

780 CMR: MASSACHUSETTS AMENDMENTS TO THE *INTERNATIONAL BUILDING CODE 2021*

CHAPTER 110: SPECIAL REGULATIONS

110.R3: MANUFACTURED BUILDINGS

NOTE: 780 CMR 110.R3 is unique to Massachusetts.

110.R3.1: Administration

110.R3.1.1 Title. The BBRS adopts the rules and regulations for manufactured buildings, manufactured building components and manufactured homes contained herein as 780 CMR 110.R3.

110.R3.1.2 Scope. 780 CMR 110.R3 shall govern the design, manufacture, handling, storage, transportation, relocation, and installation of manufactured buildings, manufactured building components, and modular homes, and hereinafter referred to as product, intended for installation in the Commonwealth and/or manufactured in the Commonwealth for shipment to any other state in which such product and the labels thereon are accepted. Subject to local zoning ordinances and by-laws, product may be sold for, delivered to, or installed on, building sites located in any location in the Commonwealth if such products have been approved and certified pursuant to 780 CMR 110.R3.

110.R3.1.3 Administration and Enforcement. The BBRS, through its designee the Office, shall administer and enforce the state requirements of 780 CMR 110.R3 and building officials shall administer and enforce the local requirements of 780 CMR 110.R3. The boards which regulate the specialized codes shall have enforcement authority of product specific to its specialized code. No person, firm or corporation shall offer for sale or rental, or sell or rent, any product subject to any provisions of 780 CMR 110.R3 unless it conforms with the applicable provisions of 780 CMR 110.R3.

Where an uncertified building was constructed under a manufactured building program of another state and approved under such program, a TPIA shall prepare a report based on review of the plans and specifications and inspection of the building to assure that said plans and specifications meet the requirements of 780 CMR 13.00: Energy Efficiency and submit such to the Office for review and approval.

When the occupancy classification of a relocated manufactured building is proposed to be changed, a TPIA shall inspect the building, including any disassembly necessary, to determine whether compliance may be achieved for a change of occupancy classification in accordance with the requirements of Chapter 10 of 780 CMR 34.00: Existing Buildings. If factory plans are available, then disassembly is not required to the extent that the factory plans can be reasonably verified to reflect the actual construction.

Exception: Relocatable buildings previously approved with a prior Massachusetts insignia may be relocated into or within the state, subject to local approval for the design loads for

the location, provided that no plan, specification, reconfiguration, occupancy type or use group changes are made. The insignia numbers, design loads, and plans based on time of manufacture shall be provided to the building official at time of permit application and prior to installation.

110.R3.1.4 Authorization of Third-party Inspections Agencies. The BBRS may register TPIAs based on recommendations by the Office.

110.R3.2: Definitions

110.R3.2.1 General. Unless otherwise expressly stated in 780 CMR, the following terms shall, for the purpose of 780 CMR 110.R3, have the meaning as follows:

ALTERATION. Any construction, other than ordinary repairs of product that deviate from the approved product.

APPLICABLE CODES. 780 CMR and specialized codes if applicable.

CERTIFICATION. Any manufacturer or product which meets the provisions of 780 CMR 110.R3 is deemed to be certified.

CSL. A construction supervisor license. See also construction supervisor.

DEALER. Any individual, organization or firm engaged in the retail selling, or offering for sale, brokering, or distribution of product, primarily to a person who in good faith, purchases or leases such product for purposes other than resale.

DPL. The Massachusetts Division of Professional Licensure.

INSTALLATION. The process of affixing, or assembling product on the building site, and connecting it to utilities, and/or to an existing building. Installation may also mean the connecting of two or more manufactured building or housing units designed and approved to be so connected.

INSTALLER. An individual who, on the basis of training and experience, has been certified by a manufacturer as competent to supervise the placement and connection required to install product of that manufacturer. Said certification by the manufacturer shall be in writing; additionally, the certified installer shall possess picture identification in the form of a driver's license or other picture identification acceptable to the building official.

LABEL. An approved device or seal evidencing certification of product in accordance with 780 CMR 110.R3.

LOCAL ENFORCEMENT AGENCY. A department or agency in a municipality charged with the enforcement of 780 CMR and appropriate specialized codes.

