

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF CODES AND STANDARDS**

1800 Third Street, Room, 260, P.O. Box 31  
Sacramento, CA 95811-1407  
From TDD Phones 1 (800) 735-2929  
(916) 445-9471 FAX (916) 327-4712  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



**May 11, 2012**

**INFORMATION BULLETIN 2012-02 (MH/CM)**

**TO: Commercial Modular Licensed Manufacturers  
Third-party Agencies  
Division Staff**

**SUBJECT: Commercial Modular (CM) Insignia Data Entry**

This Information Bulletin provides information and instruction to CM manufacturers, HCD Third-Party entities and Division staff to properly enter data on CM insignia issued by the Department for all CM units designed, constructed and approved in accordance with Department regulations effective March 31, 2012<sup>1</sup>.

CM units may be designed and manufactured without specific construction, equipment and systems (such as HVAC, bathroom facilities, fire sprinkler systems, etc.) due to its use and occupancy at the site or due to it being designed for site-installed equipment or site construction. For that reason, and since 1976<sup>2</sup>, each CM transportable section is required to bear Department insignia of approval indicating the design loads, construction type, mechanical equipment, and systems installed at the factory prior to sale, rent or lease in California.

The Department is issuing new insignia that are formatted to comply with Department regulations effective March 31, 2012, and also provides two new data-entry fields to display the Climate Zone (CA Energy Code) and CBC (CA Building Code edition) in addition to the nine currently used data-entry fields displaying Roof LL, Floor LL, Wind (pressure), Electrical Panel Rating, Plumbing Fixtures, OCC (occupancy classification), Mech (mechanical equipment), Fire (fire safety equipment and systems) and unit Serial number.

Manufacturers, Third-Party entities and Division staff must enter information into the data fields using the standardized acronyms and numbers that are provided by example on page two of this Information Bulletin. All information entered must be imprinted in a permanent manner to emboss the data into the insignia plate using either a typewriter or ball-point pen. Felt-tipped markers, paint-pens or similar soft-tipped ink pens are prohibited due to its temporary nature. Failure to either enter the data correctly or to use permanent-type marking methods may require the insignia to be voided and replaced.

<sup>1</sup> Refer to Information Bulletin 2011-06 issued on October 1, 2011, announcing amendments to Title 25, Division 1, Chapter 3, Subchapter 2, Article 3 commercial modular and special purpose commercial modular construction.

<sup>2</sup> Refer to Information Bulletin Gen. 76-5.

The following are examples of the data and acronyms used when entering information in each of the eleven (11) data fields on the new CM insignia. All data fields signify the specific design loads, energy and equipment installed on the section bearing Department insignia.

<b>ROOF LL</b>	Design roof load e.g.: <b>30</b>	<b>FLOOR LL</b>	Design floor load e.g.: <b>50</b>
<b>WIND</b>	Design wind speed & exposure category e.g.: <b>80 C</b>	<b>OCC</b>	CM Occupancy group e.g.: <b>B</b>
<b>ELECT PANEL RATING</b>	Subpanel rating e.g.: <b>200A</b> <u>n/a</u> – none installed	<b>MECH</b>	<b>H</b> = Heating equip. <b>V</b> = Vent equip. <b>AC</b> = Air conditioning equip. <u>n/a</u> – none installed
<b>PLUMBING FIXTURES</b>	<b>B</b> = Bathtub/shower <b>L</b> = Lavatory <b>S</b> = Sink <b>T</b> = Toilet <u>n/a</u> –none installed	<b>FIRE</b>	<b>E-1</b> = E= Exit door; and # of exit doors in ea section <b>FD</b> = Fire detection equip <b>FE</b> =Fire extinguishing system <u>n/a</u> –none installed
<b>CLIMATE ZONE</b>	Design climate zone e.g.: <b>16</b>	<b>CBC</b>	CA Building Code Edition, e.g.: <b>2010</b>
<b>CM</b>	(Pre-printed Insignia number)	<b>S</b>	Serial number of unit & section, e.g.: <b>4567</b>

For CM sections designed and approved for construction without plumbing fixtures, mechanical or electrical equipment or designed to be completed on site, those data-fields shall be labeled “n/a” to indicate those features are not installed on that CM section upon release from the factory.

The reformatted insignia will be issued for all CM units constructed on and after the March 31, 2012, effective date, and for those units remanufactured and or certified as being in compliance with the current regulations adopting the California Building Code. The black insignia, issued for commercial coach units constructed from November 1976 – March 31, 2012, will continue to be available for CM units that are altered, undergo a change in occupancy or coded in compliance with regulations in effect prior to March 31, 2012.

Attached is a facsimile of the new insignia. You may contact the Manufactured Housing Program office at 916-445-3338 for more information regarding this bulletin.


Kim Strange  
Deputy Director

Attachment

THIS INSIGNIA REMAINS PROPERTY OF THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

AS EVIDENCED BY THIS INSIGNIA THE MANUFACTURER CERTIFIES COMPLIANCE WITH THE CA HSC CODE DIV 13, PART 2 AND CCR, TITLE 25, CHAPTER 3 FOR COMMERCIAL MODULAR CONSTRUCTION

A COMMERCIAL MODULAR BEARING DEPARTMENT INSIGNIA SHALL NOT HAVE ITS CONSTRUCTION, FIRE SAFETY, PLUMBING, MECHANICAL OR ELECTRICAL SYSTEMS OR EQUIPMENT ALTERED OR CONVERTED UNLESS INSPECTION APPROVAL IS OBTAINED FROM THE DEPARTMENT



ROOF LL	<input type="text"/>	FLOOR LL	<input type="text"/>
WIND	<input type="text"/>	OCC	<input type="text"/>
ELECT PANEL RATING	<input type="text"/>	MECH	<input type="text"/>
PLUMBING FIXTURES	<input type="text"/>	FIRE	<input type="text"/>
CLIMATE ZONE	<input type="text"/>	CBC	<input type="text"/>

CM  S

SELLER CERTIFIES TO COMPLIANCE