



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

MEMORANDUM

Date: August 27, 2015

To: Maryland Approved Industrialized Building Manufacturers
Maryland Approved Testing Facilities (ATF)

From: Norman C. Wang, ^{NCW} RA, Manager, Industrialized Building and Manufactured Homes Program,
Maryland Codes Administration

Ref: additional information required when submitting plans to DHCD

Effective immediately, the following information shall be provided on ATF's transmittal letter when plans of a proposed modular building are submitted to DHCD for review and approval:

- Both model number and serial number assigned to each and every modular building
- Manufacturer's representative's name and email address
- ATF's plan reviewer's name and email address