MANUFACTURED BUILDING. Any manufactured building which has concealed elements, such as electrical, mechanical, plumbing, fire protection, insulation, and other systems affecting health and safety, and which is manufactured, constructed, relocated, reconfigured, and/or assembled in accordance with 780 CMR and pertinent regulations, in manufacturing facilities, on or off the building site. Also, any manufactured building as defined above which does not have concealed elements, but which has been approved by the BBRS at the request of the manufacturer.

MANUFACTURED BUILDING COMPONENT. Any manufactured subsystem, manufactured subassembly, or other system designed for use in or as part of a structure having concealed elements such as electrical, mechanical, plumbing and fire protection systems and other systems affecting health and safety.

MANUFACTURER. A business entity approved to manufacture product.

MANUFACTURED HOMES. Manufactured homes regulated under the federal Housing and Urban Development standards as defined in 24 CFR Part 3280.2, which are not within the scope of 780 CMR 110.R3.

MODULAR HOME. Any R-Use manufactured building.

OFFICE. The Office of Public Safety and Inspections.

PLANS. Building plans, specifications and documentation of product, which may include structural, electrical, mechanical, plumbing and fire protection systems and other systems affecting health and safety, including variations which are submitted as part of the building system.

PRODUCT. A manufactured building, manufactured building component, modular home or relocatable building.

QUALITY ASSURANCE MANUAL. The manual as outlined in section 3 of 780 CMR 110.R3 which contains the quality assurance process specific to a manufacturer and approved by a TPIA.

RELOCATABLE BUILDING. A partially or completely assembled building constructed and designed to be reused multiple times and transported to different building sites.

SPECIALIZED CODES. See 780 CMR 1.00: Scope and Administration.

THIRD PARTY INSPECTION AGENCY (“TPIA”). A TPIA registered in accordance with the requirements of 780 CMR 110.R3 and retained by the manufacturer and approved by the Office to perform inspection, evaluation, and certification of manufacturers and product.

110.R3.3: Certification of Manufacturer

110.R3.3.1 General. An entity which maintains a quality assurance program in conformance with a quality assurance manual in accordance with this section may apply to the Office for certification as a manufacturer. An entity seeking to become a manufacturer or a manufacturer seeking to renew a certification shall submit an application to the Office for approval. These applications will include, but not be limited to: a quality assurance manual and a fee. A certification shall be issued for an application that meets the requirements of 780 CMR 110.R3, or the Offices shall notify the applicant of the reasons for refusal. Certifications first issued and renewals of certifications shall be valid for a period of one year.

110.R3.3.2 Quality Assurance Manual. The quality assurance manual of a manufacturer shall consist of the requirements contained in 780 CMR 110.R3. It is the responsibility of the manufacturer to execute every aspect of this manual. The manufacturer shall continue to be responsible for all corrective actions required and the contractual relationship between the manufacturer and the TPIA shall not diminish such responsibility. The manufacturer shall cooperate with the TPIA by providing all necessary reports, information, documents, records, facilities, equipment, samples and other assistance for assuring compliance with 780 CMR 110.R3. The manual shall be comprehensively indexed, and shall treat the material listed here in detail, as follows:

1. A procedure for periodic revision of the quality assurance manual;
2. An organizational structure for implementing and maintaining the quality assurance program and its functional relationship to other elements of the organization structure of the manufacturer, which structure shall provide for independence from the production department; company officers and employees in charge of the quality assurance program shall be identified, and their training and qualifications specified;
3. A uniform system of audit (in-depth analysis of program effectiveness and means to identify deficiencies) to monitor the quality assurance program periodically;
4. Complete and reliable records of manufacturing and site operations, if any (suitable means of storage, preservation and accessibility of copies of forms to be utilized shall be included);
5. A system to control changes in production or inspection procedures within the manufacturing facility;
6. A system to assure that working drawings and specifications, working instructions and standards, procurement documents, etc. conform to the approved building system;
7. A serial number system for buildings or building components; and

