✕ Service equivalent; and
 ☼ Minimum of 1 year experience related to building planning; and
 ICC Building Plans Examiner certification – Certification must be current with ICC

Fire safety plan reviewer **Date approved:** _____
 Bachelor's degree in engineering or architecture; or
 ✕ Service equivalent; and
 ☼ Minimum of 1 year experience in fire protection engineering related to buildings; and
 ICC Building Plans Examiner certification – Certification must be current with ICC

Accessibility plan reviewer **Date approved:** _____
 Bachelor's degree in engineering or architecture; or
 ✕ Service equivalent; and
 ☼ Minimum of 1 year experience in accessibility reviews related to buildings; and
 Satisfactory completion of the Texas Accessibility Academy and pass an examination approved by the Department.

Notes:

ICC – International Code Conference

Reference Department rule 70.22 for the complete criteria that must be met by a design review agency prior to approval by the Industrialized Building Code Council.

* Enter Texas license number as professional engineer or architect.

☒ Service equivalent is defined as “a minimum of eight years of creditable experience in engineering or architectural practice indicative of growth in engineering or architectural competency and responsibility ... experience may be counted concurrently for those wishing to show service equivalency in more than one field.” Resume submitted with application must detail experience that is to be considered as “service equivalent.”

☕ Resume must detail required experience. This is in addition to experience necessary to qualify for “service equivalent.”

Appendix D

Form #TDLR 066ihb – Accessibility Exam Application (1 page)



TEXAS DEPARTMENT OF LICENSING AND REGULATION
COMPLIANCE DIVISION – INDUSTRIALIZED HOUSING AND BUILDINGS

P.O. Box 12157 • Austin, Texas 78711 • (512) 463-7353 • (800) 803-9202 • FAX (512) 475-4364
industrialized.buildings@license.state.tx.us • www.license.state.tx.us

**Industrialized Housing and Buildings
Design Review Agency
Accessibility Exam Application**

Name: _____ Date of Birth: _____

*Email Address: _____

Phone: () - _____ Fax Number: () - _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

EXAM FEE: \$100.00

Application can not be processed without the exam fee.

Please note: You are required to take a current government issued photo id (which must match your name exactly as it reads on this application) AND another form of ID that has your name and signature on it when you go to take your examination.

I understand that the contents of the examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of the examination. If I am asked to reveal the contents of an examination, I will not do so.

I certify that all information submitted on this application is true and correct.

APPLICANT SIGNATURE

DATE

If you provide your email address, the Department will add your address to the industrialized housing and buildings' list server, which provides information from the Department on matters affecting industrialized housing and buildings. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public.

