



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 16, 2019

NTA Inc
David Tompos
305 N Oakland Ave
PO Box 490
Nappanee, IN 46550

Dear Manufacturer/Inspection Agency,

This is a letter to help manufacturers and inspection agents understand the Plan Review, Inspection and Labeling processes for Premanufactured units in the state of Michigan. Please read over and pay close attention to these guidelines, to avoid having plan review projects and label orders placed on "Hold".

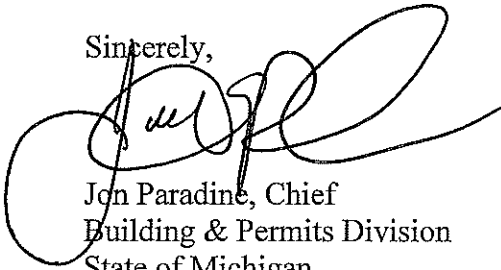
- 1) When submitting for plan review, you must submit under the company name and location that is manufacturing and shipping the units.
- 2) Anytime there is a Code Change, you cannot build any units that have not had plan review approved under the NEW code.
- 3) You may not transfer labels between plants. If one company has three plants the plant that orders the labels must use those labels. Each plant that has a CA number is treated as a separate entity. That also applies to Plan Review projects. If you have three plants, plan review must be done for each plant.
- 4) Manufacturers should NOT be sending their label reports to their inspection agency. All label reports should come directly to me, there is no reason for you to send them to the inspection agency as they have their own report that the inspectors fill out.
- 5) Manufacturing of a unit cannot start until plan review has been submitted and approved for that model.
- 6) The inspection agency must hold the labels they are sent until the inspector inspects the unit and applies the label. These labels must be applied by the inspector not plant personnel.
- 7) Both the inspection agency and the manufacturer MUST submit their label reports on our forms, provided with each label order. These reports must be submitted by the 10th of each month for the previous month.

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- 8) When submitting your label reports, be sure to fill the form out completely for each label that was applied. Project numbers must have the year - 6 digit number, (ex: 17-001467 = PR2017BCC-001467). You must also include the report for any labels you/your inspector currently have on hand but have not applied yet.

We appreciate your cooperation with reporting your labels completely and bringing all labeling into compliance. If you have any questions or concerns, please feel free to contact Toni at 517-241-9317

Sincerely,

A handwritten signature in black ink, appearing to read 'JP', written over a large, loopy flourish that extends to the left and right.

Jon Paradine, Chief
Building & Permits Division
State of Michigan
LARA/BCC

JP/tln

Cc: All approved Manufacturers and Third-Party Inspection Agencies.