8. The method of safekeeping, handling and attaching labels and identification of those employees responsible therefore.
9. Materials Control.
 - a. Procedure to assure effective control over procurement sources to ensure that materials, supplies and other items used in production and site operations, if any, conform to the approved plans, specifications and quality requirements;
 - b. Procedures for inspection of materials, supplies and other items at the point of receipt;
 - c. Method of protection of materials, supplies and other items against deterioration prior to their incorporation in the certified buildings or building component; and
10. Product Control.
 - a. Procedures for timely remedial and preventive measures to assure product quality;
 - b. Provision, maintenance and use of testing and inspection;
 - c. Provision for frequency of sampling inspections;
 - d. Provision of necessary authority to reject defective work and carry out compliance assurance functions, notwithstanding any conflict with production department goals and needs;
 - e. A schematic of the manufacturing operation showing the location of inspection stations or areas, and “hold” points for mandatory inspection characteristics;
 - f. Inspection and test procedures, including accept/reject criteria and mandatory inspection characteristics;
 - g. Standards of workmanship; and
 - h. Provision of disposal of rejects.
11. Finished Product Control.
 - a. Procedure for final inspection of all product before shipment to the site or storage point, including identification and labels;

- b. Procedures for handling and storing all finished product, both at the manufacturing plant or other storage point and after delivery to the building site;
 - c. Procedures for packing, packaging and shipping operations and related inspections; and
 - d. Procedures for transportation, including all measures to protect product against damage while in transit, and setting forth the modes of transportation to be utilized and the carrying equipment and procedures.
- 12. Installation Control.
 - a. Installation procedures including component placement or set, equipment and procedures, field erection and finishing work, utility connection instructions and all appropriate on-site inspection criteria and test descriptions; and
 - b. Organizational provisions for field repair and disposal of rejects.
- 13. Permission for Inspection. The manufacturer shall provide the Office with written permission, signed and notarized, for the Office to inspect manufacturing facilities, products, and building sites under his or her control at any reasonable time without prior announcement.
- 14. Shall contain detailed plans for inspections by the Office or the TPIA.

110.R3.4: Registration of TPIA

110.R3.4.1 General. An entity which seeks to register as a TPIA or to renew a registration as a TIPA shall submit an application and a fee to the Office for approval. Applications will include, but not be limited to, the requirements of 780 CMR 110.R3. A registration shall be issued for an application that meets the requirements of 780 CMR 110.R3, or the Office shall notify the applicant of the reasons for refusal. Registrations first issued and renewals of registrations shall be valid for a period of one year.

110.R3.4.2 Registration Requirements. Applications shall contain, but not be limited to, information on the following; corporate structure, employees, inspection programs, test reports and data sheets, insurance, responsibility and liability, and certification, labels and product. The TPIA applicant shall attest that:

- 1. All submissions are a true and accurate statement of the personnel, equipment, and procedures that will be followed to certify product;
- 2. The agency's board of directors, as a body, and its technical personnel as individuals, shall exercise independent judgment;

3. The agency's activities shall not result in financial benefit to the agency through stock ownership, or other financial interests in any producer, suppliers, or vendor of products involved, other than through standard published fees for services rendered;
4. The agency shall not perform architectural, mechanical, electrical, plumbing, sprinkler, or structural design or quality assurance program approvals for any manufacturer who uses the same agency, in whole or in part, by members of the agency or any affiliated organization for in-facility inspections or other TPIA services;
5. All inspectors, evaluators, and other technicians are adequately trained and qualified to perform each job assigned to them; and
6. The agency is able to evaluate product for compliance with all applicable codes, standards, laws, and rules.

110.R3.5: Dealers

110.R3.5.1 General. Any dealer who contracts for product that is installed or intended to be installed in the Commonwealth shall, as a minimum, be registered with the Secretary of the Commonwealth and the Massachusetts Better Business Bureau. Complaints against a dealer received by the Office maybe forwarded to the Massachusetts Better Business Bureau, the Office of the Attorney General of Massachusetts, the Office of Consumer Affairs and Business Regulations, or other entity for appropriate action.

Exceptions:

- a. Individuals licensed or certified under other state or federal law, when the law provides for specific authority to provide this particular service, or preempts the requirement for such a registration.
- b. Holders of an active license issued by the Massachusetts Real Estate Commission.
- c. Any licensed construction supervisor who contracts directly with the owner or dealer.

110.R3.6: Certification of Plans

110.R3.6.1 General. Plans for newly constructed or recertified product shall meet the requirements set forth in this section and are to be evaluated for compliance with 780 CMR 110.R3 and certified accordingly by the TPIA. Certified plans along with a fee are to be submitted to the Office for review and approval.

