

# Introduction



cdpACCESS

## **2024 GROUP A PROPOSED CHANGES TO THE I-CODES**

April 7 – 16, 2024  
Doubletree by Hilton  
Universal Orlando - Orlando, FL

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By

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# TABLE OF CONTENTS

## (2024 Group A)

	PAGE
Introduction .....	ii
2024 Code Groupings.....	ii
2024 ICC Committee Action Hearings.....	ii
Membership Councils to meet prior to the hearings.....	iii
Advanced Registration and Voting .....	iii
2025 Group B Code Development Committee Responsibilities .....	iii
Analysis Statements.....	iii
New Reference Standards.....	iii
Referenced Standards Updates.....	iv
ICC Website .....	v
Proponent Contact Information.....	v
Hearing Order Changes and Tabling Proposals.....	v
Floor Modifications .....	vi
Editorial Code Changes - Code Correlation Committee .....	vii
Code Council Board Restructures Code Development Process.....	vii
2024 – 2026 Code Development Schedule.....	viii
2024 – 2026 Staff Secretaries.....	xii
CP 28 Code Development .....	xiii
Cross Index of Proposed Changes .....	lii
2024 Hearing Schedule .....	lxxv
2024 Proposed Changes (Table of Contents).....	lxxviii

## INTRODUCTION

**As utilized during the previous Cycles, code change modifications will be submitted and presented for committee and public viewing at the Committee Action Hearing through the cdpACCESS system. Detailed instructions for modifications will be available at the cdpACCESS website. In addition, printed instructions will be supplied at the CAH hearings. See page vi for details on the modification submittal process.**

The proposed changes published herein have been submitted in accordance with established procedures [Council Policy 28 Code Development (CP 28)] (see page xv) and are posted for review. The publication of these changes constitutes neither endorsement nor question of them but is in accordance with established procedures so that any interested individuals may make their views known to the relevant code committee and others similarly interested. In furtherance of this purpose, the committee will hold an open public hearing at the date and place shown below for the purpose of receiving comments and arguments for or against such proposed changes. Those who are interested in testifying on any of the published changes are expected to be represented at these hearings.

This compilation of code change proposals is available in electronic form only. ICC no longer prints and distributes this document. The compilation of code change proposals is posted on two locations on the ICC website: the customary posting which is the linked from the [Code Development](#) webpage and from the [cdpACCESS](#) webpage.

### 2024 GROUP A CODE GROUPINGS

Codes to be considered in Group A Cycle:

- IBC – Egress
- IBC – Fire Safety
- IFC
- IFGC
- IMC
- IPC
- IPSDC
- IRC – Mechanical
- IRC – Plumbing
- ISPSC
- IWUIC

See page viii for the 2024 – 2026 ICC Code Development Schedule

### 2024 ICC COMMITTEE ACTION HEARINGS

These proposed changes will be discussed in public hearings to be held on April 7-16, 2024, at the DoubleTree by Hilton at the entrance to Universal Orlando, Orlando, FL. The code committees will conduct their public hearings in accordance with the schedule shown on page lxxv.

## MEMBERSHIP COUNCILS PRIOR TO THE HEARINGS

Prior to the hearings, some of the Membership Councils will be holding meetings from 8-10am, Sunday, April 7<sup>th</sup>. This has been identified on the hearing schedule that was posted February 14<sup>th</sup>. There will also be a panel discussion with lunch from Noon-2pm on Sunday, April 7<sup>th</sup>, during which industry and Code Council leaders will share their advice and experiences.

### ADVANCED REGISTRATION AND VOTING

ICC members in attendance will be allowed to vote on procedural “points of order” in accordance with Section 6.4.8. of CP 28 (see page xxviii) **For identification purposes, all hearing participants must register. There is no cost to register or participate in the hearings.**

You are encouraged to advance register. [Click here](#) to register online.

The registration desk will be open in the lobby of the convention center according to the following schedule:

Saturday, April 6 <sup>th</sup>	2:00 pm to 5:00 pm
Sunday, April 7 <sup>th</sup>	8:00 am to 5:00 pm
Monday, April 8 <sup>th</sup> through Saturday, April 13 <sup>th</sup>	7:30 am to 5:00 pm
Sunday, April 14 <sup>th</sup>	9:30 am to 5:00 pm
Monday, April 15 <sup>th</sup> through Tuesday, April 16 <sup>th</sup>	7:30 am to 5:00 pm

In order to be eligible to vote at the 2024 Annual Conference, Public Comment Hearings and the Online Governmental Consensus Vote, CP 28 requires that applications for new and reinstating Governmental Memberships must be received by the ICC at least 30 days prior to the Committee Action Hearing. This deadline is March 8, 2024. Recent revisions to CP 28 require voter validation only once during each code development cycle. (See Section 12.1 bold below). Applicable CP 28 sections noted below:

**12.1 Eligible Final Action Voters:** Eligible Final Action voters include ICC Page 30 of 34 CP#28-05 Governmental Member Voting Representatives and Honorary Members in good standing who have been confirmed by ICC in accordance with the Electronic Voter Validation System. **Such confirmations are required to be revalidated once each code development cycle. After initial validation, changes to the list of GMVRs for the remainder of the code development cycle shall be made in accordance with Section 12.2.** Eligible Final Action voters in attendance at the Public Comment Hearing and those participating in the Online Governmental Consensus Vote shall have one vote per eligible voter on all Codes. Individuals who represent more than one Governmental Member shall be limited to a single vote.

**12.2 Applications:** Applications for Governmental Membership must be received by the ICC at least 30 days prior to the Group A First Committee Action Hearing (CAH #1) in order for its designated representatives to be eligible to vote at the Code Group A and B Public Comment Hearing or Online Governmental Consensus Vote. Applications, whether new or updated, for Governmental Member Voting Representative status must be received by the Code Council 30 days prior to the commencement of the first day of the Code Group A and B Public Comment Hearing in order for any designated representative to be eligible to vote. An individual designated as a Governmental Member Voting Representative shall provide sufficient information to establish eligibility as defined in the ICC Bylaws. The Executive Committee of the ICC Board, in its discretion, shall have the authority to address questions related to eligibility.

As such, new and reinstating Governmental Member membership applications must be received by ICC's Member Services Department by March 8, 2024. For information on application for new membership and membership renewal, click here or call ICC Member Services at 1-888-ICC SAFE (422-7233)

### 2025 GROUP B CODE DEVELOPMENT COMMITTEE RESPONSIBILITIES

Some sections of the International Codes have a letter designation in brackets in front of them. Code change proposals submitted for such code sections that have a bracketed letter designation in front of them will be heard by the respective committee responsible for such code sections. Because different committees will meet in different years, some proposals

for a given code will be heard by a committee in a different year than the year in which the primary committee for this code meets.

**For instance, Section 1505.8 of the IBC has a [BF] in front of it, meaning that this section is the responsibility of the IBC – Fire Safety Code Development Committee. However, the technical content of Chapter 15 is generally structural and as such, code change proposals are designated with the structural designation: IBC – S. Be sure to consult the Cross Index of Proposed Code Changes on page Iii and the respective Tentative Order of Discussion for the individual committees.**

A complete summary of the 2024 – 2026 Group A and Group B Code Development Committees' responsibilities can be viewed at the [ICC Website](#).

## ANALYSIS STATEMENTS

Various proposed changes published herein contain an “analysis” that appears after the proponent’s reason. These comments do not advocate action by the code committees or the voting membership for or against a proposal. The purpose of such comments is to identify pertinent information that is relevant to the consideration of the proposed change by all interested parties, including those testifying, the code committees and the voting membership. Staff analyses customarily identify such things as: conflicts and duplication within a proposed change and with other proposed changes and/or current code text; deficiencies in proposed text and/or substantiation; text problems such as wording defects and vagueness; background information on the development of current text; and staff’s review of proposed reference standards for compliance with the Procedures. Lack of an analysis indicates neither support for, nor opposition to a proposal.

## NEW REFERENCE STANDARDS

Proposed changes that include the addition of a reference to a new standard (a standard that is not currently referenced in the current edition of the I-Codes) will include in the proposal the number, title and edition of the proposed standard. This identifies to all interested parties the precise document that is being proposed and which would be included in the referenced standards chapter of the code if the proposed change is approved. Section 4.6.3.1.1 of CP 28 requires that a code change proposal will not be processed unless a consensus draft of the standard has been provided. Proponents of code changes which propose a new standard have been requested to provide copies of the standard to the code development committee. An analysis statement will be posted on the ICC website providing information regarding standard content, such as enforceable language, references to proprietary products or services, and references to consensus procedure. The analysis statements for referenced standards will be posted on or before March 18, 2022. This information will also be published and made available at the hearings.

Proposed new reference standards must be completed and readily available prior to the 2026 Public Comment Hearing in accordance with Section 4.6.3.1.1 of CP28.

## REFERENCED STANDARDS UPDATES

Updates to currently referenced standards in any of the 2024 Codes will be considered by the Administrative Code Development Committee in the 2025 Group B Cycle.

Note that based on recent changes to Section 4.6.3.1 of CP28, updates to existing referenced standards that are part of a code change proposal that includes technical revisions to code text to coordinate with such proposed standard(s) update are to be processed as proposed new standards in accordance with Sections 4.4 and 4.6.3.1.2 of CP28. Accordingly, drafts of the revisions would have needed to be supplied at the time of the code change submittal and the standard update will be required to be completed and published on or before the Public Comment Hearing for this 2026 Cycle, April 19, 2026.

It should be noted that, in accordance with Section 5.6 and 5.6.1 of CP 28, standards promulgators will have until December 1, 2026 to finalize and publish any updates to standards in the administrative update. If the standard update is not finalized and published by December 1, 2026, the respective I-Codes will be revised to reference the previously listed year edition of the standard. (See Section 5.6.1 below)

**5.6.1 Updating ICC Standards Referenced in the Codes.** All standards developed by ICC and referenced by the Codes which are undergoing an update shall be announced by ICC to allow stakeholders to participate in the update process. Where the updated standard is completed and available by December 1 of the third year of the code cycle,

the published version of the new edition of the Code which references the standard shall refer to the updated edition of the standard. If the standard is not available by the December 1st deadline, the edition of the standard as referenced by the newly published Code shall revert back to the reference contained in the previous edition and an errata to the Code issued.

## ICC WEBSITE

This document is posted on the [ICC Website](#). While great care has been exercised in the publication of this document, errata to proposed changes may occur. Errata, if any, will be identified in updates posted prior to the Committee Action Hearing. Users are encouraged to periodically review the [ICC Website](#). Additionally, analysis statements for code changes which propose a new referenced standard will be updated and posted to reflect the staff review of the standard for compliance with select portions of Section 4.6 of the Procedures.

## PROPONENT CONTACT INFORMATION

In accordance with procedures, proponents are under no obligation to provide an email address for their posted proposal. For most of the code change proposals, an email address for the proponent has been provided. In an effort to continue to provide for proponent's privacy and at the same time allow an initial contact between an interested party and the proponent, we will be utilizing cdpACCESS to allow an interested party to initiate contact with the proponent without identifying the proponent's email address. The process is follows:

- Interested party logs into cdpACCESS and searches for the subject code change.
- Interested party locates the button "Contact the Proponent" to request that cdpACCESS contact the proponent, providing the interested party's name and email address.
- cdpACCESS uses the proponent email address on file and sends a notification to the proponent indicating the name of the interested party and their email address and that the interested party would like to discuss the code change.
- The interested party receives an email noting that the cdpACCESS system has sent the request to the proponent.
- It is up to the proponent to determine if they would like to respond and contact the interested party.
- The proponent is under no obligation to respond to the cdpACCESS request for contact or to contact the interested party. The proponent's contact information is not revealed to the interested party as part of this initial contact.

## HEARING ORDER CHANGES AND TABLING OF PROPOSALS

The Code Change Agenda that places the code change proposals in a logical order for each hearing committee is shown at the beginning of the respective committee's group of code change proposals. In accordance with Section 6.4.4 of CP28, any attendee at the hearing is allowed make a motion to revise the hearing order at any time during the hearings except while a code change is being discussed, but usually as the first order of business at the hearing. Preference is given to grouping like subjects together, and moving items back to a later position on the agenda.

This motion is considered in order unless the proponent(s) of the moved code change proposals are in attendance and object to the move. If there is objection to the move, the motion is ruled out of order by the Moderator. This ruling is final and not debatable. If the motion is not ruled out of order, the motion is subject to a 2/3 vote of those present.

A motion to table a code change proposal is allowed in accordance with Section 6.4.5 of CP28. Just as with a motion to move a code change proposal in the hearing order, this motion is in order only if there is no objection from the proponent(s) in attendance at the hearing. When the proponent(s) object, the motion to table is ruled out of order by the Moderator. The ruling is final and not subject to debate.

The motion to table must identify the location to where the code change proposal consideration will be resumed by either identifying a specific date and time within the timeframe of the Code Change Agenda for the group of code change proposals under consideration or by designating a specific location in the Code Change Agenda. If the motion to table is not ruled out of order, the motion is subject to a  $\frac{2}{3}$  vote of those present.

## FLOOR MODIFICATIONS

With the implementation of the cdpACCESS online system, CP 28 was revised to reflect that floor modifications would be submitted electronically at the Committee Action Hearing (CAH).

**The only aspect of the modification process that has changed is the way the modification is submitted and viewed. It is required to be submitted electronically via cdpACCESS. All other aspects of the modification process are unchanged. As in the past, the proponent of the modification must be in attendance at the CAH to present the modification as part of his/her testimony.**

Those who are submitting a modification for consideration by the respective Code Development Committee are required to sign a Copyright Release in order to have their modification(s) considered (Section 4.3.5.5 of CP 28). This feature is built into cdpACCESS similar to the way the release is executed for code change and public comment submittals.

The Chair rules the modification in or out of order. Note that this is a procedural ruling to determine if the modification is to be permitted to be considered at the hearing. It is not a technical ruling. The ruling is final, with no challenge allowed.

The modification proponent is required to identify the specific text of the code change proposal that is being revised and the revision itself. In this way, it is very similar to the public comment process and that is the way cdpACCESS was developed to process modifications.

### **Example:**

#### **Original code change proposal.**

The original code change proposal requested the following change to Section 1506.2 of the IBC: (Note that the example is fictional.)

### **FS15-24**

#### **803.1.1**

**Proponent:** John West representing self

#### **Revise as follows:**

**803.1.1 Interior wall and ceiling finish materials tested in accordance with NFPA 286.** Interior wall and ceiling finish materials shall be classified in accordance with NFPA 286 and comply with Section 803.1.1.1. Materials complying with Section 803.1.1.1 shall be considered to also comply with the requirements of Class A.

**Exception:** Interior wall and ceiling finish materials qualified in accordance with Section 104.2.3 and approved by the code official.

#### **Proposed modification:**

A modification to the code change proposal is proposed:

1. To change "Interior wall and ceiling finish materials" to "Interior wall and ceiling finish systems."
2. To change "conform to" to "comply with."
3. To remove "and approved by the code official" from the exception.

The cdpACCESS system will provide the text of the original code change proposal with the proposed change incorporated into the text. Using the cdpACCESS system, the proponent of the modification locates the original change in the system.

