

INDUSTRIALIZED BUILDINGS COMMISSION

RELABELING REPORT FORM

We, _____ (name of inspection agency), Code # _____, have relabeled existing units for the following company at the location indicated with IBC certification labels in accordance with the Uniform Administrative Procedures, Part IV, Section 4(A)(7).

PART I: CORPORATION REQUESTING RE-LABELING

Corporate Name:

Mailing Address:

City:

State:

Zip:

Contact:

Phone:

PART II: LOCATION OF RE-LABELED UNIT(S)

Street Address:

City:

State:

Zip:

PART III: DESCRIPTION OF RE-LABELED UNIT(S)

IBC Label No.	Model No./Size	Existing Label No	Date of Mfr.	Module Number	Use Group

C IBC Label No: IBC Certification Label number affixed to unit.
C Model No./Size: Model of unit from data plate. If unavailable, nominal size of unit.
C Existing Label No.: If applicable, original state label number attached to unit.

C Date of Mfr.: If available, date of manufacture from data plate.
C Module Number: Module number per total number of modules that make up building (1 of 4, 2 of 4, etc.)
C Use Group: Primary occupancy or use group designation per model building code.

PART IV: PAYMENT FOR IBC CERTIFICATION LABELS

MODULAR/CLOSED PANEL LABELS	Quantity	Fee	Amount (A)
		\$60.00	
COMPONENT LABELS	Quantity	Fee	Amount (B)
		\$36.00	
Make Checks Payable to: INDUSTRIALIZED BUILDINGS COMMISSION	Check No.	Dated	Amount (A+B)

PART V: INSTRUCTIONS

Inspection Agency:

A completed form must be submitted along with payment no later than 30 calendar days after labels have been affixed.

1. Complete all parts and make one copy.
2. Retain copy for your records.
3. Submit original along with check to:

INDUSTRIALIZED BUILDINGS COMMISSION
 505 Huntmar Park Drive, Suite 210
 Herndon, VA 20170

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