110.R3.6.2 Construction Documents. All documents submitted with the application shall be identified to indicate the manufacturer's name, office address and address of the manufacturing facility and shall contain as a minimum the following information:

1. Plans shall be submitted showing all elements relating to specific details on properly identifiable sheets.
2. Each plan application shall bear the signature and seal of a registered design professional certifying that the plans comply with the applicable codes and standards, where applicable.
3. All work to be performed on-site, including connection of all systems, equipment and appliances, shall be identified and distinguished from work to be performed in the manufacturing facility.
4. Grade, quality and identification of all material shall be specified.
5. Design calculations and test reports shall be specified.
6. Drawings shall be drawn to scale and be legible and indicate the location of the data plate and shall be dated and identified. The number of sheets in each set shall be indicated.
7. Plans for product shall provide or show, but not be limited to, the details listed below including the method of their testing or evaluation, or both. These requirements shall apply to the plans for building components only to the extent deemed necessary to permit a proper evaluation of the building component.
 - a. General.
 - i. Details and methods of installation of product on foundations and/or to each other.
 - ii. All exterior elevations.
 - iii. Cross sections as necessary to identify major building components.
 - iv. Details of flashing, such as at openings and at penetrations through roofs and subcomponent connections. Indicate flashing material and gauge to be used.
 - v. Attic access and attic ventilation.
 - vi. Exterior wall, roof and soffit material as well as finish.
 - vii. Interior wall and ceiling finish material.
 - viii. Fire separation walls.
 - ix. Sizes, locations and types of doors, windows and fire/smoke detectors.
 - x. Recommended foundation plans, vents and underfloor access.
 - b. Building Classification.

- i. Occupancy or use group.
 - ii. Area, height, and number of stories.
 - iii. Type of construction.
 - iv. Fire resistance ratings.
- c. Space and Fire Safety.
 - i. Details of fire resistance rated assemblies for all stairway enclosures, doors, walls, floors, ceilings, partitions, columns, roof and shaft enclosures and how continuity will be maintained at all horizontal and vertical junctions.
 - ii. Detail of fire protection systems.
 - iii. Details as to width of all aisles, exits, corridors, passageways and stairway enclosures.
 - iv. Toxicity and flame spread classification of finished materials.
- d. Structural Detail Requirements.
 - i. Engineer's calculations of structural members, where appropriate.
 - ii. Structural and framing details of all floors, roof and walls.
 - iii. Details and stress diagrams of roof trusses.
 - iv. Details of reinforcing steel.
 - v. Complete loading schedule.
 - vi. Column loads and column schedule.
 - vii. Lintel schedule.
 - viii. Size, spacing and details of all structural elements.
 - ix. Grade or quality of all structural elements (lumber, steel, etc.).
 - x. Elevation of structural elements, walls or sections thereof, providing resistance to vertical loads or lateral forces.
 - xi. Complete details of all structural connections.
- e. Mechanical Detail Requirements.
 - i. Location of all equipment and appliances. Indicate equipment and appliances
 - ii. listed or labeled by approved agencies.
 - iii. Heat loss and heat gain calculations or approved prescriptive method.
 - iv. Manufacturer's name, make, model, number, BTU, input and output rating of all equipment and appliances, as appropriate, or the equal thereof.
 - v. Duct and register locations, sizes, and materials.
 - vi. Clearances from combustible material or surfaces for all ducts, flues and chimneys.
 - vii. Method of providing required combustion air and return air.

- viii. Location of flues, vents and chimneys and clearances from air intakes and other vents and flues.
 - ix. Details regarding dampers in ducts penetrating fire separations.
 - x. Complete drawings of fire sprinkler system, standpipe system or smoke/fire alarm system as required.
 - xi. Detail of elevator or escalator system, including method of emergency operation.
 - xii. Duct and piping insulation thickness.
 - xiii. Ventilation air calculations.
- f. Plumbing Detail Requirements.
- i. Plan or schematic drawing of the plumbing layout including, but not limited to, size of piping, fitting, traps and vents, cleanouts and valves, gas, water, and drainage system.
 - ii. Plumbing materials, and location of all equipment and appliances to be used. Indicate fixture unit capacity of system(s) and the make, model, and rating/capacity of equipment and appliances. Indicate equipment and appliances listed or labeled by approved agencies.
 - iii. Make and model of safety controls (such as for water heaters), their location, and whether listed or labeled by approved agencies.
 - iv. How piping is to be supported and intervals of support.
 - v. Location of vents above roofs and required clearances including, but not limited to, clearances from air intakes, other vents and flues.
 - vi. Methods of testing.
- g. Electrical Detail Requirements.
- i. Plan of service equipment, including service entrance, conductors, service raceway and clearances above ground and above structures.
 - ii. Method and detail for grounding service equipment.
 - iii. Single line diagram of the entire electrical system.
 - iv. Load calculations for service and feeders.
 - v. Sizes of all feeders and branch circuits.
 - vi. Size, rating and location of main disconnect/overcurrent protective devices.
 - vii. Method of interconnection between product and location of connections.
 - viii. Location of all outlets and junction boxes.
 - ix. Method of mounting fixtures and wiring installations.
 - x. Lighting power calculations.

