



How to Submit a New Standard

Deadline: February 8, 2024

This page explains the steps for proposing new standards for inclusion in the 2024 Group A Code Change Monograph. In accordance with ICC's Code Development Procedures, Council Policy 28, proponents must provide the ICC (International Code Council) with a copy, as defined below, for each proposed new standard on or before **February 8, 2024**. Failure to provide a standard copy by the deadline will result in the code change being ruled incomplete and the code change will not be processed.

Submitting proposed new standards in the 2024 Group A cycle. Although there have been revisions to the 2024-2026 code change cycle, including the addition of a second CAH, (See [Changes to the Code Development Process](#)) the process for proposing new standards remains essentially the same. Most importantly, a proposal for a new standard, and the submittal of such standard, must be submitted for consideration at CAH#1. **New standard submittals will not be accepted for consideration at CAH#2.** Therefore, it is imperative in 2024 Group A that proponents proactively prepare for submission of new standards for consideration at CAH#1.

A. ICC STAFF REVIEW OF STANDARD COPY (Required). Submit an authorized copy of the proposed standard to the ICC by one of the following methods:

- Upload the proposed standard via cdpACCESS with your code change proposal.
- Mail one hard copy of the standard to the ICC Central Regional Office, Attn: Codes and Standards Department, International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478.
- Email an authorized (electronic) copy of the standard separately to refstandards@iccsafe.org
- Email a website link of a view only standard (a standard obtained by submitting an email address to an SDO (Standards Developing Organization) or (authorized standards distributor) along with all necessary access information including a direct link to the corresponding website for retrieval to refstandards@iccsafe.org. ICC reserves the right to request written confirmation from the proponent that the site is authorized. *Note: It remains the responsibility of the proponent, unless otherwise specifically instructed by ICC Codes & Standards management, to contact the SDO to determine how a proposed new standard can be provided to ICC in support of a proposed standard's potential inclusion in the I-Codes.*

B. COMMITTEE REVIEW OF STANDARD COPY (Recommended). It is recommended that proponents supply a copy of any proposed new standard for committee's use by the following methods:

- Provide an authorized standard copy (electronic) to the ICC for posting to an intranet, password protected site only accessible to ICC staff and committee members to review the standards. Prior to posting every standard must be accompanied by a "Permission to Post letter" signed and dated by the proposed new standards copyright holder, i.e., the standard promulgator. Signed "Permission to Post" letters should be sent to refstandards@iccsafe.org.
- Provide a free download or read-only available link of a proposed standard for posting to ICC's intranet password-protected site by submitting the direct link to ICC via refstandards@iccsafe.org. Note that the site where the standard originated must be authorized to distribute the standard. ICC reserves the right to request written confirmation from the proponent that the site is authorized.
- Send standards copies to the applicable code committee members (12-15 people) via U.S. mail using the committee address roster. Committee mailing address roster requests can be sent to refstandards@iccsafe.org.

Note¹ It is the responsibility of the proponent to distribute new standards directly to committee members. *Note²* It is strongly recommended that the standard files you send to ICC for posting to the ICC's password-protected intranet site, be PDF-formatted documents that are unlocked with no required passwords. *Note³* It is recommended that proponents, for committee review, supply a copy of any standard being newly proposed to a code, even though said standard already exists in another I-Code.

Questions? Contact the Codes and Standards Development department at 1-888-422-7233, ext. 4345 or at refstandards@iccsafe.org Remember the deadline is **February 8, 2024**.