The proponent of the modification will need to manually install strikethrough (ex: " ~~delete~~ ") and underline (ex: add ) formatting showing the additional revisions to the original proposal.

#### **cdpACCESS will show the modification as follows:**

### **FS15-24**

#### **803.1.1**

**Proponent:** John West representing self



**Revise as follows:**

**803.1.1 Interior wall and ceiling finish materials tested in accordance with NFPA 286.** Interior wall and ceiling finish materials shall be classified in accordance with NFPA 286 and comply with Section 803.1.1.1. Materials complying with Section 803.1.1.1 shall be considered to also comply with the requirements of Class A.

**Exception:** Interior wall and ceiling finish materials systems qualified in accordance with Section 104.2.3 and approved by the code official.

Among the benefits of using cdpACCESS to submit modifications are:

- Modification proponents will be able to access the system in advance of the hearings to develop their modification (see “Detailed Steps of the Modification Submission Process via cdpACCESS” on the following pages).
- 20 hard copies of the modification for distribution to the committee are no longer required.
- You can preview your modification at any time by downloading a pdf via cdpACCESS.

**OVERVIEW OF THE MODIFICATION PROCESS (see CP28 Section 6.5.2 on page xxviii)**

1. Modification submitted electronically via cdpACCESS. As in the past, this submittal is required well in advance of the code change proposal being brought to the floor.

2. The code change proposal is brought to the floor by the Moderator.

**IMPORTANT NOTE: ONCE A CODE CHANGE PROPOSAL IS BROUGHT TO THE FLOOR, ALL MODIFICATIONS MUST BE IN THE cdpACCESS SYSTEM. SEE NOTE 1.**

3. Modification proponent suggests the modification from the floor at the hearing.

4. Modification posted to cdpACCESS for public viewing (including the hearing room via WiFi) and committee viewing.

5. Modification displayed on the screen in the hearing room.

6. Chair rules the modification in or out of order.

7. If ruled in order, testimony on the modification is initiated.

**EDITORIAL CODE CHANGES - CODE CORRELATION COMMITTEE**

In a typical code change cycle, there are code change proposals that are considered strictly editorial. Section 5.4 of CP 28 (see below) establishes a process by which the Code Correlation Committee (CCC) considers such proposals.

**5.4 Editorial Code Change Proposals.** When a code change proposal is submitted that proposes an editorial or format change that, in the opinion of the Secretariat, does not affect the scope or application of the code, the proposal shall be submitted to the Code Correlation Committee who shall deem the code change proposal as editorial or send the proposal back to the Secretariat to be considered by the appropriate Committee. To be deemed editorial, such proposal shall require a majority vote of the Code Correlation Committee. Editorial proposals shall be published in the Code Change Agenda. Such proposals shall be added to the hearing agenda for consideration by the appropriate Committee upon written request to ICC by any individual. The deadline to submit such requests shall be 14 days prior to the first day of the First Committee Action Hearing (CAH #1). Code Correlation Committee proposals that are not added to a Committee hearing agenda shall be published in the next edition of the code with no further consideration.

There are 7 such proposals in the current 2024 Cycle. The proposals are located after the last code change in the CAH Agenda and are identified by a code change prefix of CCC.

As noted in Section 5.4, anyone may request that either of these proposals be added to the hearing agenda. The deadline to make such a request is 11: 59 pm Pacific on Sunday, March 24, 2024 via email. Be sure to identify the code change number noted above. Such requests must be sent to:

Ed Wirtschoreck  
Director, Codes  
ewirtschoreck@iccsafe.org

## CODE DEVELOPMENT PROCESS STARTING IN 2024

The ICC board approved a standing motion from the Board Committee on the Long-Term Code Development Process to revise the code development cycle to incorporate two committee action hearings for each code group. This change expands the current process from two independent one-year cycles to a single continuous three-year cycle. This revised process is reflected in the following 2024/2025/2026 ICC Code Development Schedule. Go to <https://www.iccsafe.org/products-and-services/i-codes/code-development-changes/> for more information.

# 2024/2025/2026 ICC CODE DEVELOPMENT SCHEDULE

3/17/23

STEP IN CODE DEVELOPMENT CYCLE	DATE		
	2024 – Group A Codes IBC – E, IBC – FS, IFC, IFGC, IMC, IPC, IPSDC, IRC – M, IRC – P, ISPSC, IWUIC	2025 – Group B Codes Admin, IBC – G, IBC – S, IEBC, IgCC (Ch. 1 & App M), IPMC, IRC – B, IZC	2026 - Group A & B Codes Public Comments Posting, Public Comment Hearing, Online Governmental Consensus Vote
DEADLINE FOR RECEIPT OF ONLINE APPLICATIONS FOR ALL CODE DEVELOPMENT COMMITTEES	June 1, 2023 (See Schedule Notes)		
cdpACCESS OPEN FOR CODE CHANGE SUBMITTALS	October 16, 2023 (Tentative)	October 15, 2024	
DEADLINE FOR cdpACCESS ONLINE RECEIPT OF CODE CHANGE PROPOSALS	January 8, 2024	January 10, 2025	
WEB POSTING OF “PROPOSED CHANGES TO THE I-CODES”	February 26, 2024	March 13, 2025	
COMMITTEE ACTION HEARING #1 (CAH #1)	April 7 – 16, 2024	April 27 – May 6, 2025	
cdpACCESS OPEN FOR COMMENT SUBMITTALS TO CAH #1 ACTION	May 16, 2024	May 27, 2025	
WEB POSTING OF “REPORT OF THE COMMITTEE ACTION HEARING #1”	May 16, 2024	June 3, 2025	
DEADLINE FOR cdpACCESS ONLINE RECEIPT OF COMMENTS ON CAH #1 ACTIONS	July 8, 2024	July 8, 2025	
WEB POSTING OF “COMMENTS TO CAH #1”	September 5, 2024	August 27, 2025	
COMMITTEE ACTION HEARING #2 (CAH #2)	October 23 – 31, 2024	October 8 – 16, 2025	
WEB POSTING OF “REPORT OF THE COMMITTEE ACTION HEARING #2”	December 2, 2024	November 13, 2025	

STEP IN CODE DEVELOPMENT CYCLE	DATE		
	2024 – Group A Codes IBC – E, IBC – FS, IFC, IFGC, IMC, IPC, IPSDC, IRC – M, IRC – P, ISPSC, IWUIC	2025 – Group B Codes Admin, IBC – G, IBC – S, IEBC, IgCC (Ch. 1 & App M), IPMC, IRC – B, IZC	2026 - Group A & B Codes Public Comments Posting, Public Comment Hearing, Online Governmental Consensus Vote
cdpACCESS OPEN FOR PUBLIC COMMENT SUBMITTALS FOR 2026 PCH	January 20, 2025 (Tentative)	November 13, 2025 (Tentative)	
DEADLINE FOR cdpACCESS ONLINE RECEIPT OF PUBLIC COMMENTS FOR 2026 PCH	March 14, 2025	January 5, 2026	
WEB POSTING OF “GROUP A & B PUBLIC COMMENT AGENDA”	See 2026	See 2026	March 4, 2026
COMBINED GROUP A & B PUBLIC COMMENT HEARING (PCH)	Combined Group A & B PCH in 2026	Combined Group A & B PCH in 2026	April 19 - 28, 2026
COMBINED GROUP A & B ONLINE GOVERNMENTAL CONSENSUS VOTING (OGCV) PERIOD	Combined Group A & B OGCV in 2026	Combined Group A & B OGCV in 2026	Starts approx. two - three weeks after the last day of PCH.
WEB POSTING OF GROUP A & B FINAL ACTION	See 2026	See 2026	Following Validation Committee certification and ICC Board confirmation.

**Schedule Notes:**

- This schedule introduces the restructured process starting in 2024 with two Committee Action Hearings (CAH #1 and CAH #2) for each Code Group in 2024 and 2025, followed by a combined Group A and B PCH and OGCV in 2026. [Click here](#) for more information.
- Code Development Committee applications: As noted above, the restructured process will include two CAH’s for which the same committee members who presided at CAH#1 will also preside at CAH#2. Previous cycles required Code Development Committee members to preside at only a single CAH in the Spring of the given year. Please be sure to consider this when applying for a Code Development Committee position.
- The “cdpACCESS OPEN” steps noted as “(tentative)” reflect availability of the applicable codes in the cdpACCESS system.
- Web posting of the “Proposed Changes to the I-Codes”, “Comments to CAH #1” and “Group A & B Public Comment Agenda” will be posted no later than scheduled. ICC will make every effort to post these documents earlier, subject to code change/comment/public comment volume and processing time.
- “Comment” vs “Public Comment”: [CP28](#) uses the term “comment” to indicate a submittal in response to CAH #1 action and “public comment” in response to a CAH #2 action to be considered at the PCH. See Sections 7.0 and 9.0 in CP28.

### **2024 Group A Codes/Code Development Committees:**

- IBC-E: IBC Egress provisions. Chapters 10 and 11.
- IBC-FS: IBC Fire Safety provisions. Chapters 7, 8, 9 (partial), 14 and 26. Majority of IBC Chapter 9 is maintained by the IFC. See Code Group Notes.
- IFC: The majority of IFC Chapter 10 is maintained by IBC-E. See Code Group Notes.
- IFGC
- IMC
- IPC
- IPSDC: Code changes heard by the IPC committee (combined IPC & IPSDC committee)
- IRC-M: IRC Mechanical provisions. Chapters 12 – 23 (code changes heard by the IRC - MP committee)
- IRC-P: IRC Plumbing provisions. Chapters 25 – 33 (code changes heard by the IRC – MP committee)
- ISPSC
- IWUIC: Code changes heard by the IFC committee (combined IFC & IWUIC committee)

### **2025 Group B Codes/Code Development Committees:**

- Admin: Chapter 1 of all the I-Codes except the IgCC and IRC. Also includes the update of currently referenced standards in all of the 2021 Codes, except the IgCC. See Code Group Notes below for the IECC and the ICC PC.
- IBC-G: IBC General provisions. Chapters 3 – 6, 12, 13, 27 – 33.
- IBC-S: IBC Structural provisions. IBC Chapters 15 – 25 and IEBC structural provisions. See Code Group Notes.
- IEBC: IEBC Non-structural provisions. See Code Group Notes.
- IgCC: The administration provisions of Chapter 1 of the IgCC in order to provide for coordination with the other administrative provisions in the I-Codes. Additionally, Appendix M included as it is not included in ASHRAE Standard 189.1. Remainder of the code is based on the provisions of ASHRAE Standard 189.1 *Standard for the Design of High-Performance Green Buildings, Except Low-Rise Residential Buildings*.
- IPMC: Code changes heard by the IPM/ZC (combined IPMC & IZC code committee)
- IRC-B: IRC Building provisions. Chapters 1 – 10
- IZC: Code changes heard by the IPM/ZC (combined IPMC & IZC code committee)

### **Code Group Notes:**

- Be sure to review the document entitled “2024/2025/2026 Group A and B Code Development Committee Responsibilities Matrix” (matrix) which will be posted. This identifies responsibilities which are different than Group A and B codes and committees which may impact the applicable code change cycle and resulting code change deadline. As an example, throughout Chapter 4 of the IBC (IBC- General), there are numerous sections which include the designation “[F]” which indicates that the provisions of the section are maintained by the IFC committee. Similarly, there are numerous sections in the IEBC which include the designation “[BS]”. These are structural provisions which will be heard by the IBC – Structural committee. The designations in the code are identified in the matrix.
- I-Code Chapter 1: Proposed changes to the provisions in Chapter 1 of the majority of the I-Codes are heard in Group B (see Admin above for exceptions). Be sure to review the brackets ([ ]) of the applicable code.
- Definitions. Be sure to review the brackets ([ ]) in Chapter 2 of the applicable code and the matrix to determine which committee will consider proposed changes to the definitions.
- ICC Performance Code (ICC PC): The 2027 edition of the ICC PC will be updated utilizing the ICC standards process. [Click link](#) for more information.

- International Energy Conservation Code (IECC) and Chapter 11 of the International Residential Code (IRC): The 2027 edition of the IECC and Chapter 11 of the IRC will be updated utilizing the ICC standards process. [Click link](#) for more information.

## 2024/2025/2026 STAFF SECRETARIES

### GROUP A (2024)

IBC – Egress Chapters 10, 11	IBC – Fire Safety Chapters 7, 8, 9, 14, 26	IFC	IFGC	IMC
Kim Paarlberg Indianapolis, IN Ext 4306 kpaarlberg@iccsafe.org	Samhar Hoz Chicago Regional Office Ext 4284 shoz@iccsafe.org	Beth Tubbs Northbridge, MA Ext 7708 btubbs@iccsafe.org  Keith Enstrom Chicago Regional Office Ext 4342 kenstrom@iccsafe.org	LaToya Carraway Chicago Regional Office Ext 4347 lcarraway@iccsafe.org	LaToya Carraway Chicago Regional Office Ext 4347 <a href="mailto:lcarraway@iccsafe.org">lcarraway@iccsafe.org</a>
IPC/IPSDC	IRC Mechanical	IRC Plumbing	ISPSC	IWUIC
Fred Grable Chicago Regional Office Ext 4359 fgrable@iccsafe.org	LaToya Carraway Chicago Regional Office Ext 4347 lcarraway@iccsafe.org	Fred Grable Chicago Regional Office Ext 4359 fgrable@iccsafe.org	Fred Grable Chicago Regional Office Ext 4359 fgrable@iccsafe.org	Keith Enstrom Chicago Regional Office Ext 4342 kenstrom@iccsafe.org  Beth Tubbs Northbridge, MA Ext 7708 btubbs@iccsafe.org

### GROUP B (2025)

ADMINISTRATIVE Chapter 1 All Codes except the IECC, IgCC, and IRC	IBC – General Chapters -6, 12, 13, 27-34	IBC- Structural Chapters 15- 25 IEBC Structural	IEBC	ICC Performance
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<b>IgCC proposals to Chapter 1 to be heard by the Administrative Committee.</b>				



# CP#28-05 – Code Development

Approved: 09/24/05 | Revised: 12/08/23

## 1.0 Introduction

- 1.1 Purpose of Council Policy:** The purpose of this Council Policy is to prescribe the Rules of Procedure utilized in the continued development and maintenance of the International Codes (Codes).
- 1.2 Objectives:** The ICC Code Development Process has the following objectives:
  - 1.2.1** The timely evaluation and recognition of technological developments pertaining to construction regulations.
  - 1.2.2** The open discussion of code change proposals by all parties desiring to participate.
  - 1.2.3** The final determination of Code text by public officials actively engaged in the administration, formulation, implementation or enforcement of laws, ordinances, rules, or regulations relating to the public health, safety, and welfare and by honorary members.
  - 1.2.4** The increased participation of all parties desiring to participate through an online submittal and voting process that includes opportunities for online collaboration.
- 1.3 Code Publication:** The ICC Board of Directors (ICC Board) shall determine the title and the general purpose and scope of each Code published by the ICC.
  - 1.3.1 Code Correlation:** The provisions of all Codes shall be consistent with one another so that conflicts between the Codes do not occur. A Group A and Group B Code Development Committee Responsibilities Matrix identifies which Code shall be the primary document, and therefore which Code Development Committee shall be responsible for maintenance of the Code text where a given subject matter or Code text could appear in more than one Code. The Matrix shall be administered by the Code Correlation Committee as approved by the ICC Board and posted prior to the code change proposal deadline. Duplication of content or text between Codes shall be limited to the minimum extent necessary for practical usability of the Codes, as determined in accordance with Section 5.5.
- 1.4 Process Maintenance:** The review and maintenance of the Code Development Process and these Rules of Procedure shall be by the ICC Board. The manner in which Codes are developed embodies core principles of the organization. One of those principles is that the final content of the Codes is determined by a vote of the governmental and honorary members in accordance with Sections 10.6 and 11. It is the policy of the ICC Board that there shall be no change to this principle without the affirmation of two-thirds of the governmental and honorary members responding.
- 1.5 Secretariat:** The Chief Executive Officer shall assign a Secretariat for each of the



Codes. All correspondence relating to code change proposals, comments to Committee action and public comments shall be addressed to the Secretariat. The Secretariat shall have the authority to facilitate unforeseen situations which arise in the implementation of this council policy. Staff shall maintain a record of such actions.

