



# State of New Hampshire

DEPARTMENT OF SAFETY

## Division of Fire Safety Office of the State Fire Marshal

[nh.gov/firemarshal](http://nh.gov/firemarshal)

Commissioner Robert L. Quinn | State Fire Marshal Sean P. Toomey



The New Hampshire Department of Safety Modular Building Program Administrator processes the following documents. They are the sources for the data tracked by this application:

1. Application for Certification of Third Party Agency (DSFM 114) – submitted when an entity seeks to become a new Third Party Inspection Agency and then again annually for renewal of certification. It is the source document for the name, address and phone numbers for TPAs as well as contact information for affiliated owners, partners and/or corporate officers.
2. Modular Housing Manufacturers Application (DSFM 62) – submitted when a manufacturer of modular building systems wishes to conduct business in New Hampshire and then again annually for renewal purposes. It is the source document for the name, address and phone numbers for manufacturers as well as contact information for affiliated owners, partners and/or corporate officers.
3. Label Request Form (DSFM 54) – This form is submitted by a TPA to request a block of labels to be held on consignment and used by the program administrator to record data pertinent to this transaction.
4. Request and Payment for New Hampshire Labels (DSFM 115) – submitted by a manufacturer with payment to its assigned Third Party Inspection Agency. The TPA forwards a copy with the payment to the program administrator; used to re-consign a block of labels from the TPA to the manufacturer and to record appropriate revenue (in conjunction with an invoice).
5. Modular Building Label Record (DSFM 56) - submitted when a manufacturer completes construction of and ships a modular structure(s).
6. Invoices - used to record the various types of revenue generated by the Modular Building Program and to create an audit trail for the Department of Safety Business Office.
7. TPA Monthly Label Report (DSFM 118) - summary of label numbers, the manufacturer they were issued to and the date issued. Used as a "double-check" against the above label records.
8. Manufacturer Monthly Label Report (DSFM 119) - summary of labels used by manufacturers and the locations of finished projects. Used as a "double-check" against the above label records.
9. Modular Relocation Form (DSFM 121) – This form is submitted when a Modular Building or Modular Building Component(s) once permanently installed on an approved foundation, is to be relocated to or within the State of New Hampshire.
  - (a) Any modular building or building component being relocated shall meet all current state codes prior to issuance of a final certificate of occupancy.
  - (b) A manufacturer, builder/dealer or property owner shall complete and submit a written request for relocation with the department on form DSFM 121 “Modular Relocation Form”.
  - (c) A written request for relocation pursuant to above shall include the following, as applicable:
    - (1) All originally approved design documents and plans.
    - (2) All originally approved truss assembly plans stamped by a NH professional engineer; and
    - (3) All newly approved documents and plans, including truss assembly plans stamped by a NH professional engineer.
10. Modular Building Complaint Form (DSFM 48) – Anyone who wishes to file a complaint concerning a modular building or building component shall complete, sign, and submit form DSFM- 48, “Modular Building Complaint Form”.
11. Label Void/Replacement Form (DSFM 57) – This form is used when a previously consigned, issued or installed label requires replacement due to damage or loss.