



March 17, 2015

**Prefabricated Structures:
NLEA – Notice to Local Enforcement Agency**

The State of Oregon provides plan review and in-plant inspection services to manufacturers that construct commercial and residential buildings in factories and then ship them throughout the state to where they will be sited. After inspections have been completed in the factory, an insignia of compliance is placed on the unit so the receiving jurisdiction knows that the structure went through a legitimate approval process.

Local jurisdiction receiving the prefabricated structure has regulatory authority over all work done on site including but not limited to: compliance with local ordinances, foundation, site utilities, exterior stairs, ramps, building service connections and any items that are part of the structure but are not finished in the factory as identified on an “Notice to Local Enforcement Agency” (NLEA) form. Examples of items frequently not completed in the factory include: hinged roofs, exterior mounted HVAC units, connections of marriage lines on multi-section structures, etc.

The NLEA form identifying all incomplete items that were not inspected in the factory and need to be inspected by the local jurisdiction will be posted inside the module and a copy will be attached to the approved set of plans. Local jurisdictions can charge an inspection fee for the scope of work identified on the NLEA to recover their costs.

If the receiving jurisdiction or the manufacturer request the State to be the service provider for site inspections for the NLEA items, the State may accommodate the request.

****See next page for Sample NLEA Form ****

If you have any questions related to the NLEA process or would like additional information related to the Prefabricated Structures program, please contact:

Permit Technician - Cheryl Lyons (503)378-6237 or Cheryl.Lyons@Oregon.gov

Structures Inspector - Chad Brooks (503)378-2706 or Chad.E.Brooks@Oregon.gov

Statewide Services Manager – Shane Sumption (503)378-2015 or Shane.R.Sumption@Oregon.gov





Notification to Local Enforcement Agency of Incomplete Structure (NLEA)

Department of Consumer and Business Services
Building Codes Division • SWS
1535 Edgewater NW, Salem, OR
Phone: 503-378-3080, Fax: 503-378-3656
Web: bcd.oregon.gov

Mail application with payment to:

DCBS Fiscal Services
P.O. Box 14610
Salem, OR 97309-0445

A \$60 payment is due with application. Fees not subject to refund. The prefabricated structure identified below requires completion work at the site as specified and shall remain accessible and open for inspections.

DEPARTMENT USE ONLY	
Plan approval no.:	
Date received:	
Date reviewed:	

MANUFACTURER INFORMATION			
Manufacturer name:		Phone: - -	
Address (street or P.O. Box):			
City:		State:	ZIP:
SITE INFORMATION			
Owner's name:			
Address:			
City:		County:	State: ZIP
Mfr's serial no.:		Occupancy group:	Date of arrival:
INCOMPLETE STRUCTURE ITEMS TO BE INSPECTED ON SITE BY LOCAL JURISDICTION			
The following items will be completed on site:		<input type="checkbox"/> Customer installed electrical installations (70111/1190)	
<input type="checkbox"/> Installation of hinged roof system (70711/1190)		<input type="checkbox"/> Completion of electrical system (70111/1190)	
<input type="checkbox"/> Installation of truss package (70711/1190)		<input type="checkbox"/> Other: (70711/1190)	
<input type="checkbox"/> Completion of plumbing system (70611/1190)			
<input type="checkbox"/> Stick-built roof (70711/1190)			
<input type="checkbox"/> Attic/roof-mounted HVAC equipment (70711/1190)			
<input type="checkbox"/> Completion of draft-stop construction across mate lines (70711/1190)			
<input type="checkbox"/> Completion of fire-resistive wall or ceiling construction across mate lines (70711/1190)			
Before listing other incomplete items, please call 503-378-3080.			

The manufacturer must provide a copy of this notice to the local jurisdiction when the structure is going to be sited. During shipping and until Certificate of Occupancy is issued by the local jurisdiction, a copy of this form must be secured to the inside of the window closest to the entrance door of the structure, or adjacent to entry door.

Manufacturer's signature: _____ BCD inspector's signature: _____

Secure fax for credit card payments: 503-947-2333

If paying by credit card, applicant must sign credit card information box.

Make check or money order payable to Department of Consumer and Business Services.
Do *not* send cash.

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Phone: _____
Credit card number _____	Expiration date _____
Name of cardholder as shown on credit card _____	
Cardholder signature _____	\$ _____ Amount

Fiscal use only: