



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin TX 78711-2157
(512) 539-5735 • (800) 803-9202 • FAX (512) 539-5736
ihbtech@tdlr.texas.gov • www.tdlr.texas.gov

IHB TRANSMITTAL SHEET FOR NEW CONSTRUCTION INSTRUCTIONS

This form is used by Council approved DRAs to transmit information about approved documents they are submitting to the Department in accordance with IHB Rule §70.70. The manufacturer may provide some of the information, **but the DRA must verify that all information on the form is correct prior to submitting with the approved documents.**

Manufacturer's Name – This is the name of the manufacturer on their registration certificate.

Mfg. Reg. #IHM -- This is the TX registration number of the manufacturer.

NOTE – A SEPARATE TRANSMITTAL SHEET IS REQUIRED FOR EACH MANUFACTURER, EVEN IF THE PLAN SET IS USED BY ONE OR MORE MANUFACTURERS

Manufacturer's Plant Location – This is the physical location of the manufacturer as registered with TDLR.

DRA Name – Name of DRA that approved the documents.

DRA Reg. #IHDRA – This is the TX registration number of the DRA.

Contact Name of DRA – This is the person who should be contacted if there are questions about the submittal. **THIS IS REQUIRED INFORMATION.**

Contact Email Address and Contact Phone # -- This is the contact information for the DRA contact. **THIS IS REQUIRED INFORMATION.**

"Approved to IBC" or "Approved to IRC" – Check the box corresponding to the applicable code group for the approved documents. In some cases, documents may be approved to both the IBC and the IRC, in which case both boxes should be checked.

Code Edition – Enter the applicable code edition of the code to which the documents were approved. For example, if approved to the 2015 IBC, then enter 2015.

New Submittal? – If new submittal, then check this box.

NOTE THAT A SUBMITTAL IS NOT A MODIFICATION IF IT IS THE FIRST SUBMITTAL FOR NEW CODE EDITIONS.

Approval Date New Submittal – Enter the approval date of the documents submitted. **THIS IS REQUIRED INFORMATION FOR NEW SUBMITTALS.**

Modification? – Check this box if the submittal is revising documents previously submitted. **DO NOT CHECK THIS BOX IF DOCUMENTS ARE SUBMITTED FOR FIRST TIME APPROVAL TO NEW CODE EDITIONS.**

Approval Date Original – Enter the approval date of the original document that is being revised. **THIS IS REQUIRED INFORMATION FOR MODIFICATIONS.**

Approval Date Modification – Enter the approval date of the modification. **THIS IS REQUIRED INFORMATION FOR MODIFICATIONS.**

Response to DRA Monitoring Review? – If documents are submitted in response to a DRA monitoring review, then check the **YES** box and enter the review number in the space provided. Otherwise, check the **NO** box.

Response to Pre-Certification Review? – If documents are submitted in response to a pre-certification review, then check the **YES** box and enter the review number in the space provided. Otherwise, check the **NO** box.

Description of Submittal – Enter a description of the submittal. Be as detailed as possible and document if submittal contains revisions to documents previously approved.

Signatures of Plan Reviewers – Each plan reviewer responsible for some portion of review and approval of the submitted plans must sign the form. The plan reviewers are those approved in the DRA's application for approval, as shown on the DRA's organization chart filed with TDLR. Signing the transmittal form means that reviewer was responsible for the review of that portion of the submitted documents. The DRA manager as shown on the DRA's organization chart signs for compliance control manuals.

Do not include compliance control manuals on the same transmittal sheet as other documents approved for the manufacturer. Each compliance control manual must be submitted with its own transmittal sheet.



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IHB TRANSMITTAL SHEET FOR NEW CONSTRUCTION INSTRUCTIONS CONT'D

Other Points to Remember

- All documents submitted, in whatever format they are submitted, must be legible.
- All cover pages, table of content pages, and index pages must 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 (as shown on the DRA's organization chart on file with TDLR).
- The 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 and every page bears a Council stamp of approval.
- All documents are identified with the manufacturer's name and address.
- If the plans are good for more than one manufacturing location, then submit a separate transmittal sheet for each location (but only one set of plans)
- DRA must submit a completed compliance control checklist with each compliance control manual or revision to the compliance control manual.
- Documents sealed by an engineer must include the engineering firm's name and registration number in addition to the engineer's seal.

DO NOT SUBMIT THESE INSTRUCTIONS WITH THE TRANSMITTAL SHEET.



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IHB TRANSMITTAL SHEET FOR NEW CONSTRUCTION

Manufacturer's Name: _____ Mfg. Reg. #IHM- _____

Manufacturer's Plant Location: _____

DRA Name: _____ DRA Reg. #IHDRA- _____

DRA Contact Name: _____

Contact Email Address: _____ Contact Phone: _____

Approved to IBC; Code Edition _____ OR Approved to IRC; Code Edition _____

New Submittal; Approval Date for New Submittal _____

Modification; Approval Date of Original _____ Approval Date of Modification _____

Note: A submittal is not a modification if it is the first submittal for new code editions.

Response to DRA Monitoring Review? YES NO File # of Review: _____

Response to Pre-Cert Deviation Report? YES NO File # of Review: _____

Description of submittal (include model#, project name, project #, and/or 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 Plan Reviewer: _____

Fire Safety Plan Reviewer: _____

Accessibility Plan Reviewer: _____

Compliance Control Manual: _____