BEST PRACTICES CANDIDATE SUBMITTAL GUIDELINE

Thank you for taking time from your busy schedule to submit a Best Practices candidate! This Guideline is intended to assist you in preparing your Best Practice candidate submittal so that it may receive favorable consideration for inclusion in the International Code Council's (ICC) *Best Practices* publication. The following guidelines mirror the format and content of the Best Practice Submittal Form:

Contact Information

Please provide the contact information for the individual(s) most knowledgeable about the development and/or implementation of your Best Practices candidate submittal. This information will be useful should questions arise during the review of your Best Practices candidate submittal and will also be available to individuals interested in learning more about your Best Practice should it receive approval for inclusion in the ICC *Best Practices* publication.

Jurisdiction Population

Please indicate the population range that reflects the population of your jurisdiction. This information will be used to group Best Practices by population ranges in the ICC *Best Practices* publication.

Type of Submittal

Please indicate whether your Best Practices candidate submittal is an update of an existing Best Practice or a new Best Practices candidate submittal.

Categories

Please indicate the listed category that best reflects the subject matter of your Best Practices candidate submittal. If your Best Practices is equally applicable to more than one listed Category, please indicate all Categories that apply.

Program Description

Please provide a brief description of the program, service, or administrative function for which your Best Practices candidate submittal is applicable. The Best Practices candidate submittal description should be of sufficient detail so the reader will gain a general overview of the application of your Best Practices candidate submittal. In addition, the readers of the ICC *Best Practices* publication may be unfamiliar with any acronyms that may be included in your Best Practices candidate submittal, so please first spell out the words that the acronym represents followed by the acronym

enclosed within parenthesis the first time that the acronym is to appear in your Best Practices candidate submittal.

Costs / Benefits

Please provide a paragraph or two elaborating on your Best Practices candidate submittal, its estimated costs in human or financial resources, and its benefits. Benefits may include increased public safety, greater efficiency or effectiveness, improved customer service, etc.

Attached Documents

Please attach any documents that are used, or applicable, to your Best Practices candidate submittal. In the event your Best Practices candidate submittal may be approved for inclusion in the ICC *Best Practices* publication, please review your attached documents to verify that they are clear, legible, and suitable for reproduction and publication in the ICC *Best Practices* publication.

Should you have any questions regarding this Guideline or the submittal of your Best Practice candidate, please do not hesitate to contact one of the following IAS Best Practices Coordinators:

> Mike Bouse (mike.bouse@iasonline.org) (702.334.4142)
> Laura Uraine (luraine@iasonline.org) (562.364.8201 Ext. 3561)

Again, thank you for your Best Practices candidate submittal!