STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION
Davy Crockett Tower, Third Floor
500 James Robertson Parkway
Nashville, Tennessee 37243-1162
Phone (615) 741-7190
FAX: (615) 253-3267
http://www.state.tn.us/commerce/sfm/modindex.html

MODULAR MEMORANDUM 2007-01

RE: **Construction Inspection Agency Monthly Inspection Reports of Tennessee Modular Building Units**

DATE: **September 21, 2007**

Effective October 1, 2007, all **Tennessee Modular Building Unit Construction Inspection Agencies (CIA)** are, hereby, instructed to furnish this office with copies of all inspection reports on **Tennessee Modular Building Units** which are manufactured in this state, or intended to be offered for sale, sold, or installed in this state. (Rule 0780-2-13-.07(1)(d))

The inspection reports are required to be submitted to this office in Adobe PDF format on a monthly basis, no later than the tenth (10th) day of the following month. Reports shall be submitted via e-mail to the following address until further notice. (modular.buildings@state.tn.us) **Paper submissions or submissions that are not in the format listed below will no longer be accepted.**

The monthly inspection reports shall contain the following information:

1. Cover sheet with the company letterhead, listing all of the Construction Inspection Agency's clients, month of reported inspections, and year of reported inspections. Monthly inspection reports shall be compiled and submitted in one (1) submission, originating from the Construction Inspection Agency's main office.

2. The name and address of the manufacturing facility.

3. Date of the inspection.

4. Name and title of the Construction Inspection Agency personnel performing the inspection.

5. The Tennessee Modular Building Plan Number for the unit as listed on the **"Notification of Receipt and Filing"**, letter issued by this office.

6. Name of the Design Review Agency which approved the manufacturer's model plans and the date of such approval.

7. Tennessee Modular Building Unit Certification Label Number(s) assigned to the modular building unit(s) or component(s) inspected. Date of label(s) issuance and name and title of the person who issued the label(s).

8. Manufacturer's Serial Number(s) of the modular building unit(s) or component(s) inspected.

9. A full report of all inspections conducted, nonconformities observed, and corrective actions taken.

10. Any additional information that has been requested by this office.

If you have any questions regarding this matter, please contact the Tennessee Modular Building Program at (615) 741-7190 or modular.buildings@state.tn.us

This memorandum supersedes and replaces Modular Memorandum No. 2004-01, dated August 24, 2004.