Installation Certificate (Insignias)

- **Contractors licensed by the Arizona Registrar of Contractors ("ROC") must attend annual training as scheduled by DFBLS to be eligible to purchase Installation Certificates.**

    - **This applies only to permanent commercial factory built buildings ("FBB")**
        - **Permanent** – FBBs, commercial or residential, that may be accessible for use by the general public, and shall be installed permanently at a designated site. Examples would be: office buildings, medical buildings, dwelling units, etc. *Note: Requires installation plan approval and an installation permit.*

    - **This does not apply to the following types of commercial factory built buildings**
        - **Special Event** – a short-term use (*45 days or less*) FBB. Examples are state fair, sporting events, etc. *Note: Requires a special event permit; no foundation or accessory plans are required.*
        - **Temporary** – a leased FBB that is installed at a designated site for six (6) months or less. Example would be a sales trailer or temporary office building with public access. *Note: Requires installation plan approval and an installation permit.*
        - **Construction Trailer** – FBBs used by trade professionals for construction site project purposes and are not used by the public. *Note: single module buildings do not require an installation permit or installation plans; however, multi-module buildings do require an installation plan submittal and installation permit.*

- **All ROC licensees who work on the installation of the building must place a new certificate on the building for the scope of their work performed.**
    - Exception: If a general contractor has multiple ROC license classifications that cover all the work performed on the building, only one certificate is required for the building. However, if a general contractor does not have licenses to cover any particular scope of work performed, then the ROC licensee who performed the work must place a separate certificate on the building.