



CP#12-03 – ICC Standards Development

Approved: 01/17/04 | Revised: 02/05/25

1.0 Purpose of Council Policy: In order to accomplish the ICC mission of providing a coordinated and comprehensive set of model codes as well as regulatory documents supporting the built environment, it is necessary to assure the availability of acceptable standards.

1.1 This policy gives general criteria regarding the development and maintenance of Standards by the ICC.

1.2 The requirements set forth in this policy apply to all Standards developed by the ICC. The term “Standard” as used herein shall apply to any ICC Standard or ICC code developed pursuant to one of the following standards development procedures:

1. Additional requirements for standards developed pursuant to the ANSI Standard Development Consensus Procedures can be found in CP#12A.
2. Additional requirements for standards developed pursuant to the SCC Standard Development Consensus Procedures can be found in CP#12B.
3. Additional requirements for standards developed pursuant to the ICC Standard Development Consensus Procedures can be found in CP#12C.

2.0 Rules and Procedures:

2.1 Codes and Standards Council: The ICC Codes and Standards Council (CSC) shall administer the development process of ICC Standards in accordance with this Policy and the applicable ICC Consensus Procedures referenced in Section 1.2 of this Policy. The role, responsibility and duties of the CSC shall be governed by CP#9 – Role & Structure of Advisory and Engagement Councils and CP#7 – Committees and Members.

2.2 Need for Standard: The ICC Board of Directors has the authority to determine whether or not ICC shall develop a new ICC Standard. This may include review and a recommendation from the CSC but is not required. The establishment of need shall be determined by, but not limited to, consideration of the following:

1. The lack of regulatory documents necessary to govern a given subject;
2. Requests for standard development in accordance with Section 2.3 of this policy;
3. Review of existing standards on similar subjects;
4. Willingness of existing standards developers to work with ICC in the joint development of an ICC Standard or to co-brand an existing standard;
5. Review of existing standards for compatibility with the *International Codes*; and compliance with CP#28 – Code Development; and
6. Review of timeliness, update frequency, responsiveness, adequacy of coverage and consensus nature of an existing standard.

- 2.3 Request for New ICC Standard:** The CSC will consider all requests, including requests by ICC, to develop an ICC Standard in accordance with this policy. The request for a standards development project shall be accompanied by information demonstrating the need for an ICC Standard (see Section 2.2). In the interest of timeliness, such requests may be directed to the ICC Board of Directors without CSC review for action in accordance with Section 2.2.
- 2.4 Updating Existing ICC Standards:** The update process for existing ICC Standards shall comply with this Policy and the applicable ICC Consensus Procedures referenced in Section 1.2 of this Policy.
- 2.5 ANSI Procedures:** The CSC shall use the ICC Consensus Procedures referenced in Section 1.2.1 of this Policy, as approved by American National Standards Institute (ANSI) to administer the development, issuance, and maintenance of standards as needed. The submittal of the ANSI Project Initiation Notification (PINS) requires approval of the Executive Committee of the ICC Board of Directors. In the interest of timeliness, the ANSI PINS may be submitted without prior approval, provided the Executive Board is notified as soon as practicable following submittal. The ICC Board of Directors shall be notified of all PINS submittals at the next regularly scheduled Board meeting.
- 2.6 Standards Development Consensus Committee Composition:** The Consensus Committee shall be a balance of interests in accordance with the applicable ICC Consensus Procedures referenced in Section 1.2 of this Policy. An applicant for committee membership may identify an alternate representative if desired. The alternate shall not vote if the primary member is present.
- 2.7 Consensus Committee Appointment:** Notification of standards activity and solicitation of Consensus Committee members shall be announced in suitable media and posted on the ICC web site to provide the opportunity for participation by all directly and materially affected persons. The CSC may review applications and make recommendations to the ICC Board of Directors for ICC Committees, including alternates, in accordance with CP#9 – Role & Structure of Advisory and Engagement Councils and CP#7 – Committees and Members. Such review shall be based on appropriateness of the applicant's designated Interest Category, committee balance, and compliance with the applicable ICC Consensus Procedures referenced in Section 1.2 of this Policy. Committee appointments shall be made by the ICC Board of Directors in accordance with the applicable ICC Consensus Procedures referenced in Section 1.2 of this Policy.
- 2.8 ICC Standards Criteria:** ICC Standards shall comply with the following referenced standards criteria included in CP#28 – Code Development:
1. A standard or portions of a standard intended to be enforced shall be written in mandatory language.
 2. The standard shall be appropriate for the subject covered.
 3. All terms shall be defined when they deviate from an ordinarily accepted meaning or a dictionary definition.
 4. The scope or application of a standard shall be clearly described.
 5. The standard shall not have the effect of requiring proprietary materials.
 6. The standard shall not prescribe a proprietary agency for quality control or testing.
 7. The test standard shall describe, in detail, preparation of the test sample, sample selection or both.

8. 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.
9. The measure of performance for which the test is conducted shall be clearly defined in either the test standard or in the proposal text.
10. The standard shall not state that its provisions shall govern whenever the referenced standard is in conflict with the requirements of the referencing Section of the proposal. This provision shall not be applicable to a Code that is developed through the standards development procedures
11. The preface to the standard shall announce that the standard is promulgated according to a consensus procedure.

2.9 Board of Directors: The ICC Consensus Procedures shall be periodically reviewed and updated by the ICC Board of Directors. In addition to the provisions of this Policy, the ICC Consensus Procedures shall include the duties and responsibilities of the ICC Board of Directors relative to the development and updating of ICC Standards.

3.0 Administrative Procedures:

3.1 Record Retention Policy. Unless otherwise specified by the applicable ICC Consensus Procedures referenced in Section 1.2 of this Policy, records shall be prepared and maintained to provide evidence of compliance with this policy. Records shall be retained in accordance with ICC's record retention policy. In the event of conflicting requirements, the more stringent of the records retention requirements shall be followed.

3.2 Metric Policy. Unless otherwise specified by the applicable ICC Consensus Procedures referenced in Section 1.2 of this Policy, the primary units of measurements for dimensions and units of force in ICC standards shall be Inch Pound (I P) units. Requirements shall be stated in I P units, followed in parentheses by equivalent units of the International System of Units (SI).

3.3 Recording, Transcribing, Records and Publication of Meetings and Reports. The recording, transcribing, and records of meetings or publication of committee reports, documents or other materials developed by the associated committees shall be in accordance with CP#7 (See sections 7.3 and 8.0).

3.4 Cost Impacts. Cost Impact Statement Requirements. The proponent shall indicate one of the following regarding the cost impact of the change proposal or the net cost impact of the change proposal and comment submitted:

- The proposal's estimated immediate cost impacts; or
- The proposal is editorial in nature or a clarification and has no cost impact on the cost of construction.

1. The proponent shall submit information that substantiates the assertion. This information will be considered by the Consensus Committee and will be included in the published proposal. Supporting documentation may be provided via a link to a website provided by the proponent and included in the cost substantiation statement. The cost substantiation statement shall include the date the link was accessed.

2. Any proposal submitted that does not include the requisite cost impact

information shall be considered incomplete and shall not be processed.

- The cost estimates provided shall be straightforward, allowing the eligible voting members to rapidly assess their relative validity.
 - The cost estimates shall (a) have succinct information to allow the average person to understand how it was calculated (methodology), and (b) provide references for the publicly available data used (basis for variables).
3. A cost impact guidance document may be developed to assist change proposal and comment submitters in complying effectively with the cost impact requirements.