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PUBLIC PROPOSAL FORM

FOR PUBLIC PROPOSALS ON THE INTERNATIONAL CODES
2004/2005 CODE DEVELOPMENT CYCLE

PLEASE SEE REVERSE FOR INSTRUCTIONS ON SUBMITTING PUBLIC PROPOSALS. PROPOSALS MUST COMPLY WITH THESE INSTRUCTIONS.

CLOSING DATE: All Proposals Must Be Received by August 20, 2004.

The 2004/2005 Code Development Hearings are tentatively scheduled for February 21 – March 2, 2005 in Cincinnati, OH.

- 1) Indicate the format in which you would like to receive your Public Proposals Monograph (PPM), Report of the Hearing (ROH) and Final Action Agenda (FAA):

Paper * CD *Download from ICC Website

(*Note: A paper copy will not be sent to you if you have chosen the CD or Download format.)

- 2) PLEASE TYPE OR PRINT CLEARLY: FORMS WILL BE RETURNED if they contain unreadable information.

Name:					Date:	
Jurisdiction/Company:						
Submitted on Behalf of:						
Address:						
City:		State:		Zip +4:		
Phone:		Ext:		Fax:		
e-mail:						

- 3) *Signature: _____ Signature on File (see over)

** I hereby grant and assign to ICC all rights in copyright I may have in any authorship contributions I make to ICC in connection with this proposal. I understand that I will have no rights in any ICC publications that use such contributions in the form submitted by me or another similar form and certify that such contributions are not protected by the copyright of any other person or entity.*

- 4) Cost Impact: Indicate if this Proposal: will will not increase the cost of construction.

- 5) Indicate appropriate International Code(s) associated with this Public Proposal – Please use Acronym: _____

If you have also submitted a separate coordination change to another I-Code, please indicate the code: _____
(See back of this form for list of names and acronyms for the International Codes).

- 6) Revision to: Section _____ Table _____ Figure _____

- 7) PROPOSAL Please check appropriate box:

Revise as follows: Add new text as follows Delete and substitute as follows: Delete without Substitution(s):

Show the proposed NEW, REVISED or DELETED TEXT in legislative format: ~~Line through text to be deleted.~~ Underline text to be added.

PROPOSAL *Continued* (Attach additional sheets as necessary)

- 8) SUPPORTING INFORMATION (State purpose and reason, and provide substantiation to support proposed change):

SUPPORTING INFORMATION *Continued* (Attach additional sheets as necessary)

PLEASE USE SEPARATE FORM FOR EACH PROPOSAL
SUBMITTAL AS A DOCUMENT ATTACHED TO AN E-MAIL IS PREFERRED
(SEE REVERSE FOR DIRECTIONS ON WHERE TO SEND PROPOSALS)

PROPOSALS SHOULD BE SENT TO THE FOLLOWING OFFICES VIA REGULAR MAIL OR EMAIL. AN EMAIL SUBMITTAL IS PREFERRED, INCLUDING AN ELECTRONIC VERSION, IN EITHER WORD PERFECT OR WORD. THE ONLY FORMATTING THAT IS NEEDED IS BOLDING, STRIKEOUT AND UNDERLINING. PLEASE DO NOT PROVIDE ADDITIONAL FORMATTING SUCH AS TABS, COLUMNS, ETC. AS THIS WILL BE DONE BY ICC. ALL CODE CHANGES RECEIVED WILL RECEIVE AN ACKNOWLEDGEMENT.

Signature on File: When submitting proposals electronically, to complete the submittal process, print a copy of the ICC Electronic [Copyright Release](#) form found at www.iccsafe.org, fill in the requested information, send to ICC.

Code	Send to:
IBC	International Code Council
ICC EC	Chicago District Office
IEBC	Attn: Diane Schoonover
IFC	4051 West Flossmoor Road
IFGC	Country Club Hills, IL 60478-5795
IPC	Fax: 708/799-0320
IPSDC	codechanges@iccsafe.org
IPMC	
IUWIC	
IZC	

IECC	International Code Council
ICC PC	Birmingham District Office
IMC	Attn: Annette Sundberg
IRC	900 Montclair Road
	Birmingham, AL 35213-1206
	Fax: 205/592-7001
	codechangesbhm@iccsafe.org

Acronym	ICC Code Name
IBC	International Building Code
ICCEC	ICC Electrical Code
IECC	International Energy Conservation Code
IEBC	International Existing Building Code
IFC	International Fire Code
IFGC	International Fuel Gas Code
IMC	International Mechanical Code
ICCPC	ICC Performance Code
IPC	International Plumbing Code
IPSDC	International Private Sewage Disposal Code
IPMC	International Property Maintenance Code
IRC	International Residential Code
IUWIC	International Urban-Wildland Interface Code
IZC	International Zoning Code

The following instructions are excerpts from the ICC Code Development Process for the International Codes. The full procedures can be downloaded from the ICC website at www.iccsafe.org.

