

1) New Manufacturer Application

- Completed IB app for NEW MANUFACTURER APPROVAL
- Affidavit with certifiable ID (driver's license)
- 3rd party contract agreement
- IRS Form W-9
- 3rd party manufacturing facility certification letter
- Articles of Incorporation
- \$100

2) Quality Control Manual. See rule 110-2-9 for additional details

- Completed IB app for QUALITY CONTROL PROGRAM APPROVAL
- QC manual complying with DCA program requirements (no cost)

3) Building System (annual license for each occupancy type you produce). See Rules 110-2-8 for additional details

- Completed IB app for BUILDING SYSTEM APPROVAL
- Construction manual detailing all engineered design, structural calculations and product specifications contributing to a structure complying with the Georgia Minimum Standard Codes
- \$500

4) Model Plan Approval. See Rules 110-2-8 for additional details

- Completed IB app for MODEL PLAN APPROVAL
- Plans for a building complying with the Georgia Minimum Standard Codes that may be supplemented by the construction manual
- \$100

~~ Email all documents to [IB@dca.ga.gov](mailto:IB@dca.ga.gov) to receive a payment link for the total amount.