- 1.6 Code Development Committee:** The members of the respective Code Development Committee presiding over the hearings are appointed by the ICC Board in accordance with Section 6.2. The term “Committee” is used throughout this Council Policy to refer to Code Development Committee members.
- 1.7 Recording:** Individuals requesting permission to record any meeting or hearing, or portion thereof, shall be required to provide the ICC with a release of responsibility disclaimer and shall acknowledge that ICC shall retain sole ownership of the recording, and that they have insurance coverage for liability and misuse of recording materials. Equipment and the process used to record shall, in the judgment of the ICC Secretariat, be conducted in a manner that is not disruptive to the meeting. The ICC shall not be responsible for equipment, personnel or any other provision necessary to accomplish the recording. An unedited copy of the recording shall be forwarded to ICC within 30 days of the meeting. Recordings shall not otherwise be copied, reproduced or distributed in any manner. Recordings shall be returned to ICC or destroyed upon the request of ICC.
- 1.8 Code of Ethics:** Each individual participating in the ICC Code Development Process shall comply with the posted *ICC Code of Ethics*.

## 2.0 Code Development Cycle

- 2.1 Intent:** The code development cycle shall consist of the complete consideration of code change proposals in accordance with the procedures herein specified, commencing with the deadline for submission of code change proposals (see Section 4.5) and ending with publication of the Final Action on the code change proposals (see Section 13.4).
- 2.2 New Editions:** The ICC Board shall determine the schedule for publishing new editions of the Codes. Each new edition shall incorporate the results of the code development activity since the previous edition.
- 2.3 Interim Code Amendments:** All revisions to the International Codes shall be processed in accordance with other sections of this Council Policy except for Emergency Actions by the ICC Board complying with Section 2.3.1 and Interim Critical Amendments (ICA) complying with Section 2.3.2.
  - 2.3.1 Emergency Actions by the ICC Board:** Emergency actions by the ICC Board are limited to those issues representing an immediate threat to health and safety that warrant a more timely response than allowed by the Code Development Process schedule.
    - 2.3.1.1 Initial Request:** A request for an emergency action shall be based upon perceived immediate threats to health and safety and shall be reviewed by the Codes and Standards Council for referral to the ICC Board for action with their analysis and recommendation.
    - 2.3.1.2 Board and Member Action:** In the event that the ICC Board determines that an emergency amendment to any Code or supplement thereto is warranted, the same may be adopted by the

ICC Board. Such action shall require an affirmative vote of at least two-thirds of the ICC Board.

The ICC membership shall be notified within ten days after the ICC Boards' official action of any emergency amendment. At the next Annual Business Meeting, any emergency amendment shall be presented to the members for ratification by a majority of the Governmental Member Voting Representatives and Honorary Members present and voting.

All code revisions pursuant to these emergency procedures and the reasons for such corrective action shall be published as soon as practicable after ICC Board action. Such revisions shall be identified as an emergency amendment.

Emergency amendments to any Code shall not be considered as a retro-active requirement to the Code. Incorporation of the emergency amendment into the adopted Code shall be subjected to the process established by the adopting authority.

## **2.3.2 Interim Critical Amendments (ICA)**

**2.3.2.1 Submittal.** Anyone may propose an ICA by providing the following information:

- a) Name of submitter
- b) Contact information
- c) Submitters representation
- d) Date
- e) Relevant section(s) and code edition(s) under consideration
- f) Proposed modifications with text changes identified using underlines for new text and strikethroughs for deleted text
- g) A statement that substantiates the need for proposed changes and why the proposed submission is of such a critical nature in accordance with Section 2.3.2.3 that it cannot be left to be addressed during the next code development cycle.
- h) Written endorsement of the proposed ICA by not less than two members of the Committee(s) responsible for maintaining the affected code section(s)

**2.3.2.2 Preliminary Review.** An ICA will only be processed if the Codes and Standards Council determines that the proposed ICA appears to be of a critical nature requiring prompt action based on the criteria specified in Section 2.3.2.3. If processed, the question of critical nature shall be further considered by the responsible Committee(s) and the Codes and Standards Council. The text of a proposed ICA shall be processed as submitted or shall be changed with the approval of the submitter. The Codes and Standards Council shall process their preliminary "critical nature" determination within 45 days of the ICA submission.

**2.3.2.3 Determination of Critical Nature.** Qualification for critical nature shall be based on one or more of the following factors:

- a) The proposed ICA corrects an error or an omission that was overlooked during a regular code development process.
- b) The proposed ICA resolves a conflict within an individual code or a conflict involving two or more ICC codes.
- c) The proposed ICA mitigates a previously unknown hazard.

**2.3.2.4 Committee.** A proposed ICA that meets the provisions in Sections 2.3.2.2 and 2.3.2.3 shall be submitted to the Committee(s) responsible for the affected section(s) for a ballot and comment period of 30 calendar days. The Committee(s) shall be separately balloted on both the technical merit of the ICA and whether the ICA satisfies the critical nature criteria. Negative votes in the initial ballot, if any, shall require a reason statement and shall be circulated to the full Committee(s) to allow initial ballot votes to be changed.

A Committee recommendation for approval shall require an affirmative vote of at least three-fourths of members who voted, on both technical merit and critical nature. The following shall be omitted from the three-fourths vote calculation:

- a) Committee members who have abstained.
- b) Committee members whose negative ballots do not include a statement conveying the reason for casting a negative vote.
- c) Committee members who do not return their ballots prior to the announced ballot return deadline.

In addition to the three-fourths majority described above, the number of affirmative votes shall be not less than 50% of all Committee members who are eligible to vote. Committee members eligible to vote shall be the total number of individuals who are members of the Committee on the date of ballot distribution and shall not be adjusted based on abstentions or ballots that were not returned.

ICAs that achieve the required number of affirmative votes on both technical merit and critical nature are approved for further processing in accordance with Sections 2.3.2.5 through 2.3.2.9. ICAs that do not achieve the required number of affirmative votes on both technical merit and critical nature are rejected.

**2.3.2.5 Publication of Proposed ICA for Comment.** An ICA that is approved in accordance with Section 2.3.2.3 shall be published by ICC in appropriate media with a notice inviting the public to comment on the proposed ICA. The comment period shall be open for at least 30 calendar days from the date of posting of the notice. When a proposed ICA revises text that was changed in the most recent code development cycle, the ICA comment notice shall also be directly provided to submitters of proposals, comments to Committee action and public comments to the affected section in the most recent code development cycle.

**2.3.2.6 Additional Committee Review.** All comments shall be circulated to the

responsible Committee(s) for a 30-calendar day ballot and comment period allowing an opportunity for Committee members to change votes taken prior to the comment period. If any votes are changed to negative, negative votes shall be circulated to the full Committee, followed by a final ballot following the voting procedures Section 2.3.2.4.

Approved ICAs shall be forwarded to the Codes and Standards Council with a staff report that includes all comments, ballots, Committee member comments on ballots and concurrence by staff on which code editions should be affected by the ICA.

**2.3.2.7 Action of the Codes and Standards Council.** The Codes and Standards Council shall review the material submitted in accordance with Section 2.3.2.6 at the next Codes and Standards Council meeting. Approval of an ICA shall require an affirmative vote of at least two-thirds of the Codes and Standards Council members who cast a vote at the meeting.

**2.3.2.8 Effective Date and Publication.** ICAs that are approved by the Codes and Standards Council shall become effective 30 calendar days after approval, or in the case of an appeal in accordance with Section 2.3.2.9, 30 calendar days after a decision by the ICC Board upholding a Codes and Standards Council decision to issue an ICA.

An ICA shall apply to code editions specified by the ICC Codes and Standards Council, and ICC staff shall, by an appropriate method, publish approved ICAs and ensure that approved ICAs are distributed with future sales of affected codes. ICAs shall be distributed as a separate document and shall not be incorporated into the text of a published code until such time that the ICA has been approved by the full code development process, following submittal as a proposal in accordance with Section 2.3.2.11.

**2.3.2.9 Appeals.** A decision of the Codes and Standards Council to approve an ICA shall be appealable to the ICC Board in accordance with Council Policy 1.

**2.3.2.10 Applicability.** ICAs shall not be considered retroactive requirements.

**2.3.2.11 Subsequent Processing.** An approved ICA shall automatically become a code change proposal from the Codes and Standards Council in the following code cycle.

**2.4 Code Development Record.** The code development record shall include the official documents and records developed in support of the given code development cycle. This includes the following:

1. Code Change Agenda (Section 5.8)
2. Audio and video recording of both Committee Action Hearings for each code group (Sections 6.1 and 8.1)
3. Report of both Committee Action Hearings for each code group (Sections 6.7 and 8.5)
4. Public Comment Agenda (Section 9.6)

5. Public Comment Hearing results (Section 10.5.9.10)
6. Audio and video recording of the Public Comment Hearing (Section 10.0)
7. The Online Governmental Consensus Ballot (Section 11.3)
8. Final Action results (Section 13.4)
9. Errata to the documents noted above

The information resulting from online collaboration between interested parties shall not be part of the code development record.

### 3.0 **Restructured Process Starting in 2024 (NEW)**

- 3.1 Process:** The 2027 I-Codes, and future editions, shall be developed utilizing a restructured code development process starting in 2024. The process includes the following key process steps:

#### YEAR ONE

- Code Group A code change proposals due (see Section 4.0)
- Code Group A First Committee Action Hearing (CAH #1) (see Section 6.0)
- Code Group A comments due on the action taken at CAH #1 (see Section 7.0)
- Code Group A Second Committee Action Hearing (CAH #2) (see Section 8.0)

#### YEAR TWO

- Code Group B code change proposals due (see Section 4.0)
- Code Group A public comments due (see Section 9.0)
- Code Group B First Committee Action Hearing (CAH #1) (see Section 6.0)
- Code Group B comments due on the action taken at CAH #1 (see Section 7.0)
- Code Group B Second Committee Action Hearing (CAH # 2) (see Section 8.0)

#### YEAR THREE

- Code Group B public comments due (see Section 9.0)
- Combined Code Group A & B Public Comment Hearing (see Section 10.0)
- Combined Code Group A & B Online Governmental Consensus Vote (see Section 11.0)

- 3.2 Schedule:** A schedule of Code Groups, dates, locations and process steps with deadlines shall be posted a minimum of 120 days prior to the code change submittal deadline for Code Group A codes.

### 4.0 **Submittal of Code Change Proposals**

- 4.1 Intent:** Any interested person, persons or group may submit a code change proposal which will be duly considered when in conformance to these Rules of Procedure.

- 4.2 Withdrawal of Proposal:** A code change proposal may be withdrawn by the proponent (WP) at any time prior to membership action on the consent agenda at the Public Comment Hearing or prior to testimony on the code change proposal on the individual consideration agenda at the Public Comment Hearing. All actions on the code change proposal shall cease immediately upon the withdrawal of the code change proposal.

- 4.3 Form and Content of Code Change Submittals:** Each code change proposal

shall be submitted separately and shall be complete in-itself. Each submittal shall contain the following information:

**4.3.1 Proponent:** Each code change proposal shall include the name, title and email address of the proponent. Email addresses shall be published with the code change proposals unless the proponent otherwise requests on the submittal form.

**4.3.1.1** If a group, organization or Committee submits a code change proposal, an individual with prime responsibility shall be indicated.

**4.3.1.2** If a proponent submits a code change proposal on behalf of a client, group, organization or Committee, the name and email address of the client, group, organization, or Committee shall be indicated.

**4.3.2 Code Reference:** Each code change proposal shall relate to the applicable code sections(s) in the latest edition of the Code.

**4.3.2.1** If more than one section in the Code is affected by a code change proposal, appropriate proposals shall be included for all such affected sections.

**4.3.2.2** If more than one Code is affected by a code change proposal, appropriate proposals shall be included for all such affected Codes and appropriate cross referencing shall be included in the supporting information.

**4.3.3 Multiple Code Change Proposals to a Code Section.** A proponent shall not submit multiple code change proposals to the same code section. Where a proponent submits multiple code change proposals to the same section, the proposals shall be considered as incomplete proposals and processed in accordance with Section 5.3. This restriction shall not apply to code change proposals that attempt to address differing subject matter within a code section.

**4.3.4 Text Presentation:** The text of the code change proposal shall be presented in the specific wording desired with deletions shown struck out with a single line and additions shown underlined with a single line.

**4.3.4.1** A charging statement shall indicate the referenced code section(s) and whether the code change proposal is intended to be an addition, deletion, or a revision to existing Code text.

**4.3.4.2** Whenever practical, the existing wording of the text shall be preserved with only such deletions and additions as necessary to accomplish the desired change.

**4.3.4.3** Each code change proposal shall be in proper code format and terminology.

**4.3.4.4** Each code change proposal shall be complete and specific in the text to eliminate unnecessary confusion or misinterpretation.

**4.3.4.5** The proposed text shall be in mandatory terms.

**4.3.5 Supporting Information:** Each code change proposal shall include sufficient supporting information to indicate how the code change proposal is intended to affect the intent and application of the Code.

**4.3.5.1 Purpose:** The proponent shall clearly state the purpose of the code change proposal (e.g., clarify the Code; revise outdated material; substitute new or revised material for current provisions of the Code; add new requirements to the Code; delete current requirements, etc.).

**4.3.5.2 Reasons:** The proponent shall justify changing the current Code provisions, stating why the code change proposal is superior to the current provisions of the Code. Code change proposals which add or delete requirements shall be supported by a logical explanation which clearly shows why the current Code provisions are inadequate or overly restrictive, specifies the shortcomings of the current Code provisions and explains how such code change proposals will improve the Code.

**4.3.5.3 Substantiation:** The proponent shall substantiate the code change proposal based on technical information and substantiation. Substantiation provided which is reviewed in accordance with Section 5.2 and determined as not germane to the technical issues addressed in the code change proposal may be identified as such. The proponent shall be notified that the code change proposal is considered an incomplete proposal in accordance with Section 5.3 and the proposal shall be held until the deficiencies are corrected. The proponent shall have the right to appeal this action in accordance with CP-01 - Appeals. The burden of providing substantiating material lies with the proponent of the code change proposal. Supporting documentation may be provided via a link to a website provided by the proponent and included in the reason statement. The reason statement shall include the date the link was created. All substantiating material published by ICC is material that has been provided by the proponent and in so publishing ICC makes no representations or warranties about its quality or accuracy.