Supporting Information: Each code change proposal shall include sufficient supporting information to indicate how the proposal is intended to affect the intent and application of the Code.

- Purpose:** The proponent shall clearly state the purpose of the proposed code change (e.g., clarify the Code; revise outdated material; substitute new or revised material for current provisions of the Code; add new requirements to the Code; delete current requirements, etc.).
- Reasons:** The proponent shall justify changing the current Code provisions, stating why the proposal is superior to the current provisions of the Code. Proposals that add or delete requirements shall be supported by a logical explanation which clearly shows why the current Code provisions are inadequate or overly restrictive, specifies the shortcomings of the current Code provisions and explains how such proposals will improve the Code.
- Substantiation:** The proponent shall substantiate the proposed change based on technical information and substantiation. Substantiation provided which is reviewed in accordance with Section 4.2 and determined as not germane to the technical issues addressed in the proposed code change shall be identified as such.

The proponent shall be notified that the proposal is considered an incomplete proposal in accordance with Section 4.3, and the proposal shall be held until the deficiencies are corrected. The proponent shall have the right to appeal this action in accordance with the policy of the ICC Board. The burden of providing substantiating material lies with the proponent of the code change proposal.

- Bibliography:** The proponent shall submit a bibliography of any substantiating material submitted with the code change proposal. The bibliography shall be published with the code change and the proponent shall make the substantiating materials available for review at the appropriate ICC office and during the public hearing.
- Copyright Release:** The proponent shall sign a copyright release reading: *"I hereby grant and assign to ICC all rights in copyright I may have in any authorship contributions I make to ICC in connection with this proposal. I understand that I will have no rights in any ICC publications that use such contributions in the form submitted by me or another similar form and certify that such contributions are not protected by the copyright of any other person or entity."*
- Cost Impact:** The proponent shall indicate one of the following regarding the cost impact of the code change proposal: 1) the code change proposal will increase the cost of construction; or 2) the code change proposal will not increase the cost of construction. This information will be included in the published code change proposal.

Number: Two copies of each code change proposal, two copies of each proposed new referenced standard and two copies of all substantiating information shall be submitted. Additional copies may be requested when determined necessary by the Secretariat. A copy of the code change proposal in electronic form may be requested.

Referenced Standards: In order for a standard to be considered for reference or to continue to be referenced by the Codes, a standard shall meet the following criteria:

Code References:

- The standard, including title and date, and the manner in which it is to be utilized shall be specifically referenced in the Code text.
- The need for the standard to be referenced shall be established.

Standard Content:

- A standard or portions of a standard intended to be enforced shall be written in mandatory language.
- The standard shall be appropriate for the subject covered.
- All terms shall be defined when they deviate from an ordinarily accepted meaning or a dictionary definition.
- The scope or application of a standard shall be clearly described.
- The standard shall not have the effect of requiring proprietary materials.
- The standard shall not prescribe a proprietary agency for quality control or testing.
- The test standard shall describe, in detail, preparation of the test sample, sample selection or both.
- The test standard shall prescribe the reporting format for the test results. The format shall identify the key performance criteria for the element(s) tested.
- The measure of performance for which the test is conducted shall be clearly defined in either the test standard or in Code text.
- The standard shall not state that its provisions shall govern whenever the referenced standard is in conflict with the requirements of the referencing Code.
- The preface to the standard shall announce that the standard is promulgated according to a consensus procedure.

Standard Promulgation:

- The standard shall be readily available.
- The standard shall be developed and maintained through a consensus process such as ASTM or ANSI. Standards developed using the ANSI Canvass Method shall comply with the *Report of ICC Modifications to the ANSI General Procedures and to ANSI Annex B - Procedures for Canvass by an Accredited Sponsor*.