

**ICC STANDARDS**  
**STAFF OPINIONS POLICY AND PROCEDURES**

- 1.0 Purpose.** To provide the opinion of staff as to the intent of the ICC Standard with regard to specific provisions in the ICC Standard.
- 2.0 Scope.** A staff opinion is limited to interpreting the text of an ICC Standard, including the intent of the ICC Standard.
- 3.0 Limitations.** A request for an opinion shall not be processed if it involves:
  - 3.1** a determination of compliance of a specific product, design or installation,
  - 3.2** a determination of compliance of an equivalency;
  - 3.3** a judgment of knowledge that is not readily available in the written request or which can only be acquired as a result of on-site inspection;
  - 3.4** an issue that cannot be clearly and concisely phrased in the question asked; or
  - 3.5** a subject that is not addressed in the ICC Standard.
- 4.0 Requesting an Opinion.** Anyone may request a staff opinion.
- 5.0 Procedure for Requesting an Opinion.** The request shall be submitted in writing to: Manager of Standards, 4051 West Flossmoor Road, Country Club Hills, Illinois 60478-5795, or faxed to (708) 799-0320.
- 6.0 Request Format.** A request shall include a statement in which shall appear specific references to a single issue and identifying the portion (section, paragraph, etc) of the ICC Standard and edition of the standard on which the interpretation is requested.
- 7.0 Form and Content.** Interpretation requests shall be submitted in writing to the Secretariat. Questions should be written in such a form that they can be answered either yes or no. Each request shall be clearly identified with name, mailing address, telephone number and e-mail address of the requesting party. Questions not clearly phrased will be rewritten by ICC Staff for accuracy and conciseness, subject to review by the party requesting the interpretation.
- 8.0 ICC Standards Committee Interpretations.** ICC Standard interpretations are also available from the ICC Standards Committees. An ICC Standard Committee interpretation is an interpretation from the current standing committee for the ICC Standard in question. As such, this process can take additional time due to the voting procedures involved. Refer to the ICC Consensus Procedures for more information regarding Standards Committee Interpretations.