110.R3.7: The Office Inspections

110.R3.7.1 General. The Office, as it deems necessary, may conduct a review of processes a manufacturer's processes and/or TPIA inspection practices or any other requirement

governed by 780 CMR 110.R3. This may include any part of the entire process of manufacturing, certifying, handling, storing and transporting of product pursuant to approved plans. No inspection entailing disassembly, damage to or destruction of certified product shall be conducted except to implement 780 CMR 110.R3.

110.R3.7.2 Damaged Product. Any finding of damage to product shall cause immediate notification to be made to the Office, TPIA and the manufacturer. Prior to the issuance of a certificate of occupancy, the Office shall inspect, or cause to be inspected, product which it determines to have been sufficiently damaged after certification to warrant such inspection and to take such action with regard to such product as is authorized hereof, or as is otherwise necessary to eliminate dangerous conditions. The local enforcement agencies may designate the Office as the inspection agency.

110.R3.7.2.1 Repairing Damaged Components. The Office or a TPIA shall require product which are so damaged as to no longer comply with the applicable codes and 780 CMR 110.R3 to be repaired and made to comply within 14 days of discovery and after proper written notice to the manufacturer, installer and owner; or if they are so damaged that they cannot be brought into compliance, the Office or a TPIA shall order that the labels be removed and voided from such product. A report shall be filed with the TPIA and the Office. Irreparably damaged product shall be disposed of by the manufacturer, the CSL and/or owner.

110.R3.7.3 TPIA Review. The Office or their designated agents shall audit a TPIA, at any reasonable time, and without prior announcement, in order to monitor the reliability of each TPIA and of its monitoring of quality assurance manuals. Each such audit shall investigate the adequacy of all procedures used by the agency in monitoring compliance assurance programs including inspection, tests, production methods, process controls, operator performance, materials, receipts, storage and handling, workmanship standards, records and all other activities which implement the quality assurance program in the manufacturing facility, during transport, or on-site (as applicable), and at subcontractors' facilities. The results of such audit shall be filed with the Office and sent to the TPIA in writing, within 14 days of discovery. The TPIA shall be notified of any deficiencies and of the manner and time by which such deficiencies shall be eliminated. If deemed necessary by the Office, a TPIA registration may be suspended or revoked. An audit may also be conducted by the Office before approving an inspection agency for first issuance of a registration.

110.R3.8: Local Agency Enforcement

110.R3.8.1 Permits. Upon application and in conformity with the provisions of 780 CMR and 780 CMR 110.R3, the building official shall issue building permits for installation of product.

110.R3.8.1.1 Owner's Agent. A CSL, duly licensed in accordance with 780 CMR 110.R5, shall, in accordance with 780 CMR 1.00: Scope and Administration, be hired by and act as the agent for the owner for the purpose of applying for and

obtaining any and all permits required for the field installation of all product. The CSL shall be responsible for the construction of the foundation system, the attachment to the foundation, and completion of the product, and all pertinent site work required by section 105 of 780 CMR and shall provide at least 48 hours notice to the Office and the building official before the placement and connection of such units shall begin.

110.R3.8.1.2 Submittal Documents. As part of the permit application process, the CSL shall submit to the building official, in writing:

- a. The name of the installer, who shall be duly certified by the manufacturer to install said manufacturer's product, and is identified as an installer of product. The installer shall be responsible for the safe and proper placement and connection of the product in accordance with 780 CMR, 780 CMR 110.R3, and the specialized codes.
- b. A statement that the work to be performed under such permit is to include the installation of the specific type of product in accordance with the provisions of the applicable codes, the statement is to be signed by the applicant or his or her agent, with the appropriate address.
- c. A true copy of the approved product and where it was manufactured or is to be manufactured, where one has not previously been furnished to that local enforcement agency.
- d. Site specific plans and specifications.
- e. Plan Identification Number Assignment Form for newly constructed or recertified units with BBRS number. This is to confirm plans have been approved by the state and shall include a stamp approval and signature.
- f. Plans shall be stamped on every page by a TPIA.
- g. Every page showing calculations by a registered design professional shall be provided with their stamp and signature.
- h. Energy compliance certificate.
- i. Set manuals are required to be on-site at time of project set.
Exception: If all connection details are provided on the plans, then the set manual is not required.
- j. Set crew information shall accompany the plan submittal package with approved certification from manufacturer.

