



**ENGINEERING BULLETIN:**

**March 14, 2007**

**INSPECTIONS FOR HUD CODE HINGED ROOF HOMES BUILT UNDER HUD'S "ALTERNATE CONSTRUCTION" (AC) PROGRAM**

**To: All Retail Sales Centers**

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IMPORTANT NOTICE - This bulletin serves as a reminder of the HUD requirements for mandatory on-site third-party inspections for hinged roof assemblies built under the Alternate Construction (AC) process.

The serial number for all hinged roof homes built under the Alternate Construction (AC) process will contain the prefix "AC" to indicate that the home must have an on-site third party inspection of the hinged roof assembly. **This special inspection must occur before the home is occupied by the proposed homeowners. Please make sure you contact the plant QA Manager to advise when the home will be ready for inspection.** Our QA manager will then schedule the inspection with the appropriate third party. It is important for you to provide adequate lead time to our QA Managers to ensure the inspectors can perform their task in a timely manner, and to avoid any disruption or delays for the customers taking occupancy of their home.

Additionally, this is a reminder concerning the retailer's responsibilities for all homes built under the Alternate Construction (AC) process. These responsibilities include:

- **Inform the prospective customer of the AC Inspection process.**
- **The customer must sign the "Notice to Purchaser" form prior to entering sales agreement. This notice is provided to you by the plant.**
- **The Retailer must contact the plant QA Manager with the date the home will be ready for inspection of the hinged roof components. Please provide a minimum of 10 days before final completion.**
- **Copies of the third party's final inspection report shall be given to the homeowner and plant.**

The documentation, HUD approval letter, Notice to Purchasers form, and all supporting information and setup details will be provided to you from the plant for all AC designed homes. If you have any questions regarding the requirements listed in an Alternate Construction Approval, or any of the support documentation, please contact the manufacturing plant where the home was produced for assistance.

Thank you for your cooperation.

# Retailer Responsibilities for Alternate Construction Process (Hinged Roofs, etc.)

## 1. Customer Awareness

**a.** Retailers must assure each prospective home purchaser understands the purpose of the Alternate Construction Process, as well as, the set-up and inspections process the home must follow.

*Purpose of Alternate Construction Process: HUD labeled homes with an AC prefix before the serial number produced by Southern Energy facilities are constructed under the strict requirements and specifications of the HUD code. The Alternate Construction regulation was developed by HUD to permit construction of more complicated home designs (i.e.: hinged roofs), which require a separate site inspection by a third party prior to occupancy by the homeowner. The manufacturer is required to provide HUD with a detailed list of the site work that must be completed. This information is in the Notice to Purchaser.*

**b.** After the process and inspection requirements are explained, the customer must read and sign a **Notice to Purchaser** (sample copy attached) **before** entering into any sales agreement. **This is a HUD requirement.** It explains to the customer that the home does not fully comply with the Manufactured Housing Standards (HUD Code) as constructed at the manufacturing facility, and requires special on-site assembly & inspection to make the home code compliant. The original signed document must be forwarded to the Quality Assurance manager at the manufacturing facility, a copy shall be retained for the retailer's file, and a copy shall be provided to the homeowner.

## 2. Home Installation

**a.** Retailers must retain a licensed contractor or similarly qualified professional acceptable to both the retailer and the manufacturer to complete all site work. Southern Energy Homes will provide all approved plans, instructions, and close up material to complete all site work.

**b.** The Retailer must work closely with the contractor to assure that the set-up of the home is in strict compliance with the approved documentation supplied by the manufacturer.

**c.** For Hinged Roof Assemblies, the Retailer must ensure the set-up of the home on its foundation is complete **before** starting the installation and through-the-roof extensions of the flue assemblies, vents, chimney pipes, and exhaust fans. This approach is designed to prevent any movement of components and to ensure proper alignment of all through-the-roof extensions.

