

**INTERSTATE INDUSTRIALIZED BUILDINGS COMMISSION**  
505 Huntmar Park Dr., Suite 210, Herndon, VA 20170 | (703) 481-2022

Form for registering manufacturing facilities as required by UAP, Pt. IV, Section 8(A).  
Registrations expire on December 31.  
See instructions for additional details.

**PART I. BUSINESS ENTITY**

Legal Business Name:

FEIN:

Trade Name:

Address:

Phone:

Web Address (opt.):

Parent Co., City, ST (if applicable):

**Authorized Representative**

Name:

Title:

Email:

Phone:

**PART II. ANNUAL MANUFACTURING FACILITY REGISTRATION FEES**

Amount Due (No. of Mfg. Facilities x \$400):

Check No.:

Date:

Amount:

Make checks payable to "IIBC" or "Interstate Industrialized Buildings Commission".

**PART III. MANUFACTURING FACILITIES**

**Facility 1. Name/Designation:**

ADD  EDIT  REMOVE

Physical Address:

Mailing Address (if different):

Phone:

Evaluation Agency:

Inspection Agency:

**Facility 2. Name/Designation:**

ADD  EDIT  REMOVE

Physical Address:

Mailing Address (if different):

Phone:

Evaluation Agency:

Inspection Agency:

**Facility 3. Name/Designation:**

ADD  EDIT  REMOVE

Physical Address:

Mailing Address (if different):

Phone:

Evaluation Agency:

Inspection Agency:

**Facility 4. Name/Designation:**

ADD  EDIT  REMOVE

Physical Address:

Mailing Address (if different):

Phone:

Evaluation Agency:

Inspection Agency:

## GENERAL INSTRUCTIONS FOR REGISTRATION FORMS

- Initial registrations must be accompanied by a *certificate(s) of good standing\** and a copy of the implementing contract between the manufacturer and the designated agency.
- Manufacturers must notify the Commission of any changes by resubmitting an updated registration form.
  - If requesting a change in inspection and/or evaluation agency, a 30-day advance written notice is required in accordance with Part V, Sections 2(A) and 3(A) of the UAP.
  - For additional details including when certain information must be provided, refer to Part IV, Section 8(A) of the UAP.

*\*Certificate(s) of Good Standing* (aka certificate of existence or certificate of authorization). A state-issued document that shows a corporation or limited liability company has met the statutory requirements and is authorized to do business in that state.

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## INSTRUCTIONS FOR COMPLETING FORM

### PART I. BUSINESS ENTITY

Details about the company that owns and operates the listed manufacturing facilities.

**Legal Business Name.** Full business name of the entity as it appears on the legal document creating it.

**FEIN** (Federal Employer Identification Number). Nine-digit number assigned by IRS to the business.

**Trade Name.** Name of company if different from the legal business name (“doing business as” name).

**Address.** Full mailing address of the business.

**Parent Company.** If applicable, name and location (city, state) of the company that owns more than 50 percent of the voting shares of the business entity.

**Authorized Representative.** Name, title, email and phone number of the company officer who will serve as the primary business contact person.

### PART II. MANUFACTURING FACILITY REGISTRATION FEES

Annual registration fee is \$400 per manufacturing facility. Fees for first time applicants are permitted to be prorated by month. For example, the fee for a facility registering anytime in October would be \$100 ( $\$ 400/12 \text{ mo.} \times 3 \text{ mo.}$ )

### PART III. MANUFACTURING FACILITIES

List of manufacturing facilities being registered. Resubmit form when adding, removing or updating information about a manufacturing facility. Use additional sheets if necessary.

**Facility Name/Designation.** Name or plant number used by the business to identify the individual manufacturing facility. Do not provide brand name(s) under which the product is marketed.

**Physical Address.** Full physical address of the manufacturing facility.

**Mailing Address.** Full mailing address of the manufacturing facility if different from physical address.

**Evaluation Agency.** Evaluation agency that will provide plan and design review services under the IIBC program.

**Inspection Agency.** Inspection agency that will provide inspection services under the IIBC program.