110.R3.8.2 Inspection of Site Preparation and Service Connections. Appropriate local enforcement agencies shall inspect site preparation work including foundations, not within the scope of the approval and certification, and the structural, mechanical, plumbing, sprinkler, and electrical connections among units or components, for compliance with applicable law, rules and regulations.

110.R3.8.3 Compliance with Instructions. Appropriate local enforcement agencies shall inspect all product upon, or promptly after, installation at the building site to determine whether all instructions in the set connection details report or conditions listed on the manufacturer's data plate have been followed. This may include inspections for exterior weather-tightness and protection, tests for tightness of plumbing and mechanical systems, and for malfunctions in the electrical system and a visual inspection for obvious nonconformity with the approved building plans.

110.R3.8.3.1 Disassembly Prohibited. Destructive disassembly of product shall not be performed in order to conduct such tests or inspections, nor shall there be imposed standards or test criteria different from those adopted by the Office or specified in the approved plans.

110.R3.8.3.2 Opening Panels. Nondestructive disassembly may be performed only to the extent of opening access panels and cover plates.

110.R3.8.4 Non-complying New or Recertified Units. Local enforcement agencies shall report to the BBRS in accordance with 780 CMR 110.R3 any non-complying product.

110.R3.8.5 Certificates of Occupancy. Building officials shall issue certificates of occupancy for product as applicable if such product has been installed and inspected pursuant to the applicable codes and 780 CMR 110.R3 and complies with the approved building specifications and plans. Any noncompliant items shall be brought into compliance before such certificate of occupancy shall be issued.

110.R3.8.6 Reporting of Violations to Division of Professional Licensure. When any local enforcement agency is making an inspection and finds violations or suspected violations, it shall report the details of the violations in writing to the BBRS. Where violations are hazardous to occupants, a certificate of occupancy shall not be issued and the building shall not be occupied before such hazards are corrected.

If the violations are not hazardous, a temporary certificate of occupancy may be issued.

110.R3.9 Compliance Assurance

110.R3.9.1 Grounds. The BBRS may suspend or revoke the registration of any TPIA or certification of any manufacturer, if the approval was issued in error; was issued on the basis of incorrect information; was issued in violation of any of the applicable codes or 780 CMR 110.R3; if examination discloses that the entity failed to perform properly; or for such other cause as may be deemed sufficient by the Office to warrant such action. If there

is a violation of the specialized codes, the Office shall notify the authority having jurisdiction.

110.R3.9.2 Notice. If the BBRS suspends or revokes the registration of a TPIA, the TPIA shall be given notice in writing from the Office of the suspension or revocation with the reasons therefore set forth therein. Manufacturers being evaluated or inspected by such agencies and all local enforcement agencies within the Commonwealth shall also be notified in writing of such suspension or revocation. Such notices shall contain instructions to the manufacturer and to the local enforcement agency as to the procedures to be followed regarding product previously certified by the TPIA whose approval has been suspended or revoked. If the BBRS suspends or revokes the certification of a manufacturer, the manufacturer shall be given notice in writing from the Office of the suspension or revocation with the reasons therefore set forth therein. Such notices shall contain instructions to the TPIA and to the local enforcement agency as to the procedures to be followed regarding product produced by the manufacturer whose certification has been suspended or revoked.

110.R3.9.3 Records. If an entity whose registration or certification has been suspended or revoked shall within 90 days of the suspension or revocation deliver to the custody of the Office the originals of all records required to be maintained during the course of its operations pursuant to the applicable codes and 780 CMR 110.R3.

110.R3.9.4 Appeal. Any entity aggrieved by a revocation or suspension stemming from a violation of 780 CMR 110.R3 or any other section or provision of 780 CMR may appeal to the BBRS as allowed by 780 CMR 1.00: Scope and Administration. For appeals to specialized code requirements the authority having jurisdiction shall administer the appeal.