



## How to Submit a New Standard (revised as of 12.13.21)

### DEADLINE-FEBRUARY 11, 2022

This informational page explains the necessary steps for proposing new standards for inclusion in the Group B 2022 Code Change Monograph. In accordance with ICC's Code Development Procedures, Council Policy 28, proponents must provide the ICC with a copy, as defined below, for each proposed new standard on or before **FEBRUARY 11, 2022**. Failure to provide a standard copy by the deadline will result in the code change being ruled as incomplete and the code change will not be processed.

#### 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:

- Uploading the proposed standard via cdpACCESS® with your code change proposal
- Mailing 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
- Emailing an authorized copy (electronic) of the standard separately to [refstandards@iccsafe.org](mailto:refstandards@iccsafe.org)
- Emailing a free download copy with all necessary access information, i.e. passwords, etc. to [refstandards@iccsafe.org](mailto:refstandards@iccsafe.org)
- Emailing a website link of a view only standard (*a standard obtained by submitting an email address to an SDO or authorized standards distributor*) along with all necessary access information including a direct link to the corresponding website for ICC retrieval to [refstandards@iccsafe.org](mailto: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 one of the following methods:

- 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](mailto:refstandards@iccsafe.org)
- Provide a free download or read-only availability 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](mailto:refstandards@iccsafe.org). Note that the site where the standard originated must be authorized to distribute the standard. ICC reserves the right to request from the proponent written confirmation that the site is authorized.
- 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 for the sole purpose of viewing the standards. Prior to posting, every standard must be accompanied with 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](mailto:refstandards@iccsafe.org)

*Note 1: It is the sole responsibility of the proponent to distribute new standards directly to committee members.*

*Note 2: It is strongly recommended that the standard files you send to ICC, for posting to ICC's password-protected intranet site, be PDF-formatted documents that are unlocked with no required passwords.*

*Note 3: It is recommended that proponents, for committee review, supply a copy of any standard being newly proposed to a code, even though it exists in another I-Code.*

Remember the deadline is **FEBRUARY 11, 2022**. Questions? Contact the Codes and Standards department at 1-888-422-7233, ext. 4345 or at [refstandards@iccsafe.org](mailto:refstandards@iccsafe.org).