**d. After the home's "Alternate Construction" assemblies & set-up are complete, they must be inspected before the homeowner is allowed to take occupancy of the home.** This inspection shall be conducted by a third party IPIA or qualified and experienced independent inspector selected and/or accepted by the IPIA. This inspection will be conducted to assure the home was set-up in accordance with the approved drawings and specifications as well as any applicable local codes.

e. Required arrangements for the final inspection are listed below:

1) The Retailer shall contact the plant's Quality Assurance Manager not less than 10 day's prior to the date you want the final inspection to take place. The 10-day notice is to allow sufficient time for the plant to contact and schedule the third party inspection date.

2) Retailer shall provide the Quality Assurance Manager with the following information to ensure all pertinent information is in place before scheduling:

- ? The serial number of the home.
- ? A specific date the home will be complete.
- ? The requested date for final inspection.
- ? A contact name and phone number of the retail sales center.
- ? The Homeowner's name and phone number where they can be reached if needed.
- ? Location and address of the home site.
- ? A clear and specific map and or directions to the site.

**Note: Southern Energy has included the cost of the initial inspection in the home's invoice to be conducted by the third party IPIA on the inspection date scheduled. Any costs resulting from subsequent inspections will be the responsibility of the retail sales center. Issues to watch for that could require a second inspection; are incomplete work, failure to follow set-up instructions, miscommunication on agreed upon inspection dates, or re-inspection of rework. It is highly recommended that someone capable of repairing minor problems be present at the inspection to eliminate the need for re-inspection.**

f. The inspector will then certify on the attached sample "Site Inspection Report" that the home is complete according to the DAPIA approved designs and is now in full compliance with the HUD Code. The original signed inspection report shall be returned to Quality Assurance Manager at the producing manufacturing facility. The inspector will retain a copy of the report for his files, and separate copies shall be provided to the homeowner and to the retail sales center.

**Note: Any questions related to construction, set up, inspection or situations that may arise with local jurisdiction should be directed to the manufacturing plant's Quality Assurance Manager.**

# NOTICE TO PURCHASER

## SAMPLE \*

The U.S. Department of Housing and Urban Development (HUD) has issued Alternative Construction (AC) Letter # \_\_\_\_\_-AC to Southern Energy concerning this home, which was produced in a Southern Energy facility and is finished by a licensed contractor or a similarly qualified individual.

As constructed in the factory, this home does not meet certain aspects of the Federal Manufactured Home Construction and Safety Standards (Standards) regarding the in-plant installation of roof jack/flue assemblies for fuel-burning appliances or fireplaces, plumbing vent pipes, bathroom exhaust fans, kitchen range hood exhaust fans, and whole house ventilation ducts. Or site construction of dormer support trusses and installation of shingles, attic ventilation and exterior siding.

A licensed contractor or a similarly qualified individual will accomplish all site work. In addition, all site work, except for aspects of construction under the jurisdiction of the local building authority, shall be inspected by Southern Energy's Production Inspection Primary Inspection Agency (IPIA) or an experienced and qualified independent inspector acceptable to Southern Energy's (IPIA). In accordance with the requirements of the AC letter, Southern Energy will provide you with a copy of the site inspection report.

HUD evaluated this alternative construction concept and concludes that it provides levels of quality, durability, and safety that are equivalent to those required by the Federal Standards. To comply with the approval letter issued to Southern Energy, the letters "AC" must appear in your home's serial number.

For additional information about the specific Federal Standards involved, a copy of the letter issued by HUD to the manufacturer, pursuant to 24 CFR 3282.14(b), is available on request from your dealer or Southern Energy.

\_\_\_\_\_  
Sales Representative Signature

\_\_\_\_\_  
Purchaser's Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\* This page is a sample notice only, actual verbiage may vary.

