



# 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

## ALTERATION INSPECTION RECORD SUMMARY FORM INSTRUCTIONS

The third-party inspection agency shall provide the industrialized builder or installation permit holder a copy of the inspection report and keep one copy for their files. A copy of the inspection report shall be provided to the Department upon request.

FIELD NAME	DATA ENTERED
Date of Inspection	Enter the date of the inspection. A separate summary sheet is required for each inspection date.
Builder or Permit Holder	Enter the industrialized builder's or permit holder's name.
Builder's Reg # or Permit #	Enter the industrialized builder's Texas registration number. Example: IHB-1000. Alternately enter the installation permit # issued by the Department. Example: 02562359 (see "Alteration Transmittal Form")
Inspector Name/Reg #	Enter the third-party inspector's name and Texas registration number. Example: John D. Inspector/IHI-183
Inspection Agency/Reg #	Enter the name of the third-party inspection agency and Texas registration number. Example: ABC Inspections/IHIA-51
Total # Units Inspected	Enter the total number of modular units inspected.
Deviation report attached	Check if deviation report is attached
Reinspection required	Check if a reinspection will be required. Reinspections will be required if deviations are not corrected prior to the inspector's departure. Reinspections may be required to witness system testing or to witness a retest of system. In some cases, reinspections will be required if the builder or permit holder calls for an inspection, but is not ready for an inspection.
Phase of inspection	Check the phase of inspection, rough-in, final, reinspection, or verification. A verification inspection is performed to verify that building construction has not been altered from original approved plans. A verification inspection may be performed at the same time as the rough-in inspection.
Alteration Identification #	Enter the alteration identification number assigned by the design review agency. This number can be found on the "Alteration Transmittal Form." A copy of this form along with the original approved construction documents and the approved alteration construction documents must be available for the inspector's use at the inspection site.
DRA Name & Registration #	Enter the name and Texas registration number of the design review agency that approved the alteration construction documents.

### SUMMARIZATION OF UNITS INSPECTED

FIELD NAME	DATA ENTERED
Unit ID Number	Enter the manufacturer's <b>COMPLETE</b> unit ID number or serial number for each Texas unit inspected. Enter one module per line. When inspecting multiple modules that comprise a single building, list each module on a separate line. Please be accurate.
TX Decal or Insignia #	Enter the original Texas decal or insignia number for each unit inspected.
Alteration decal #	Enter the Texas alteration decal number for each unit inspected.
Affixed?	Check box if the Texas alteration decal was affixed during this inspection. Alteration decals are only affixed to industrialized buildings after successful completion of the final inspection. Alteration decals are affixed by the third party inspector.
Alteration data plate affixed?	Check box if an alteration data plate was affixed during the inspection. Alteration data plates are supplied by the builder and installed only after successful completion of a final inspection. Alteration data plates are affixed by the third party inspector.
# of Deviations	Enter the number of deviations that were written against each module. Deviations that are not corrected prior to the inspector's departure will require a reinspection.
Reinspection required?	Check box if a reinspection is required.

**SYSTEM TESTING** – Check either box for "**system testing this inspection**" or "**no system testing this inspection.**" Check the "Alteration Transmittal Sheet" for required testing. If system testing was observed, then complete the following information.

FIELD NAME	DATA ENTERED
Original Texas decal numbers of units tested	Enter the Texas decal number for each unit for which system testing was observed next to the type of system testing observed. System testing must be performed in compliance with the referenced code sections.
Passed?	Check box if passed.
Reinspection required?	Check box if reinspection is required because of failed system test where construction to correct cannot be performed prior to inspector's departure. Will require documentation of problem on deviation report and inspection of corrective action at reinspection in addition to passing the system test.

If alteration decals were affixed, then the third-party inspector shall sign the inspection report to attest that alteration decals were affixed only where a successful final inspection has been completed. Alteration data plates and alteration decals are not to be affixed unless all deviations have been corrected, all required system testing has been witnessed and passed, and all required inspections have been completed. Alteration decals and data plates are affixed in the building as indicated on the approved alteration construction documents.



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## ALTERATION INSPECTION RECORD SUMMARY

Cover Page of Inspection Report	Date of Inspection:
Builder or Permit Holder:	Reg.# or Permit #:
Inspector Name/Reg #:	
Inspection Agency Name/Reg #:	

Total # of Units Inspected:	Deviation Report Attached	Reinspection Required		
Phase of Inspection:	Rough-in	Final	*Verification	Reinspection – see attached deviation report

Note: Verification inspection may be performed at same time as rough-in inspection.

\*\*Alteration Identification #: \_\_\_\_\_ DRA Name & Reg #: \_\_\_\_\_

Unit ID Number (assigned by manufacturer)	Original TX Decal or Insignia #	Alteration Decal #	Affixed ?	Alteration Data Plate Affixed ?	# of Deviations	Reinspection Required

No system testing this inspection. The following system tests were performed.

Original Texas decal numbers of units tested	Description of System Test Performed	Passed?	Reinspection Required?
	DWV tests (reference IPC § 312 or IRC § P2503.5)		
	Water supply system test (reference IPC § 312 or IRC § P2503.6)		
	Backflow prevention assembly (reference IPC § 312)		
	Gas system testing (reference IFGC § 406 or IRC § G2417)		
	Electrical system testing (reference NEC 550-12)		
	Concrete tests (reference IBC 1905.6)		

By affixing of signature to this form, the third-party inspector attests that alteration decals have been affixed only where a successful final inspection has been completed in accordance with Department rules and procedures governing industrialized housing & buildings.

Signature of Third-Party Inspector: \_\_\_\_\_

\* Verification that building matches construction on approved original plans prior to start of construction. If building does not match, then return alteration decals for this project to the Department.

\*\* From Alteration Transmittal Sheet – number is assigned by design review agency.