**4.3.5.4 Bibliography:** The proponent shall submit a bibliography of any substantiating material submitted with the code change proposal. The bibliography shall be published with the code change proposal and the proponent shall make the substantiating materials available for review at the appropriate ICC office and during the public hearing. Supporting documentation may be provided via a link to a website provided by the proponent and included in the bibliography. The reason statement shall include the date the link was created.

**4.3.5.5 Copyright Release:** The proponent of code change proposals, floor modifications, comments to Committee action and public comments shall sign a copyright release developed and posted by ICC.

**4.3.5.6 Cost Impact:** The proponent of the code change proposal, floor modification, and comments shall provide a cost impact statement in accordance with Section 17.0.

**4.4 Online Submittal:** Each code change proposal and all substantiating information shall be submitted online via cdpACCESS. One copy of each proposed new referenced standard in electronic form shall be submitted to staff. Additional electronic copies may be requested when determined necessary by the Secretariat to allow such information to be distributed to the Committee. Where such additional copies are requested, it shall be the responsibility of the proponent to secure permission to post the proposed new reference standard on a secure ICC website for Committee viewing. In lieu of electronic copies, hard copies are acceptable.

**4.5 Submittal Deadline:** ICC shall establish and post the submittal deadline for each cycle in accordance with Section 3.2. The posting of the deadline shall occur no later than 120 days

prior to the code change deadline. Each code change proposal shall be submitted online via cdpACCESS by the posted deadline. The submitter of a code change proposal is responsible for the proper and timely receipt of all pertinent materials by the Secretariat.

- 4.6 Referenced Standards:** In order for a standard to be considered for reference or to continue to be referenced by the Codes, a standard shall meet the following criteria:

**4.6.1 Code References:**

- 4.6.1.1** The standard, including title and date, and the manner in which it is to be utilized shall be specifically referenced in the Code text.
- 4.6.1.2** The need for the standard to be referenced shall be established.

**4.6.2 Standard Content:**

- 4.6.2.1** A standard or portions of a standard intended to be enforced shall be written in mandatory language.
- 4.6.2.2** The standard shall be appropriate for the subject covered.
- 4.6.2.3** All terms shall be defined when they deviate from an ordinarily accepted meaning or a dictionary definition.
- 4.6.2.4** The scope or application of a standard shall be clearly described.
- 4.6.2.5** The standard shall not have the effect of requiring proprietary materials.
- 4.6.2.6** The standard shall not prescribe a proprietary agency for quality control or testing.
- 4.6.2.7** The test standard shall describe, in detail, preparation of the test sample, sample selection or both.
- 4.6.2.8** 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.
- 4.6.2.9** The measure of performance for which the test is conducted shall be clearly defined in either the test standard or in Code text.
- 4.6.2.10** The standard shall not state that its provisions shall govern whenever the referenced standard is in conflict with the requirements of the referencing Code.
- 4.6.2.11** The preface to the standard shall announce that the standard is promulgated according to a consensus procedure.

**4.6.3 New and Updated Standards with Text Revisions:**

- 4.6.3.1** Code change proposals with corresponding changes to the Code text which include a reference to a proposed new standard, or a proposed update of an existing referenced standard shall comply with this section.

**4.6.3.1.1 Proposed New Standards.** In order for a new standard to be considered for reference by the Code, such standard shall be submitted in at least a consensus draft form in accordance with Section 4.4. If the proposed new standard is not submitted in at least consensus draft form, the code change proposal shall be considered incomplete and shall not be processed. The code change proposal shall be considered at the First Committee Action Hearing (CAH #1) by the applicable Committee responsible for the corresponding proposed changes to the code text.



If the Committee action at the Second Committee Action Hearing (CAH #2) is either As Submitted or As Modified and the standard is not completed, the code change proposal shall automatically be placed on the Public Comment Agenda with the recommendation stating that in order for the public comment to be considered, the new standard shall be completed and readily available prior to the Public Comment Hearing. If the Committee action at the Second Committee Action Hearing (CAH #2) is Disapproval, further consideration on the Public Comment Agenda shall state that in order for the public comment to be considered, the new standard shall be completed and readily available prior to the Public Comment Hearing. See Section 10.5.6.1 for availability of new standards at the Public Comment Hearing.

**4.6.3.1.2 Update of Existing Standards.** Code change proposals which include technical revisions to the Code text to coordinate with a proposed update of an existing referenced standard shall include the submission of the proposed update to the standard in at least a consensus draft form in accordance with Section 4.4. If the proposed update of the existing standard is not submitted in at least consensus draft form, the code change proposal shall be considered incomplete and shall not be processed. The code change proposal, including the update of the existing referenced standard, shall be considered at the First Committee Action Hearing (CAH #1) by the applicable Committee responsible for the corresponding changes to the code text.

If the Committee action at the Second Committee Action Hearing (CAH #2) is either As Submitted or As Modified and the updated standard is not completed, the code change proposal shall automatically be placed on the Public Comment Agenda with the recommendation stating that in order for the public comment to be considered, the updated standard shall be completed and readily available prior to the Public Comment Hearing. If the Committee action at the Second Committee Action Hearing (CAH #2) is Disapproval, further consideration on the Public Comment Agenda shall state that in order for the public comment to be considered, the updated standard shall be completed and readily available prior to the Public Comment Hearing. See Section 10.5.6.1 for availability of updated standards at the Public Comment Hearing.

Updating of standards without corresponding code text changes shall be accomplished administratively in accordance with Section 5.6.

**4.6.4 Standard Promulgation:** The standard shall be developed and maintained through a consensus process such as ASTM or ANSI.

## 5.0 Processing of Code Change Proposals

**5.1 Intent:** The processing of code change proposals is intended to ensure that each proposal complies with these Rules of Procedure and that the resulting published code change

proposal accurately reflects that proponent's intent.

- 5.2 Review:** Upon receipt in the Secretariat's office, the code change proposals will be checked for compliance with these Rules of Procedure as to division, separation, form, language, terminology, supporting statements and substantiating data. Where a code change proposal consists of multiple parts which fall under the maintenance responsibilities of different Committees, the Secretariat shall determine the Committee responsible for determining the Committee action in accordance with Section 6.6 and the Group A and Group B Code Development Committee Responsibilities Matrix (see Section 1.3.1).
- 5.3 Incomplete Code Change Proposals:** When a code change proposal is submitted with incorrect format, without the required information or judged as not in compliance with these Rules of Procedure, the Secretariat shall notify the proponent of the specific deficiencies and the proposal shall be held until the deficiencies are corrected, with a final date set for receipt of a corrected submittal. If the Secretariat receives the corrected code change proposal after the final date, the proposal shall be held over until the next code development cycle. Where there are otherwise no deficiencies addressed by this section, a code change proposal that incorporates a new referenced standard shall be processed with an analysis of the referenced standard's compliance with the criteria set forth in Section 4.6.
- 5.4 Editorial Code Change Proposals.** When a code change proposal is submitted that proposes an editorial or format change that, in the opinion of the Secretariat, does not affect the scope or application of the code, the proposal shall be submitted to the Code Correlation Committee who shall deem the code change proposal as editorial or send the proposal back to the Secretariat to be considered by the appropriate Committee. To be deemed editorial, such proposal shall require a majority vote of the Code Correlation Committee. Editorial proposals shall be published in the Code Change Agenda. Such proposals shall be added to the hearing agenda for consideration by the appropriate Committee upon written request to ICC by any individual. The deadline to submit such requests shall be 14 days prior to the first day of the First Committee Action Hearing (CAH #1). Code Correlation Committee proposals that are not added to a Committee hearing agenda shall be published in the next edition of the code with no further consideration.
- 5.5 Copy Editing Code Text:** The Chief Executive Officer shall have the authority at all times to make editorial style and format changes to the Code text, or any approved changes, consistent with the intent, provisions and style of the Code.
- Such editorial style or format changes shall not affect the scope or application of the Code requirements.
- 5.6 Updating Standards Referenced in the Codes:** Standards referenced by the Codes that do not require coordination with a code change proposal to the Code text shall be identified administratively by staff and considered by the Administrative Committee in accordance with these full procedures except that the deadline for availability of the updated standard and receipt by the Secretariat shall be December 1 of the third year of each code cycle. The published version of the new edition of the Code which references the standard will refer to the updated edition of the standard. If the standard is not available by the December 1<sup>st</sup> deadline, the edition of the standard as referenced by the newly published Code shall revert back to the reference contained in the previous edition and an errata to the Code issued. Multiple standards to be updated may be included in a single proposal.
- 5.6.1 Updating ICC Standards Referenced in the Codes.** All standards developed by ICC and referenced by the Codes which are undergoing an update shall be announced by ICC to allow stakeholders to participate in the update process.

Where the updated standard is completed and available by December 1 of the third year of the code cycle, the published version of the new edition of the Code which references the standard shall refer to the updated edition of the standard. If the standard is not available by the December 1<sup>st</sup> deadline, the edition of the standard as referenced by the newly published Code shall revert back to the reference contained in the previous edition and an errata to the Code issued.

- 5.7 Preparation:** All code change proposals in compliance with these procedures shall be prepared in a standard manner by the Secretariat and be assigned separate, distinct, and consecutive numbers. The Secretariat shall coordinate related proposals submitted in accordance with Section 4.3.2 to facilitate the hearing process.
- 5.8 Code Change Agenda:** All code change proposals shall be posted on the ICC website at least 30 days prior to the First Committee Action Hearing (CAH #1) on those proposals and shall constitute the agenda for the hearing. Any errata to the Code Change Agenda shall be posted on the ICC website as soon as possible. Code change proposals which have not been published in the original posting or subsequent errata shall not be considered.

## 6.0 First Committee Action Hearing (CAH #1)

- 6.1 Intent:** The intent of the First Committee Action Hearing (CAH #1) is to permit interested parties to present their views including the cost and benefits on the code change proposals on the published agenda. The Committee will consider such comments as may be presented in the development of their action on the disposition of such code change proposals.
- 6.2 Code Development Committee:** The Codes and Standards Council shall review all applications and make Committee appointment recommendations to the ICC Board. The Committees shall be appointed by the ICC Board. (See Section 1.6 for terminology).
  - 6.2.1 Chairperson/Moderator:** The Chairperson and Vice-Chairperson shall be selected by the Codes and Standards Council from the appointed members of the Committee. The ICC President shall appoint one or more Moderators who shall act as presiding officer for the Committee Action Hearing.
  - 6.2.2 Conflict of Interest:** A Committee member shall withdraw from and take no part in those matters with which the Committee member has an undisclosed financial, business or property interest. The Committee member shall not participate in any Committee discussion, or any Committee vote on the matter in which they have an undisclosed interest. A Committee member who is a proponent of a code change proposal shall not participate in any Committee discussion on the matter or any Committee vote. Such Committee member shall be permitted to participate in the floor discussion in accordance with Section 6.5 and Section 8.4.1 by stepping down from the dais.
  - 6.2.3 Representation of Interest:** Committee members shall not represent themselves as official or unofficial representatives of the ICC except at regularly convened meetings of the Committee.
  - 6.2.4 Committee Composition:** The Committee may consist of representation from multiple interests. A minimum of thirty-three and one-third percent (33.3%) of the Committee members shall be Regulators (General Interest category in accordance with Council Policy#7 *Committees and Members*).

- 6.3 Date and Location:** The date and location of the Committee Action Hearing shall be announced not less than 60 days prior to the date of the hearing.
- 6.4 General Procedures:** *The Robert's Rules of Order* shall be the formal procedure for the conduct of the Committee Action Hearing except as a specific provision of these Rules of Procedure may otherwise dictate. A quorum shall consist of a majority of the voting members of the Committee.
- 6.4.1 Chair Voting:** The Chairperson of the Committee shall vote only when the vote cast will break a tie vote of the Committee.
- 6.4.2 Open Hearing:** The Committee Action Hearing is an open hearing. Any interested person may attend and participate in the floor discussion. Only Committee members may participate in the Committee action portion of the hearings (see Section 6.6). Participants shall not advocate a position on specific code change proposals with Committee members other than through the methods provided in this policy.
- 6.4.3 Presentation of Material at the Committee Action Hearing:** Information to be provided at the hearing shall be limited to verbal presentations and modifications submitted in accordance with Section 6.5.2. Each individual presenting information at the hearing shall state their name and affiliation, and shall identify any entities or individuals they are representing in connection with their testimony. Audio-visual presentations are not permitted. Substantiating material submitted in accordance with Section 4.3.5.3 and other material submitted in response to a code change proposal shall be located in a designated area in the hearing room and shall not be distributed to the Committee at the public hearing.
- 6.4.4 Agenda Order:** The Secretariat shall publish a Code Change Agenda for the Committee Action Hearing, placing individual code change proposals in a logical order to facilitate the hearing. Any public hearing attendee may move to revise the agenda order as the first order of business at the hearing, or at any time during the hearing except while another code change proposal is being discussed. Preference shall be given to grouping like subjects together, and for moving items back to a later position on the agenda as opposed to moving items forward to an earlier position.
- 6.4.4.1 Proponent Approval:** A motion to revise the agenda order is considered in order unless the proponent(s) of the moved code change proposals are in attendance in the hearing room and object to the move. Where such objections are raised, the motion to revise the hearing order shall be ruled out of order by the Moderator. The ruling of the Moderator shall be final and not subject to a point of order in accordance with Section 6.4.8. The motion to change the hearing order is not debatable.
- 6.4.4.2 Revised Agenda Order Approved:** A motion to revise the agenda order is subject to a 2/3 vote of those present.
- 6.4.5 Tabling:** Tabling of code change proposals shall be permitted. The motion to table is considered in order unless the proponent(s) of the tabled code change proposals are in attendance at the hearing and object to the tabling. Where such objections are raised, the motion to table shall be ruled out of order by the Moderator. The ruling of the Moderator shall be final and not subject to a point of order in accordance with Section 6.4.8. The motion to table is not debatable.

The motion to table must identify one of the following as to the location in the agenda when or where the code change proposal(s) will be considered:

1. To a specific date and time within the timeframe of the Code Change Agenda for the code change proposals under consideration, or
2. To a specific location in the Code Change Agenda for the code change proposals under consideration.

**6.4.5.1 Tabling approved:** A motion to table is subject to a 2/3 vote of those present.

**6.4.5.2 Tabled code change proposals back to the floor:** The Moderator shall bring the tabled code change proposal(s) back to the floor at the applicable time/agenda location in accordance with Section 6.4.5 Items 1 or 2. The testimony on the code change proposal shall resume at the point in the process where the tabling occurred.

**6.4.6 Reconsideration:** There shall be no reconsideration of a code change proposal after it has been voted on by the Committee in accordance with Section 6.6.

**6.4.7 Time Limits:** Time limits shall be established as part of the agenda for testimony on all code change proposals at the beginning of each hearing session. Each person testifying on a code change proposal shall be given equal time. In the interest of time and fairness to all hearing participants, the Moderator shall identify the time limits on debate at the beginning of the hearing. The Moderator shall have the authority to adjust time limits as necessary in order to complete the hearing agenda.

**6.4.7.1 Time Keeping:** Keeping of time for testimony by an individual shall be by an automatic timing device. Remaining time shall be evident to the person testifying. Interruptions during testimony shall not be tolerated. The Moderator shall maintain appropriate decorum during all testimony.