Southern Energy \_\_\_\_-AC  
SITE INSPECTION REPORT  
SAMPLE\*

Home Serial No. \_\_\_\_\_

Home Model No. \_\_\_\_\_

Homeowner's Name and Address:

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In compliance with Alternative Construction (AC) Letter \_\_\_\_-AC issued by HUD, this home has been designed for partial assembly and completion on-site. The roof jack/vent assemblies for fuel-burning appliances, plumbing vent pipes, bathroom exhaust fans, kitchen range hood exhaust fans, and whole house vent system were not completed when the home was shipped from the production facility.

The site construction was inspected by the undersigned representative of Southern Energy's Production Inspection Primary Inspection Agency (IPIA) or by a qualified independent inspector acceptable to Southern Energy's IPIA. The purpose of this inspection and this completed report is to ensure that the home is completed in compliance with Southern Energy's DAPIA-approved designs.

OK

- \_\_\_ 1. All site work was completed by a licensed contractor of similarly qualified professional.
  
- \_\_\_ 2. All appliance vents, ceiling penetrations in water heater, and furnace compartments are fire stopped or tight fitted using methods shown in DAPIA-approved designs.
  
- \_\_\_ 3. Jack/vent components are secured, assembled, and properly aligned using the method cited in the DAPIA-approved appliance manufacturer's instructions. Every joint of the flue, exhaust duct, and combustion air intake is secured and aligned.
  
- \_\_\_ 4. Installation is complete fore each applicable appliance or assembly.
  - o Gas Furnace
  - o Gas Water Heater
  - o Fireplace
  - o Plumbing Vent Pipes
  - o Bathroom Exhaust Fans
  - o Kitchen Range Hood Exhaust Fan
  - o Whole House Ventilation Duct

\* This page is a sample inspection report only, actual verbiage may vary.

Southern Energy \_\_\_\_-AC  
SITE INSPECTION REPORT  
SAMPLE\* continued

- \_\_\_ 5. Roof dormer was completed and ventilated in accordance with DAPIA-approved instruction.
  
- \_\_\_ 6. Underlayment, valley flashing, and shingles were installed in accordance with DAPIA-approved instructions and in accordance with product manufacturer's printed instructions.
  
- \_\_\_ 7. All installation (relative to the above construction) that was not completed in the factory complies with the DAPIA-approved drawings and applicable installation instruction.

I have inspected the completion of this home and find that the site work complies with the AC letter requirements pursuant to 24 CFR 3280.14(c) of the Manufactured Home Procedural and Enforcement Regulations. Copies of this completed inspection report will be distributed as indicated below.

Deficiencies: \_\_\_\_\_  
\_\_\_\_\_

Corrective Actions: \_\_\_\_\_  
\_\_\_\_\_

Inspector's Signature and Information

Signature of Inspector: \_\_\_\_\_

Printed Name of Inspector: \_\_\_\_\_

Company or Affiliation: \_\_\_\_\_

Date(s) of Site Inspection: \_\_\_\_\_

Copy to Southern Energy, Homeowner, Retailer, IPIA, SAA, HUD

\* This page is a sample inspection report only, actual verbiage may vary.

Southern Energy  
ALTERNATE CONSTRUCTION HOME INSPECTION  
REQUEST FORM

Today's date: \_\_\_\_\_

Attention: Quality Assurance Manager: \_\_\_\_\_  
Plant

From: \_\_\_\_\_ Sales Center: \_\_\_\_\_

Sales Center Phone #: \_\_\_\_\_

Date for which Inspection is Requested: \_\_\_\_\_

Home Serial Number: \_\_\_\_\_

Home Owner's Name: \_\_\_\_\_

Home Owner Phone #(s): \_\_\_\_\_

Home Location – Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Map/Directions to Home:

Your invoice will include the cost of the initial inspection. Any costs resulting from subsequent home inspections will be the responsibility of the retail sales center. Issues to watch for that could require a second inspection are: incomplete work, failure to follow setup instructions, miscommunication on agreed upon inspection dates or re-inspection of rework. It is highly recommended that someone capable of repairing minor problems be present at the inspection to eliminate the need for a re-inspection.