
CHAPTER 7 - ARCHITECTURAL DATA

- 7-1. GENERAL. All information essential to processing by the Architectural Branch is termed "architectural data". The Chief Architect is responsible for the preparation, compilation, filing, indexing and maintenance of the data.
- 7-2. ARCHITECTURAL REFERENCE DATA. Each field office should ensure the availability of material to meet the requirements for conditional commitment and complaint processing. The Office of Manufactured Housing and Construction Standards is required to maintain all reference data listed in HUD Handbooks and in the Code of Federal Regulations. Consult when necessary.

Each field office is required to maintain applicable editions of:

Accepted Local Codes and Ordinances

Accepted State Codes

CABO One- and Two Family Dwelling Code

Electrical Code for One- and Two Family Dwellings,
NFPA 70A

Code of Federal Regulations - 24 CFR Part 200

HUD Minimum Property Standards

HUD Technical Publications

HUD Use of Materials Bulletins

HUD Materials Releases

HUD Technical Circulars

HUD Structural Engineering Bulletins

HUD Mechanical Engineering Bulletins

HUD Sanitary Engineering Bulletins

HUD Technical Study Reports

7-3. INSPECTION GUIDE. Prepared by, or under the supervision of, the Chief Architect. It must be reviewed annually and revised as necessary. HUD employees of the Architectural Branch, and fee inspectors are furnished a current copy that contains the following information:

A. General Instructions.

- 1) Fee Inspector's duties. Always be aware that the public relations of HUD may be affected by a person's attitude and conduct while serving in an official capacity.
 - a. Be courteous at all times during the performance of the assignment;
 - b. Be polite, pleasant and businesslike, showing no partiality, avoiding argument and controversy;
 - c. Suggest acceptable remedies to anticipated non-compliances or construction errors; and
 - d. Avoid making either favorable or unfavorable comment regarding the work.
- 2) Fee Inspector's responsibility is to determine that construction quality of the physical property is acceptable as security for an insured loan.
 - a. Assure that the finished structure is substantially the same as that upon which the commitment is based; and
 - b. Inspectors who accept construction showing substandard workmanship, or non-compliance with the accepted exhibits, are remiss in their duties; and
 - c. Mortgage risk may be increased as a result of an inspector's negligence.
- 3) Purpose of compliance inspections is to observe and report whether the construction, or repairs, substantially comply with the conditions of the commitment and with sound construction practices.

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- B. Completion Instructions for Form [HUD 92051](#), Compliance Inspection Report (see Handbook 4190.1).
- C. Inspection Checklist. Provide a copy of the One and Two Family Dwelling Inspection Guide. Prepare an additional inspection checklist to suit local conditions and include items not contained in the One and Two Family Dwelling Inspection Guide. Briefly word each item to identify the construction to be checked. Do not describe action to be taken.
- D. Checklist of Errors and Suggested Corrections. Provide a list of items frequently encountered during an inspection. Each non-compliance must give:
 - 1) The number of the statement to be checked on Part I of the Compliance Inspection Report, Form [HUD 92051](#).
 - 2) A brief description of the non-compliance, clearly specifying the appropriate correction.
- E. List of Variations. Provide items that the inspector would normally report under Statement 10 - Part I of Compliance Inspection Report. Also provide a list of minor variations that normally are not reported on the Compliance Inspection Report.
- F. HUD Data. Include any special technical data useful during inspections.
- G. Field Office Memorandums. Determinations on construction techniques or materials can be included if considered useful.
- H. Industry Data. Issued by trade associations. Do not include material of a predominantly advertising character.

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- 7-4. MINIMUM PROPERTY STANDARDS (MPS). These establish the minimum quality acceptable to HUD, on a technical basis, in all HUD Field Office jurisdictions. No higher or lower minimum level will be established by any field office without Headquarters approval. See HUD Handbook 4910.1, Minimum Property Standards for Housing.

A. Local Acceptable Standard (LAS). Published by the field office where an acceptable variation to the MPS is considered necessary and is to be on a repetitive basis.

- 1) The Field Office Manager recommends a LAS accepting the variation by submitting a request to Headquarters, Office of Manufactured Housing and Regulatory Functions, Construction Standards Branch.

If the LAS appears justified and is acceptable, it will be retyped with the necessary corrections and forwarded to the field office for distribution.

- 2) A LAS should be coordinated with the local Farmers Home Administration and Department of Veterans Affairs to eliminate varying interpretations.

It is also desirable to discuss any proposed LAS with the local Home Builders Association.

- 3) Occasionally, an application may be received that will not meet HUD MPS or construction requirements. Where compliance with a specific standard may be impracticable or may cause unnecessary hardship:

- a. The field office may accept the variation without the prior approval of Headquarters; and
- b. The variation must not be considered as establishing a pattern or a precedent for similar acceptance in repetitive situations.

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B. Other Applicable Standards.

- 1) Handbook 4940.2, Minimum Design Standards for Community Water Supply Systems,
- 2) Handbook 4940.3, Minimum Design Standards for Community Sewerage Systems.
- 3) Handbook 4930.3, Permanent Foundations for Manufactured Housing

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