**6.4.7.2 Proponent Testimony:** The Proponent is permitted to waive an initial statement. The Proponent shall be permitted to have the amount of time that would have been allocated during the initial testimony period plus the amount of time that would be allocated for rebuttal. Where the code change proposal is submitted by multiple proponents, this provision shall permit only one proponent of the joint submittal to be allotted additional time for rebuttal.

**6.4.8 Points of Order:** Any person participating in the hearing may challenge a procedural ruling of the Moderator or the Chairperson. A majority vote of ICC Members in attendance shall determine the decision.

**6.5 Floor Discussion:** The Moderator shall place each code change proposal before the hearing for discussion by identifying the proposal and by regulating discussion as follows:

### **6.5.1 Discussion Order:**

1. Support. The Moderator shall begin by asking the proponent and then others in support of the code change proposal for their comments.
2. Opposition. After discussion by those in support of a code change proposal,

- those opposed hereto, if any, shall have the opportunity to present their views.
3. Rebuttal in support. Those in support shall then have the opportunity to rebut points raised by those in opposition.
  4. Rebuttal in opposition. Those in opposition shall then have the opportunity to respond to the rebuttal in support.

**6.5.2 Modifications:** Modifications to code change proposals may be suggested from the floor by any person participating in the hearing. The person proposing the modification, or his/her designee, is deemed to be the proponent of the modification.

**6.5.2.1 Submission.** All modifications shall be submitted electronically to the ICC Secretariat in a format determined by ICC unless determined by the Chairperson to be either editorial or minor in nature. The modification will be forwarded electronically to the members of the Committee during the hearing and will be projected on the screen in the hearing room.

**6.5.2.2 Criteria.** The Chairperson shall rule proposed modifications in or out of order before they are discussed on the floor. A proposed modification shall be ruled out of order if it:

1. changes the scope of the original code change proposal; or is not readily understood to allow a proper assessment of its impact on the original code change proposal or the Code.

The ruling of the Chairperson on whether or not the modification is in or out of order shall be final and is not subject to a point of order in accordance with Section 6.4.8.

**6.5.2.3 Testimony.** When a modification is offered from the floor and ruled in order by the Chairperson, a specific floor discussion on that modification is to commence in accordance with the procedures listed in Section 6.5.1.

**6.5.2.3.1 Time Limits:** Time limits on testimony on a modification shall be in accordance with the following:

1. Support: 1 minute
2. Opposition: 1 minute
3. Rebuttal in support: 30 seconds
4. Rebuttal in opposition: 30 seconds

**6.6 Committee Action:** Following the floor discussion of each code change proposal, one of the following motions shall be made and seconded by members of the Committee:

1. Approve the code change proposal As Submitted (AS) or
2. Approve the code change proposal As Modified with specific modifications (AM), or
3. Disapprove the code change proposal (D)

Discussion on this motion shall be limited to Committee members. If a Committee member proposes a modification which had not been proposed during floor discussion, the Chairperson shall rule on the modification in accordance with

Section 6.5.2.2. If a Committee member raises a matter of issue, including a proposed modification, which has not been proposed or discussed during the floor discussion, the Moderator shall suspend the Committee discussion and shall reopen the floor discussion for comments on the specific matter or issue. Upon receipt of all comments from the floor, the Moderator shall resume Committee discussion.

The Committee shall vote on each motion with the majority dictating the Committee's action. Committee action on each code change proposal shall be completed when one of the motions noted above has been approved. Each Committee vote shall be supported by a reason.

The ICC shall maintain a record of the hearing proceedings including the action on each code change proposal.

- 7.0 Report of the First Committee Action Hearing (CAH #1):** The results of the First Committee Action Hearing (CAH #1), including Committee action and reason, shall be posted on the ICC website not less than 60 days prior to the Second Committee Action Hearing (CAH #2), except as approved by the ICC Board. Submittal of Comments to the First Committee Action Hearing (CAH #1) (NEW)
- 7.1 Intent:** Any interested person, persons or group may submit a comment noting disagreement with the action taken at the First Committee Action Hearing (CAH #1). The comment process gives attendees at the Second Committee Action Hearing (CAH #2) an opportunity to consider specific objections to the results of the First Committee Action Hearing (CAH #1) and more thoughtfully prepare for the discussion and comment consideration at the Second Committee Action Hearing (CAH #2).
- 7.1.1 Public Comment Hearing consideration:** In order for a code change proposal to be considered for a further modification at the Public Comment Hearing, such proposal must have received a comment and been considered and acted upon at the Second Committee Action Hearing (CAH #2).
- 7.1.2 Proposed New Reference Standards and Standards Updates:** Proposed new referenced standards and proposed updates of existing standards with coordinating text are limited to original code change submittals in accordance with Section 4.6.3. Comments proposing a new reference standard or a new proposed update of an existing standard with coordinating text shall not be permitted.
- 7.2 Deadline:** The deadline for receipt of a comment to the results of the First Committee Action Hearing (CAH #1) shall be announced at the first hearing but shall not be less than 30 days subsequent to the availability of the Report of the First Committee Action Hearing (CAH #1) (see Section 6.7).
- 7.3 Withdrawal of Comment:** A comment may be withdrawn by the commenter at any time prior to comment consideration of that comment at the Second Committee Action Hearing (CAH #2). A withdrawn comment shall not be subject to consideration at the second hearing. If the only comment to a code change proposal is withdrawn by the commenter prior to consideration at the Second Committee Action Hearing (CAH #2), such proposal will be considered as not acted upon at the second hearing and the proposal is not eligible for further modification consideration at the Public Comment Hearing in accordance with Section 7.1.1.
- 7.4 Form and Content of Comments:** Any interested person, persons, or group may submit a public comment to the results of the First Committee Action Hearing (CAH #1) which will

be considered when in conformance to these requirements. Each comment to a code change proposal shall be submitted separately and shall be complete in itself. Each comment shall contain the following information:

**7.4.1 Comment:** Each comment shall include the name, title, and email address of the commenter. Email addresses shall be published with the comments unless the commenter otherwise requests on the submittal form.

If a group, organization, or committee submits a comment, an individual with prime responsibility shall be indicated. If a comment is submitted on behalf a client, group, organization or committee, the name and email address of the client, group, organization or committee shall be indicated. The scope of the comment shall be consistent with the scope of the original code change proposal or the Committee action. Comments which are determined as not within the scope of the code change proposal or Committee action shall be identified as such. The commenter shall be notified that the comment is considered an incomplete comment in accordance with Section 7.5.1 and the comment shall be held until the deficiencies are corrected. A copyright release in accordance with Section 4.3.5.5 shall be provided with the comment.

**7.4.2 Code Reference:** Each comment shall include the code change proposal number.

**7.4.3 Multiple comments to a code change proposal.** A commentor shall not submit multiple comments to the same code change proposal. When a commentor submits multiple comments to the same code change proposal, the comments shall be considered as incomplete comments and processed in accordance with Section 7.5.1. This restriction shall not apply to comments that attempt to address differing subject matter within a Code section.

**7.4.4 Desired Action at the Second Committee Action Hearing (CAH #2):** In order for a comment to be considered, the comment shall indicate the desired action at the Second Committee Action Hearing (CAH #2) as one of the following:

1. Approve the code change proposal As Submitted (AS), or
2. Approve the code change proposal As Modified by the Committee modification published in the Report of the First Committee Action Hearing (AMC #1) or a comment published in the Second Committee Action Hearing Agenda (AMC #2), or
3. Disapprove the code change proposal (D)

**7.4.5 Supporting Information:** The comment shall include a statement containing a reason and justification for the desired action on the code change proposal. Reasons and justification which are reviewed in accordance with Section 7.5 and determined as not germane to the technical issues addressed in the code change proposal or first Committee action may be identified as such. The commenter shall be notified that the comment is considered an incomplete comment in accordance with Section 7.5.1 and the comment shall be held until the deficiencies are corrected. The commenter shall have the right to appeal this action in accordance with CP-01 – Appeals. A bibliography of any substantiating material submitted with a comment shall be published with the comment and the substantiating



material shall be made available at the Second Committee Action Hearing (CAH #2). Supporting documentation may be provided via a link to a website provided by the commenter and included in the reason statement and bibliography. The reason statement shall include the date the link was created. All substantiating material published by ICC is material that has been provided by the proponent and in so publishing ICC makes no representations or warranties about its quality or accuracy.

**7.4.6 Cost Impact:** The comment shall include a cost impact statement in accordance with Section 17.0.

**7.4.7 Online submittal:** Each comment and substantiating information shall be submitted online via cdpACCESS. Additional electronic copies may be

requested when determined necessary by the Secretariat.

**7.4.8 Submittal Deadline:** ICC shall establish and post the submittal deadline for each cycle in accordance with Section 3.2. The posting of the deadline shall occur no later than 120 days prior to the comment deadline. Each comment shall be submitted online via cdpACCESS by the posted deadline. The submitter of a public comment is responsible for the proper and timely receipt of all pertinent materials by the Secretariat.

**7.5 Review:** The Secretariat shall be responsible for reviewing all submitted comments from an editorial and technical viewpoint similar to the review of code change proposals (see Section 5.2).

**7.5.1 Incomplete Comment:** When a comment is submitted with incorrect format, without the required information or judged as not in compliance with these Rules of Procedure, the comment shall not be processed. The Secretariat shall notify the commenter of the specific deficiencies and the comment shall be held until the deficiencies are corrected, or the comment shall be returned to the commenter with instructions to correct the deficiencies with a final date set for receipt of the corrected comment.

**7.5.2 Duplications:** On receipt of duplicate or parallel comments, the Secretariat may consolidate such comments for Second Committee Action Hearing (CAH #2) comment consideration. Each commenter shall be notified of this action when it occurs.

**7.5.3 Comments Received after Deadline:** Comments received by the Secretariat after the deadline set for receipt shall not be published and shall not be considered as part of the Second Committee Action Hearing (CAH #2) consideration. This deadline shall not apply to comments submitted by the Code Correlation Committee. In order to correlate submitted comments with action taken at the First Committee Action Hearing (CAH #1) on code change proposals that did receive a comment, the Code Correlation Committee, in conjunction with staff processing of comments, shall review the submitted comments and submit the necessary comments in order to facilitate the coordination of code change proposals. Such review and submittal shall not delay the posting of the Second Committee Action Hearing (CAH #2) Agenda as required in Section 7.6.

**7.6 Second Committee Action Hearing Agenda:** The comments received to the First Committee Action Hearing (CAH #1) results on code change proposals shall constitute the Second Committee Action Hearing Agenda. The agenda shall be posted on the ICC website at least 30 days prior to the hearing. Any errata to the agenda shall be posted on the ICC website as soon as possible. Code change proposals and comments which have not been published in the original posting or subsequent errata shall not be considered.

## 8.0 **Second Committee Action Hearing (CAH #2) (NEW)**

**8.1 Intent:** The intent of the Second Committee Action Hearing (CAH #2) is to permit interested parties to present their views including cost and benefits on comments received to the action taken by the Committee at the First Committee Action Hearing (CAH #1). The Committee will consider such comments as may be presented in the development of their action on the disposition of such code change proposals prior to the public comment portion of the code development process in accordance with Section 9.0.

**8.1.1 Code changes not receiving a comment:** The Committee action on code changes that do not receive a comment shall be the action taken at the First Committee Action Hearing (CAH #1) and shall not be on the agenda for the Second Committee Action Hearing (CAH #2). Such code changes will not be eligible for further modification as part of public comment consideration (see Section 7.1.1)

**8.2 Committee:** The Committee shall be the same Committee that presided over the First Committee Action Hearing (CAH #1).

**8.3 Date and Location:** The date and location of the Second Committee Action Hearing (CAH #2) shall be announced not less than 60 days prior to the date of the hearing.

**8.4 Hearing conduct:** The Second Committee Action Hearing (CAH #2) shall be conducted in the same fashion as the First Committee Action Hearing (CAH #1) in accordance with Sections 6.2 through 6.4 and 6.6 and Section 8.4.1.

**8.4.1 Floor discussion.** Discussion on code change proposals being individually considered shall be in accordance with Sections 8.4.1.1 through 8.4.1.4:

**8.4.1.1 Initial Motion:** The Committee action from the First Committee Action Hearing (CAH #1) shall be the initial motion considered.

**8.4.1.2 Motions for Comments:** At any point during the floor discussion of the initial motion, a subsequent motion and second for a comment published in the CAH#2 Agenda may be made. Each subsequent motion for comment, if any, shall be individually discussed before returning to the main motion. Comments in the CAH#2 agenda must be called to the floor for consideration.

**8.4.1.3 Proponent testimony:** The Proponent of a comment is permitted to waive an initial statement. The Proponent of the comment shall be permitted to have the amount of time that would have been allocated during the initial testimony period plus the amount of time that would be allocated for rebuttal. Where a comment is submitted by multiple proponents, this provision shall permit only one proponent of the joint submittal to waive an initial statement.

**8.4.1.4 Modifications:** Modifications to individual comments may be suggested from the floor by any

person participating in the hearing, at any time during the floor discussion of the respective comment. The person proposing the modification, or his/her designee, is deemed to be the proponent of the modification. Modifications submission, criteria, testimony, and time limits shall comply with Sections 6.5.2.1 through 6.5.2.3.1

- 8.5 Report of the Second Committee Action Hearing (CAH #2):** The results of the Second Committee Action Hearing (CAH #2), including Committee action and reason, shall be posted on the ICC website not less than 60 days prior to the Public Comment Hearing, except as approved by the ICC Board.

## 9.0 **Submittal of Public Comments to the Second Committee Action Hearing (CAH #2)**

- 9.1 Intent:** The public comment process gives attendees at the Public Comment Hearing an opportunity to consider specific objections to the results of the Second Committee Action Hearing (CAH #2) for each code group and more thoughtfully prepare for the discussion for public comment consideration. The public comment process expedites the Public Comment Hearing by limiting the items discussed to consideration of items for which a public comment has been submitted. The Public Comment Hearing will be a combined hearing of both Code Group A and Code Group B code change proposals and public comments in accordance with Sections 3.0 and 10.0.
- 9.2 Deadline:** The deadline for receipt of a public comment to the results of the Second Committee Action Hearing (CAH #2) shall be announced at the hearing but shall not be less than 30 days subsequent to the availability of the Report of the Second Committee Action Hearing (CAH #2) for the respective code group (see Section 8.5). The public comment deadline for Code Group A codes shall be early in the second year of the cycle and the public comment deadline for Code Group B codes shall be early in the third year of the cycle with specific dates posted in accordance with Section 3.2.
- 9.3 Withdrawal of Public Comment:** A public comment may be withdrawn by the public commenter at any time prior to public comment consideration of that comment. A withdrawn public comment shall not be subject to public comment consideration. If the only public comment to a code change proposal is withdrawn by the public commenter prior to the vote on the consent agenda in accordance with Section 10.5.5, the proposal shall be considered as part of the consent agenda. If the only public comment to a code change proposal is withdrawn by the public commenter after the vote on the consent agenda in accordance with Section 10.5.5, the proposal shall continue as part of the individual consideration agenda in accordance with Section 10.5.6, however the public comment shall not be subject to public comment consideration.

**9.4 Form and Content of Public Comments:** Any interested person, persons, or group may submit a public comment to the results of the Second Committee Action Hearing (CAH #2) which will be considered when in conformance to these requirements. Each public comment to a code change proposal shall be submitted separately and shall be complete in itself. Each public comment shall contain the following information:

**9.4.1 Public comment:** Each public comment shall include the name, title, and email address of the public commenter. Email addresses shall be published with the public comments unless the commenter otherwise requests on the submittal form.

If a group, organization, or Committee submits a public comment, an individual with prime responsibility shall be indicated. If a public comment is submitted on behalf a client, group, organization or Committee, the name and email address of the client, group, organization or Committee shall be indicated. The scope of the public comment shall be consistent with the scope of the original code change proposal or Committee action from the Second Committee Action Hearing (CAH #2). Public comments which are determined as not within the scope of the code change proposal or Committee action shall be identified as such. The public commenter shall be notified that the public comment is considered an incomplete public

comment in accordance with Section 9.5.1 and the public comment shall be held until the deficiencies are corrected. A copyright release in accordance with Section 4.3.5.5 shall be provided with the public comment.

**9.4.2 Code Reference:** Each public comment shall include the code change proposal number.

**9.4.3 Multiple public comments to a code change proposal.** A proponent shall not submit multiple public comments to the same code change proposal. When a proponent submits multiple public comments to the same code change proposal, the public comments shall be considered as incomplete public comments and processed in accordance with Section 9.5.1. This restriction shall not apply to public comments that attempt to address differing subject matter within a code section.

**9.4.4 Desired Final Action:** In order for a public comment to be considered, the public comment shall indicate the desired Final Action as one of the following:

1. Approve the code change proposal As Submitted (AS), or

2. Approve the code change proposal As Modified by the Committee modification published in the Report of the First or Second Committee Action Hearing (AMC) or published in a public comment in the Public Comment Agenda (AMPC), or
3. Disapprove the code change proposal (D)

**9.4.5 Supporting Information:** The public comment shall include a statement containing a reason and justification for the desired Final Action on the code change proposal. Reasons and justification which are reviewed in accordance with Section 9.5 and determined as not germane to the technical issues addressed in the code change proposal or Committee action may be identified as such. The public commenter shall be notified that the public comment is considered an incomplete public comment in accordance with Section 9.5.1 and the public comment shall be held until the deficiencies are corrected. The public commenter shall have the right to appeal this action in accordance with CP-01 – Appeals. A bibliography of any substantiating material submitted with a public comment shall be published with the public comment and the substantiating material shall be made available at the Public Comment Hearing. Supporting documentation may be provided via a link to a website provided by the public commenter and included in the reason statement and bibliography. The reason statement shall include the date the link was created. All substantiating material published by ICC is material that has been provided by the proponent and in so publishing ICC makes no representations or warranties about its quality or accuracy.

**9.4.6 Cost Impact:** The public comment shall include a cost impact statement in accordance with section 17.0.

**9.4.7 Online submittal:** Each public comment and substantiating information shall be submitted online via cdpACCESS. Additional electronic copies may be requested when determined necessary by the Secretariat.

**9.4.8 Submittal Deadline:** ICC shall establish and post the submittal deadlines for Code Groups A and B in accordance with Section 3.2. The posting of the deadline shall occur no later than 120 days prior to the public comment deadlines. Each public comment shall be submitted online via cdpACCESS by the posted deadline. The submitter of a public comment is responsible for the proper and timely receipt of all pertinent materials by the Secretariat.

**9.5 Review:** The Secretariat shall be responsible for reviewing all submitted public comments from an editorial and technical viewpoint similar to the review of code change proposals (see Section 5.2).

**9.5.1 Incomplete Public Comment:** When a public comment is submitted with incorrect format, without the required information or judged as not in compliance with these Rules of Procedure, the public comment shall not be processed. The Secretariat shall notify the public commenter of the specific deficiencies and the public comment shall be held until the deficiencies are corrected, or the public comment shall be returned to the public commenter with instructions to correct the deficiencies with a final date set for receipt of the corrected public comment.

**9.5.2 Duplications:** On receipt of duplicate or parallel public comments, the Secretariat may consolidate such public comments for public comment consideration. Each public commenter shall be notified of this action when it occurs.

**9.5.3 Public Comments Received after Deadline:** Public comments received by the Secretariat after the deadline set for receipt shall not be published and shall not be considered as part of the public comment consideration. This deadline shall not apply to public comments submitted by the Code Correlation Committee. In order to correlate submitted public comments with action taken at the Second Committee Action Hearing (CAH #2) on code change proposals that did receive a public comment, the Code Correlation Committee, in conjunction with staff processing of public comments, shall review the submitted public comments and submit the necessary public comments in order to facilitate the coordination of code change proposals. Such review and submittal shall not delay the posting of the Public Comment Agenda as required in Section 9.6.

**9.6 Public Comment Agenda:** The First and Second Committee Action Hearing results on code change proposals that have not received a public comment and code change proposals from the Second Committee Action Hearing (CAH #2) which received public comments shall constitute the Public Comment Agenda. The Public Comment Agenda shall be posted on the ICC website at least 30 days prior the Public Comment Hearing. Any errata to the Public Comment Agenda shall be posted on the ICC website as soon as possible. Code change proposals and public comments which have not been published in the original posting or subsequent errata shall not be considered.

## 10.0 Public Comment Hearing

**10.1 Intent:** The Public Comment Hearing is the first of two steps to make a final determination on all code change proposals which have been considered in a code development cycle by a vote cast by eligible voters (see Section 12.0). The second step, which follows the Public Comment Hearing, is the Online Governmental Consensus Vote that is conducted in accordance with Section 11.0. Code change proposals from Code Groups A and B considered at the Second Committee Action Hearing (CAH #2) in accordance with Section 8.1 are eligible for public comment consideration at the Public Comment Hearing and the

Online Governmental Consensus Vote.

**10.2 Date and Location:** The date and location of the Public Comment Hearing shall be announced not less than 60 days prior to the date of the hearing.

**10.3 Moderator:** The ICC President shall appoint one or more Moderators who shall act as presiding officer for the Public Comment Hearing.

**10.4 Public Comment Agenda:** The Public Comment Consent Agenda shall be comprised of code change proposals which have not received a public comment. The agenda for public testimony and individual consideration shall be comprised of proposals which have a public comment (see Section 9.1).

**10.5 Procedure:** *The Robert's Rules of Order* shall be the formal procedure for the conduct of the Public Comment Hearing except as these Rules of Procedure may otherwise dictate.

**10.5.1 Open Hearing:** The Public Comment Hearing is an open hearing. Any interested person may attend and participate in the floor discussion.

**10.5.2 Agenda Order:** The Secretariat shall publish a Public Comment Agenda for the Public Comment Hearing, placing individual code change proposals and public comments in a logical order to facilitate the hearing. The proponents or opponents of any code change proposal or public comment may move to revise the agenda order as the first order of business at the public hearing, or at any time during the hearing except while another proposal is being discussed. Preference shall be given to grouping like subjects together and for moving items back to a later position on the agenda as opposed to moving items forward to an earlier position.

**10.5.2.1 Proponent Approval:** A motion to revise the agenda order is considered in order unless the proponent(s) of the moved code change proposals are in attendance at the hearing and object to the move. Where such objections are raised, the motion to revise the hearing order shall be ruled out of order by the Moderator. The ruling of the Moderator shall be final and not subject to a point of order in accordance with Section 6.4.8. The motion to change the hearing order is not debatable.

**10.5.2.2 Revised Agenda Order Approved:** A motion to revise the agenda order is subject to a 2/3 vote of those present.

**10.5.3 Tabling:** Tabling of code change proposals shall be permitted. The motion to table is considered in order unless the proponent(s) of the tabled code change proposals are in attendance at the hearing and object to the tabling. Where such objections are raised, the motion to table shall be ruled out of order by the Moderator. The ruling of the Moderator shall be



final and not subject to a point of order in accordance with Section 6.4.8. The motion to table is not debatable.

The motion to table must identify one of the following as to the location in the agenda when or where the code change proposal(s) will be considered:

1. To a specific date and time within the timeframe of the Public Comment Agenda for the code change proposals under consideration, or To a specific location in the Public Comment Agenda for the code change proposals under consideration.

**10.5.3.1 Tabling approved:** A motion to table is subject to a 2/3 vote of those present.

**10.5.3.2 Tabled code change proposals back to the floor:** The Moderator shall bring the tabled code change proposal(s) back to the floor at the applicable time/agenda location in accordance with Section 10.5.3 Items 1 or 2. The testimony on the code change proposal shall resume at the point in the process where the tabling occurred.

**10.5.4 Presentation of Material at the Public Comment Hearing:** Information to be provided at the hearing shall be limited to verbal presentations. Each individual presenting information at the hearing shall state their name and affiliation and shall identify any entities or individuals they are representing in connection with their testimony. Audio-visual presentations are not permitted. Substantiating material submitted in accordance with Section 9.4.5 and other material submitted in response to a code change proposal or public comment shall be located in a designated area in the hearing room.

**10.5.5 Public Comment Consent Agenda:** The Public Comment Consent Agenda (see Section 10.4) shall be placed before the assembly with a single motion for Final Action in accordance with the results of the First and Second Committee Action Hearings. When the motion has been seconded, the vote shall be taken with no testimony being allowed. A simple majority (50% plus one) based on the number of votes cast by eligible voters shall decide the motion. This action shall not be subject to the Online Governmental Consensus Vote following the Public Comment Hearing (see Section 11.0).

**10.5.6 Public Comment Individual Consideration Agenda:** Upon completion of the Public Comment Consent Agenda vote, all code change proposals not on the Public Comment Consent Agenda shall constitute the Public Comment Individual Consideration Agenda and be placed before the assembly for individual consideration of each item (see Section 10.4).

**10.5.6.1 New Proposed Standard or Updated Standard Not Available.** It is the responsibility of the

proponent of the code change proposal to identify whether a new standard or updated standard (where the proposal includes coordinating text revisions) is available. Where the proposed new standard or the updated standard is not available in accordance with Section 4.6.3, the code change will not be considered on the Individual Consideration Agenda and the Final Action shall be Disapproval.

**10.5.7 Reconsideration:** There shall be no reconsideration of a code change proposal after it has been voted on in accordance with Section 10.5.9.

**10.5.8 Time Limits:** Time limits shall be established as part of the agenda for testimony on all code change proposals at the beginning of each hearing session. Each person testifying on a code change proposal shall be given equal time. In the interest of time and fairness to all hearing participants, the Moderator shall identify the time limits on debate at the beginning of the Public Comment Hearing. The Moderator shall have the authority to adjust time limits as necessary in order to complete the hearing agenda.

**10.5.8.1 Time Keeping:** Keeping of time for testimony by an individual shall be by an automatic timing device. Remaining time shall be evident to the person testifying. Interruptions during testimony shall not be tolerated. The Moderator shall maintain appropriate decorum during all testimony.

**10.5.9 Discussion and Voting:** Discussion and voting on code change proposals being individually considered shall be in accordance with the following procedures and the voting majorities in Section 10.6:

**10.5.9.1 Proponent testimony:** The Proponent of a public comment is permitted to waive an initial statement. The Proponent of the public comment shall be permitted to have the amount of time that would have been allocated during the initial testimony period plus the amount of time that would be allocated for rebuttal. Where a public comment is submitted by multiple proponents, this provision shall permit only one proponent of the joint submittal to waive an initial statement.

**10.5.9.2 Points of Order:** Any person participating in hearing may challenge a procedural ruling of the Moderator. A majority vote of ICC Members in attendance shall determine the decision.

**10.5.9.3 Eligible voters:** Voting shall be limited to eligible voters in accordance with Section 12.0.

- 10.5.9.4 Allowable Final Action Motions:** The only allowable motions for Final Action are Approval as Submitted (AS), Approval as Modified by the Committee from the First or Second Committee Action Hearing (AMC) or by one or more modifications published in the Public Comment Agenda (AMPC), and Disapproval (D).
- 10.5.9.5 Initial Motion:** The Committee action from the Second Committee Action Hearing (CAH #2) shall be the initial motion considered.
- 10.5.9.6 Motions for Modifications:** Whenever a motion under consideration is for Approval as Submitted or Approval as Modified, a subsequent motion and second for a modification published in the Public Comment Agenda may be made (see Section 9.4.4). Each subsequent motion for modification, if any, shall be individually discussed and voted before returning to the main motion. A two-thirds majority based on the number of votes cast by eligible voters shall be required for a successful motion on all modifications.
- 10.5.9.7 Voting:** After dispensing with all motions for modifications, if any, and upon completion of discussion on the main motion, the Moderator shall then ask for the vote on the main motion. The vote on the main motion shall be taken electronically with the vote recorded and each vote assigned to the eligible voting member. In the event the electronic voting system is determined not to be used by ICC, a hand/standing count will be taken by the Moderator. If the motion fails to receive the majority required in Section 10.6, the Moderator shall ask for a new motion.
- 10.5.9.8 Subsequent Motion:** If the initial motion is unsuccessful, a motion for either Approval as Submitted or Approval as Modified by one or more published modifications is in order. A motion for Disapproval is not in order. The vote on the main motion shall be taken electronically with the vote recorded and each vote assigned to the eligible voting member. In the event the electronic voting system is determined not to be used by ICC, a hand/standing count will be taken by the Moderator. If a successful vote is not achieved, Section 10.5.9.9 shall apply.
- 10.5.9.9 Failure to Achieve Majority Vote at the Public Comment Hearing.** In the event that a code change proposal does not receive any of the

required majorities in Section 10.6, the results of the Public Comment Hearing for the code change proposal in question shall be Disapproval. The vote count that will be reported as the Public Comment Hearing result will be the vote count on the main motion in accordance with Section 10.5.9.7.

**10.5.9.10 Public Comment Hearing Results:** The result and vote count on each code change proposal considered at the Public Comment Hearing shall be announced at the hearing. In the event the electronic voting system is not utilized and a hand/standing count is taken in accordance with Sections 10.5.9.7 and 10.5.9.8, the vote count will not be announced if an individual standing vote count is not taken. The results shall be posted and included in the Online Governmental Consensus Vote ballot (see Section 11.3).

**10.5.9.10.1 Online Governmental Consensus Ballot Exceptions:** Where Disapproval is the action at all three hearings in the code group cycle (First Committee Action Hearing (CAH #1), Second Committee Action Hearing (CAH #2) and the Public Comment Hearing), the Final Action on the code change proposal shall be Disapproval and the proposal shall not be placed on the Online Governmental Consensus Vote ballot.

**10.6 Majorities for Public Comment Hearing Voting:** The required voting majority for code change proposals individually considered shall be based on the number of votes cast by eligible voters at the Public Comment Hearing shall be in accordance with the following table.

Second Committee Action Hearing (CAH #2)	Desired Final Action		
	AS	AMC/AMPC	D
AS	Simple Majority	2/3 Majority	Simple Majority
AMC	2/3 Majority	Simple Majority to sustain the Committee Action (AMC) or; 2/3 Majority on each additional modification and 2/3 Majority on entire code change proposal for AMPC	Simple Majority
D	2/3 Majority	2/3 Majority	Simple Majority

## 11.0 Online Governmental Consensus Vote

**11.1 Public Comment Hearing Results:** The results from the Individual Consideration Agenda at the combined Code Group A and Code Group B Public Comment Hearing (see Sections 10.5.6 and 10.5.9.10) shall be the basis for the Online Governmental Consensus Vote. The ballot shall include the voting options in accordance with the following table (see Section 11.1.1 for exceptions):

Second Committee Action Hearing (CAH #2)	Public Comment Hearing result and Voting Majority	Online Governmental Consensus Ballot and Voting Majority	
AS	AS: Simple Majority	AS: Simple Majority	D: Simple Majority
	AMPC: 2/3 Majority	AMPC: 2/3 Majority	D: Simple Majority
	D: Simple Majority	AS: Simple Majority	D: Simple Majority
AMC	AS: 2/3 Majority	AS: 2/3 Majority	D: Simple Majority
	AMC: Simple Majority	AMC: Simple Majority	D: Simple Majority
	AMPC: 2/3 Majority	AMPC: 2/3 Majority	D: Simple Majority
	D: Simple Majority	AM: Simple Majority	D: Simple Majority
D	AS: 2/3 Majority	AS: 2/3 Majority	D: Simple Majority
	AMPC: 2/3 Majority	AMPC: 2/3 Majority	D: Simple Majority
	D: Simple Majority	AS: 2/3 Majority	D: Simple Majority

### 11.1.1 Online Governmental Consensus Ballot Exceptions:

Where Disapproval is the action at all three hearings in the code group cycle (First Committee Action Hearing (CAH #1), Second Committee Action Hearing (CAH #2) and the Public Comment Hearing), the Final Action on the code change proposal shall be Disapproval and the proposal shall not be placed on the Online Governmental Consensus Vote ballot.

**11.2 Online Governmental Consensus Vote Voter Statement:** In order to vote on the Online Governmental Consensus Vote, the eligible voter is required to acknowledge the following in order to proceed to the ballot:

1. I am currently an employee or public official actively engaged either full or part time in the administration, formulation, implementation or enforcement of laws, ordinances, rules or regulations relating to the public health, safety and welfare, or have Honorary Member status.
2. I am participating in this ICC activity in compliance with the ICC Code of Ethics (see Section 1.8), and I will avoid any circumstance that could create the appearance of a conflict of interest or otherwise compromise professional integrity.
3. As an eligible voting member, I have done my due diligence to become an informed voter on the matters that I am voting on, or as a representative of an ICC Governmental Member, my vote is being directed by the Governmental Member.
4. I am aware that voter guides that seek to influence or recommend voter positions are not endorsed by the International Code Council,

and I understand that I am under no obligation to vote in accordance with any such voter guides.

5. I will not vote on any code change that would provide me with a direct personal financial benefit.
6. I will not vote on any code change that would provide a direct financial benefit to any individual or company with which I have a business interest or relationship.

**11.3 Online Governmental Consensus Vote Ballot:** The ballot for each code change proposal considered at the Public Comment Hearing will include:

1. The Public Comment Hearing result and vote count.
2. The allowable Online Governmental Consensus Vote actions in accordance with Section 11.1.
3. Where the Public Comment Hearing result is As Submitted (AS) or Disapproval (D), the original code change proposal will be presented.
4. Where the Public Comment Hearing result is As Modified by the Committee (AMC) or As Modified by one or more Public Comments (AMPC), the original code change and approved modification(s) will be presented.
5. The Committee action taken at the First and Second Committee Action Hearings.
6. ICC staff identification of correlation issues.
7. For those who voted at the Public Comment Hearing, the ballot will indicate how they voted, unless an electronic vote count is not taken in accordance with Section 10.5.9.10.
8. An optional comment box to provide comments.
9. Access to the Public Comment Agenda which includes: the original code change, the report of the Committee action and the submitted public comments.
10. Access to the audio and video of the First and Second Committee Action and Public Comment Hearing proceedings.
11. Identification of the ballot period for which the online balloting will be open.

**11.4 Voting process:** Voting shall be limited to eligible voters in accordance with Section 12.0. Eligible voters are authorized to vote during the Public Comment Hearing and during the Online Governmental Consensus Vote; however, only the last vote cast will be included in the final vote tabulation. The ballot period will not be extended beyond the published period except as approved by the ICC Board.

**11.4.1 Participation requirement:** A minimum number of participants to conduct the Online Governmental Consensus Vote shall not be required unless the code change proposal(s) were not voted upon utilizing the electronic voting devices at the Public Comment Hearing and the resulting vote was not assigned to each eligible voting member in accordance with Sections 10.5.9.7 and 10.5.9.8. If this occurs, a minimum number of participants as determined by the ICC Board shall be

required for those code change proposal(s) based on an assessment of the minimum number of votes cast during the entire Public Comment Hearing. The Online Governmental Consensus Vote shall determine the Final Action on the code change proposal(s) in accordance with Section 13.1.

## 12.0 Eligible Final Action Voters

### 12.1 Eligible Final Action Voters: Eligible Final Action voters include ICC

Governmental Member Voting Representatives and Honorary Members in good standing who have been confirmed by ICC in accordance with the Electronic Voter Validation System. Such confirmations are required to be revalidated once each code development cycle. After initial validation, changes to the list of GMVRs for the remainder of the code development cycle shall be made in accordance with Section 12.2. Eligible Final Action voters in attendance at the Public Comment Hearing and those participating in the Online Governmental Consensus Vote shall have one vote per eligible voter on all Codes. Individuals who represent more than one Governmental Member shall be limited to a single vote.

### 12.2 Applications: Applications for Governmental Membership must be received by the ICC at least 30 days prior to the Group A First Committee Action Hearing (CAH #1) in order for its designated representatives to be eligible to vote at the Code Group A and B Public Comment Hearing or Online Governmental Consensus Vote. Applications, whether new or updated, for Governmental Member Voting Representative status must be received by the Code Council 30 days prior to the commencement of the first day of the Code Group A and B Public Comment Hearing in order for any designated representative to be eligible to vote. An individual designated as a Governmental Member Voting Representative shall provide sufficient information to establish eligibility as defined in the ICC Bylaws. The Executive Committee of the ICC Board, in its discretion, shall have the authority to address questions related to eligibility.

## 13.0 Tabulation, Certification and Posting of Results

### 13.1 Tabulation and Validation: Following the closing of the online ballot period, the votes received will be combined with the vote tally at the Code Group A and B Public Comment Hearing to determine the final vote on the code change proposal. If a hand/standing count is utilized per Subsection 10.5.9.7 or 10.5.9.8, those votes of the Public Comment Hearing will not be combined with the online ballot. ICC shall retain a record of the votes cast and the results shall be certified by a

validation Committee appointed by the ICC Board. The validation Committee shall report the results to the ICC Board, either confirming a valid voting process and result or citing irregularities in accordance with Section 13.2.

**13.2 Voting Irregularities:** Where voting irregularities or other concerns with the Online Governmental Consensus Voting process which are material to the outcome or the disposition of a code change proposal(s) are identified by the Validation Committee, such irregularities or concerns shall be immediately brought to the attention of the ICC Board. The ICC Board shall take whatever action necessary to ensure a fair and impartial Final Action vote on all code change proposals, including but not limited to:

1. Set aside the results of the Online Governmental Consensus Vote and have the vote taken again.
2. Set aside the results of the Online Governmental Consensus Vote and declare the Final Action on all code change proposals to be in accordance with the results of the Public Comment Hearing.
3. Other actions as determined by the ICC Board.

**13.3 Failure to Achieve Majority Vote:** In the event a code change proposal does not receive any of the required majorities for Final Action in Section 11.1, the Final Action on the code change proposal in question shall be Disapproval.

**13.4 Final Action Results:** The Final Action on all code change proposals shall be published as soon as practicable after certification of the results. The results shall include the Final Action taken, including the vote tallies from both the Public Comment Hearing and Online Governmental Consensus Vote, as well as the required majority in accordance with Section 11.1. ICC shall maintain a record of individual votes for auditing purposes; however, the record shall not be made public. The exact wording of any resulting text modifications shall be made available to any interested party.

## 14.0 Code Publication

**14.1 Next Edition of the Codes:** The Final Action results on code change proposals shall be the basis for the subsequent edition of the respective Code.

**14.2 Code Correlation:** The Code Correlation Committee is authorized to resolve technical or editorial inconsistencies resulting from actions taken during the Code Development Process by making appropriate changes to the text of the affected code. The process to resolve technical or editorial inconsistencies shall be conducted in accordance with CP-44 –*Code Correlation Committee*.

## 15.0 Appeals



**15.1 Right to Appeal:** Any person may appeal an action or inaction in accordance with Council Policy 1 Appeals. Any appeal made regarding voter eligibility, voter fraud, voter misrepresentation or breach of ethical conduct must be supported by credible evidence and must be material to the outcome of the final disposition of a code change proposal(s).

The following actions are not appealable:

1. Variations of the results of the Code Group A and B Public Comment Hearing compared to the Final Action result in accordance with Section 13.4.
2. Denied requests to extend the voter balloting period in accordance with Section 11.4.
3. Lack of access to cdpACCESS to submit a code change proposal, to submit a comment to a Committee action, to submit a public comment or to vote.
4. Code Correlation Committee changes made in accordance with Section 14.2.

## 16.0 Violations

**16.1 ICC Board Action on Violations:** Violations of the policies and procedures contained in this Council Policy shall be brought to the immediate attention of the ICC Board for response and resolution. Additionally, the ICC Board may take any actions it deems necessary to maintain the integrity of the code development process.

## 17.0 Cost Impacts.

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

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

The proponent shall submit information which substantiates such assertion. This information will be considered by the Committee and will be included in the published code change 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 created.

Any proposal submitted which does not include the requisite cost impact information shall be considered incomplete and shall not be processed.

1. The cost estimates provided shall be straightforward, allowing the Code Development Committee (CDC) members and eligible

- voting members, to rapidly assess their relative validity.
2. The cost estimates shall (a) have succinct information to allow the average person to understand how it was calculated (methodology), and (b) may provide reference for the publicly available data used (basis for variables).
  3. The ICC may develop a cost impact guidance document to assist code change and comment submitters in complying effectively with the cost impact requirements.

## **Sections added December 8, 2023, 2023 revision to CP-28**

Section

1.4

Section

4.3.5.3

Section

6.2.2

Section

7.4.5

Section

8.4.

Section 17.1

## **Sections added October 7, 2023, 2023 revision to CP-28**

Section 17 cost impacts and consolidates the language for reference throughout CP28.

## **Sections added in December 7, 2022 revision to CP-28:**

Sections 3.0, 7.0 and 8.0 added for the new process effective with the 2024/2026 Cycle, and coordination of process requirements throughout based on these new sections

Added Section 6.5.2.3.1

Added Sections 10.5.9.10.1 and 11.1.1

## **Sections revised in July 16, 2021 revision to CP-28:**

8.2

## **Sections revised in December 3, 2020 revision to CP-28:**

3.3.5.4

3.3.5.4.1

5.4.3

5.4.3.1

5.4.4.1

5.4.4.2

5.4.4.3

5.4.4.4

5.4.5

5.4.5.1

5.4.5.2

5.4.5.3

5.4.5.4

5.4.8

5.4.8.1

**Sections revised in November 2, 2020 revisions to CP-28:**

5.7 (removal of entire section) 2.5

5.1

5.4.2

5.8

6.1

6.4.1

6.6

7.4

**Section revised in January 1, 2019 revision to CP-28:**

9.1

**Sections revised in October 20, 2018 revision to CP-28:**

2.3

2.3.1

2.3.1.1

2.3.1.2

2.3.2

2.3.2.1

2.3.2.2

2.3.2.3

2.3.2.3

2.3.2.5

2.3.2.6

2.3.2.7

2.3.2.8

2.3.2.9

2.3.2.10

2.3.2.11

**Sections revised in July 27, 2018 revision to CP-28:**

4.6.1

**Sections revised in December 8, 2017 revision to CP-28:**

3.3.5.5

8.3.1

**Sections revised in September 9, 2017 revision to CP-28:**

3.2

3.3.5.3

3.3.5.4

3.3.5.6

3.6.3.1.1

3.6.3.1.2

4.6

5.4.4

5.4.4.1

5.4.4.2

5.4.5

5.4.5.1

5.4.5.2

5.5.2

5.5.2.2

6.4.5

6.4.6

7.5.2

7.5.2.1

7.5.2.2

7.5.3

7.5.3.1

7.5.3.2

7.5.9.10

8.2 – Number 7

11.2

## 2024 GROUP A ICC CODE DEVELOPMENT CYCLE CROSS INDEX OF PROPOSED CODE CHANGES

Some of the proposed code changes include sections that are outside of the scope of the chapters or the code listed in the table of 2024-2026 Staff Secretaries on page xiii. This is done in order to facilitate coordination among the International Codes which is one of the fundamental principles of the International Codes.

Listed in this cross index are proposed code changes that include sections of codes or codes other than those listed on page xxxvi. For example, IBC Section 412.7 is proposed for revision in code change F180-24 which is to be heard by the IFC Committee. Chapter 4 of the IBC is typically the responsibility of the IBC-General Code Committee as listed in the table of Staff Secretaries. It is therefore identified in this cross index. Another example is Section 401.1.1 of the International Mechanical Code. The International Mechanical Code is normally maintained by the IMC Committee, but Section 306.1 will be considered for revision in proposed code change G1-24 Part VII which will be placed on the IMC Committee agenda.

This information is provided to assist users in locating all of the proposed code changes that would affect a certain section or chapter. For example, to find all of the proposed code changes that would affect Chapter 2 of the IBC, locate IBC Chapter 2 in the Cross Index of proposed codes changes, then go to the proposed code changes in the portion of the monograph for the respective proposed change group. For example, the Cross Index indicates that the definition of CONTROL AREA is contained within proposed code change F17-24. The IFC portion of the monograph will contain proposed code change F17-24 for your review. While care has been taken to be accurate, there may be some omissions in this list.

Letter prefix: Each proposed change number has a letter prefix that will identify where the proposal is published. The letter designations for proposed changes and the corresponding publications are as follows:

<b>PREFIX</b>	<b>PROPOSED CHANGE GROUP (see monograph table of contents for location)</b>
E	International Building Code - Means of Egress
F	International Fire Code
FG	International Fuel Gas Code
FS	International Building Code - Fire Safety
G	International Building Code – General
M	International Mechanical Code
P	International Plumbing Code
PSD	International Private Sewage Disposal Code
S	International Building Code – Structural
SP	International Swimming Pool and Spa Code
WUIC	International Wildland-Urban Interface Code

INTERNATIONAL BUILDING CODE	
Section #	Code Change #
<b>Chapter 1</b>	
112.2	F211-24
<b>Chapter 2</b>	
ACCESS (TO) (new)	E1-24 Part 1
ADULT CHANGING STATIONS (new)	E127-24 Part I
AEROSOL	F7-24
ASPHYXIAN	F9-24
ASSISTED BATHING (new)	E126-24 Part I
ASSISTED TOILETING (new)	E126-24 Part I
ASSISTIVE Table (new)	E127-24 Part I
AUTOMATIC FIRE DETECTION SYSTEM	F10-24
BACKED VINYL SIDING	FS111-24
CLINICAL NEED (new)	G2-24
COMBUSTIBLE LIQUID	F12-24
COMMERCIAL MOTOR VEHICLE	F13-24
COMPRESSED GAS	F14-24
CONTROL AREA	F17-24
CONTROL VESTIBULE (new)	E61-24
CONTINUITY HEAD-OF-WALL SYSTEM	FS29-24
CORROSIVE	F15-24
CRYOGENIC FLUID	F16-24
CRYOGENIC FLUID, FLAMMABLE	F16-24
CRYOGENIC FLUID, INERT	F16-24
CRYOGENIC FLUID, OXIDIZING	F16-24
DRAINAGE PLANE (New)	S9-24
DRAINAGE SPACE (New)	S9-24
EMERGENCY HELICOPTER LANDING AREA (EHLF)	F180-24
EXIT	E97-24
EXIT PATHWAY (new)	E97-24
EXPLOSIVE	F18-24
FAMILY OR COMPANION BATHING ROOM (new)	E126-24 Part I

FAMILY OR COMPANION TOILET ROOM (new)	E126-24 Part I
FIRESTOP IDENTIFICATION DEVICE (New)	FS42-24
FLAMMABLE CRYOGENIC FLUID	F16-24
FLAMMABLE GAS	F19-24, F21-24
FLAMMABLE LIQUID	F12-24
FLAMMABLE SOLID	F20-24
FUEL GAS ALARM (New)	F152-24
FUEL GAS DETECTOR (New)	F152-24
FUEL GAS DETECTION SYSTEM (New)	F152-24
FUEL GAS SOURCE (New)	F152-24
HIGHLY TOXIC	F23-24
INERT COMPRESSED GAS	F24-24
LANDING (new)	E48-24
LIQUID STORAGE ROOM	F25-24
LIQUID STORAGE WAREHOUSE	F25-24
LIQUID USE, DISPENSING AND MIXING ROOM	F25-24
NONCOMBUSTIBLE MATERIAL (new)	G12-24 Part I
MANUFACTURER'S INSTALLATION INSTRUCTIONS (New)	FS43-24
MAGNESIUM-OXIDE-CEMENT PANEL PRODUCT	FS113-24
OCCUPANT SENSOR CONTROL (new)	E32-24
ORGANIC PEROXIDE	F26-24, F270-24
OXIDIZER	F27-24
OXIDIZING CRYOGENIC FLUID	F16-24
OXIDIZING GAS	F28-24
PartY WALL (New)	FS22-24
PYROPHORIC	F29-24
READY ACCESS (TO) (new)	E1-24 Part 1
REMOTE SYSTEM ACCESS	F127-24, F128-24
RESTRICTED AUDIBLE MODE OPERATION (RAMO) NOTIFICATION	F135-24, F136-24
SOCIAL STAIRS (new)	E124-24

STUCCO BOND BREAK (New)	S9-24
TOXIC	F23-24
UNSTable(REACTIVE) MATERIAL	F32-24
VERTIPORT	F180-24
VERTISTOP	F180-24
WATER REACTIVE MATERIAL	F33-24
<b>Chapter 3</b>	
307.1	F234-24
Table 307.1(1)	F235-25, F236-24, F237-24, F270-24
Table 307.1(2)	F235-24
307.1.1	F233-24, F234-24
Table 307.1.1	FS21-24 Part I, F233-24, F260-24
307.3	F270-24
307.5	F270-24
<b>Chapter 4</b>	
402.4.2.2	FS21-24 Part I
402.4.2.3	FS21-24 Part I
402.8.7	FS21-24 Part I
402.4.2.1	FS21-24 Part I
403.2.1	FS38-24
403.2.1.2	FS38-24
403.3	FS21-24 Part II
403.4.8.1	FS21-24 Part II
403.5.3, 403.5.3.1	E53-24
404.3	FS21-24 Part II
404.6	FS21-24 Part I
405.4.2	FS21-24 Part I
405.4.3	FS21-24 Part I
405.5.8 (New)	F97-24
406.3.1	FS21-24 Part I
406.6.4.1	FS21-24 Part I
407.3	FS21-24 Part I
407.4.4.2	FS21-24 Part I
407.5	FS21-24 Part I
408.7	FS21-24 Part I



410.4.1	FS21-24 Part I
410.4.2	FS21-24 Part I
412.4.1	FS21-24 Part I
412.3.4	FS21-24 Part I
412.3.6.2	FS21-24 Part II
412.5.5	F25-24
412.7	F180-24
412.7.1 - 412.7.4	F180-24
414.2.1	FS21-24 Part II
414.2.3	FS21-24 Part II
Table 414.2.5.2	F241-24
Table 414.2.5.4	F240-24, F241-24
Table 414.5.1	F270-24
Table 415.6.5	F270-24
415.6.5	F238-24
415.9.1	F25-24
415.9.1.1	F25-24
415.9.1.4	F25-24
415.9.2	F25-24
415.9.2.1	F25-24
415.9.2.2	F25-24
415.9.2.3	F25-24
415.9.2.4	F25-24
415.9.3	F25-24
415.9.3.1	F25-24
415.9.3.2	F25-24
415.10.2	FS21-24 Part II
415.10.4	FS21-24 Part II
415.11.1.2	FS21-24 Part II
415.11.1.6	FS21-24 Part II
415.11.6.1	FS21-24 Part II
415.11.6.2	FS21-24 Part II
Table 415.11.1.1	F192-24, F270-24
416.2	FS21-24 Part II
418.4	FS21-24 Part II
418.5	FS21-24 Part II
418.6	FS21-24 Part II
420.2	FS21-24 Part I
420.3	FS21-24 Part I
420.6	FS21-24 Part I

422.2	FS21-24 Part I
426.1.2	FS21-24 Part II
427.2.1	FS21-24 Part II
427.2.2	FS21-24 Part II
428.3.1	FS21-24 Part II
<b>Chapter 5</b>	
503.1	FS21-24 Part I
508.4.4.1	FS21-24 Part I
Table 509.1	F159-24
509.4.1	FS21-24 Part I
510.7.1	FS21-24 Part I
510.8	FS21-24 Part I
<b>Chapter 6</b>	
602.1	FS45-24
<b>Chapter 7</b>	
701.1	G1-24 Part 1
703.5	E1-24 Part 1
<b>Chapter 8</b>	
801.1	G1-24 Part 1
<b>Chapter 9</b>	See IFC Committee Chapter 9 for IBC Chapter 9
901.1	G1-24 Part 1
903.2.2	F231-24
903.2.2.3	F231-24
903.2.1.6	F97-24
903.2.3	F98-24
903.2.4	F64-24
903.2.4.4(New)	F99-24
903.2.5.6	F269-24
903.2.7	F231-24
903.2.7.4	F231-24
903.2.8	F100-24
903.2.8.1	F100-24
903.2.8.2	F100-24
903.2.8.3	F100-24, F101-24
903.2.8.4 (New)	F102-24
903.2.8.5 (New)	F103-24

903.2.9.2	F104-24, F105-24
903.2.9.4	F106-24
903.2.10	F107-24
903.2.10.3 (New)	F108-24
903.2.11.4	F109-24
903.3.1.1.2	F110-24
903.3.1.1.3	F111-24, F112-24
Table 903.3.1.1.3(1) (New)	F112-24
903.3.1.3	F100-24
903.4.1	F113-24
903.3.9	F113-24
903.4.3	F113-24
904.2.1	F114-24
904.3.3	F115-24
904.3.5	F116-24
904.7.1 (New)	F117-24
904.14	F115-24
904.15.1.2	F118-24
905.3.5	F180-24
905.3.8 (New)	F120-24
905.4	F121-24, F122-24
905.5	F122-24
905.6	F122-24
Table 906.1	F231-24
906.5	F124-24, F125-24
906.9	F126-24
906.9.2	F126-24
907.1.4 (New)	F127-24, F128-24
907.2.9.3	F129-24
907.2.11	F130-24
907.2.11.1	F130-24
907.2.11.2	F130-24
907.2.22	F131-24, F132-24
907.2.22.1	F132-24
907.2.22.2	F132-24
907.2.23	F169-24
907.2.24	F99-24
907.3	F133-24
907.5.2.1	F134-24
907.5.2.2	F134-24
907.5.2.1.3	F135-24, F136-24

907.5.2.3.1	F137-24
907.6.6	F138-24
909.12.2	F139-24
Table 910.2	F140-24
910.3.5	F141-24
910.4.3	F142-24
911.1.6	F144-24
912.2.2	F146-24
912.2.3 (New)	F147-24
912.5	F146-24
912.5.1	F146-24
912.5.2	F146-24
912.5.3	F146-24
912.5.4	F146-24
913.4	F113-24
915 (ALL)	F148-24
915.3.2	F149-24
915.3.3	F149-24
915.5.4	F149-24
916.1	F150-24
916.3	F150-24
916.4	F150-24
916.5	F150-24
916.6	F150-24
916.7	F150-24
916.8	F150-24
916.9	F150-24
916.10	F150-24
916.11	F150-24
917.1	F151-24
917.2	F151-24
918 (New)	F152-24
<b>Chapter 10</b>	
1001, 1001.2	G1-24 Part II
Table 1004.5	P19-24 Part II
1009.6.4	FS21-24 Part I
1023.2	FS21-24 Part I
1023.3.1	FS21-24 Part I
1023.12.1	FS21-24 Part I
1024.3	FS21-24 Part I

1026.2	FS21-24 Part I
1028.2	FS21-24 Part I
1030.1.1.1	FS21-24 Part I
<b>Chapter 11</b>	
1101.1	G1-24 Part II
<b>Chapter 12</b>	
1210.2.2	G28-24
1210.3.2	E126-24 Part II
<b>Chapter 14</b>	
1401.1	G1-24 Part 1
<b>Chapter 16</b>	
1607.9.1.1	E1-24 Part 1
<b>Chapter 17</b>	
1704.2.2	E1-24 Part 1
<b>Chapter 18</b>	
1807.2.4	E1-24 Part 1
<b>Chapter 21</b>	
2111.3.1	E1-24 Part 1
2113.9.2	E1-24 Part 1
<b>Chapter 24</b>	
2405.3.3	E1-24 Part 1
2406.4.3	E1-24 Part 1
2406.4.6	E28-24
<b>Chapter 26</b>	
2601.1	G1-24 Part 1
<b>Chapter 27</b>	
2702.1.3	F163-24
2702.1.9 (New)	F164-24
2702.2	F145-24
2702.2.7	F145-24

<b>Chapter 28</b>	
2801.1	G1-24 Part VII
<b>Chapter 29</b>	
2901.1	G1-24 Part VI
2902.1	P14-24
Table 2902.1	P14-24, P15-24, P16-24, P17-24, P18-24, P19-24 Part I, P20-24
2902.1.1	P14-24, P20-24, P21-24, P22-24
2902.1.2	E126-24 Part II, P14-24
2902.2	P23-24, P24-24, P25-24
2902.3	P26-24
2902.3.3	P27-24
2902.3.6	E126-24 Part II
2903.1.2	P28-24, P29-24
<b>Chapter 30</b>	
3005.4	FS21-24 Part I
3006.3	FS21-24 Part I
3008.9	E1-24 Part 1
<b>Chapter 31</b>	
3104.5.1	FS21-24 Part I
3104.5.2	F97-24
3302.1.1	F210-24
<b>Chapter 33</b>	
3302.1.1	F211-24
3310.1	F217-24 Part II
3310.2	F217-24 Part I
3311.1 - 3311.3	F217-24 Part I
3312.1 - 3312.2	F216-24
3313.1	F211-24, F219-24
<b>Appendix F</b>	
F101.5.1	E1-24 Part 1
<b>Appendix H</b>	
H110.1	E1-24 Part 1

<b>INTERNATIONAL EXISTING BUILDING CODE</b>	
<b>Chapter 15</b>	
1508.1	F217-24 Part II
1510.1 - 1510.2	F216-24
1508.2	F217-24 Part I
1509.1 - 1509.3	F217-24 Part I
1512.1	F219-24
<b>INTERNATIONAL FIRE CODE</b>	
<b>Chapter 2</b>	
CLINICAL NEED (new)	G2-24
CONTROL VESTIBULE (new)	E61-24
EXIT	E97-24
EXIT PATHWAY (new)	E97-24
LANDING (new)	E48-24
NONCOMBUSTIBLE MATERIAL (new)	G12-24 Part II
OCCUPANT SENSOR CONTROL (new)	E32-24
[M]READY ACCESS (TO)	E1-24 Part IV
WILDFIRE RISK AREA	E1-24 Part II
203.6	G15-24
<b>Chapter 3</b>	
301.1	G1-24 Part VIII
<b>Chapter 4</b>	
401.1	G1-24 Part VIII
<b>Chapter 5</b>	
504.3	E77-24 Part II
508.1.2	FS21-24 Part II
<b>Chapter 6</b>	
601.1	G1-24 Part VIII
[M]606.2	M42-24, M43-24
605.4.2.6	FS21-24 Part II
<b>Chapter 7</b>	
701.1	G1-24 Part VIII

702	FS21-24 Part II
702.1	FS21-24 Part II
702.1 (New)	FS21-24 Part II
<b>Chapter 8</b>	
801.1	G1-24 Part VIII
<b>Chapter 9</b>	
901.1	G1-24 Part VIII
901.4.4	FS21-24 Part II
909.11.1	FS21-24 Part II
907.8.2	E1-24 Part II
909.20.2	FS21-24 Part I
909.20.5.1	FS21-24 Part I
910.4.5	FS21-24 Part II
914.3.1	FS21-24 Part II
914.4.1	FS21-24 Part II
914.3.2	G16-24
914.8.3.2	FS21-24 Part II
914.8.3	G20-24, G21-24
914.8.3.1	G22-24
914.8.3.2	G23-24
<b>Chapter 10</b>	See IBC Committee Chapter 10 for IFC Chapter 10
1001	E2-24 Part II
1001.1	E2-24 Part II, G1-24 Part VIII
[BE]1001.2	E2-24 Part I, G1-24 Part VIII
Table 1004.5	P19-24 Part II
1023.2	FS21-24 Part I
1023.3.1	FS21-24 Part I
1023.12.1	FS21-24 Part I
1026.2	FS21-24 Part I
1028.2	FS21-24 Part I
1030.1.1.1	FS21-24 Part I
<b>Chapter 11</b>	
1101.1	G1-24 Part VIII
<b>Chapter 12</b>	
1201.1	G1-24 Part VIII



1207.7.4	FS21-24 Part II
<b>Chapter 15</b>	
1502.1.1	F210-24, F211-24
1512.1	F211-24
<b>Chapter 20</b>	
2001.1	G1-24 Part VIII
<b>Chapter 21</b>	
2101.1	G1-24 Part VIII
<b>Chapter 22</b>	
2201.1, 2201.1.1	G1-24 Part VIII
<b>Chapter 23</b>	
2301.1	G1-24 Part VIII
2311.8.3	FS21-24 Part II
2311.8.8	M25-24 Part II
<b>Chapter 24</b>	
2401.1	G1-24 Part VIII
2404.4	FS21-24 Part II
<b>Chapter 25</b>	
2501.1, 2501.1.1	G1-24 Part VIII
<b>Chapter 27</b>	
2701.1	G1-24 Part VIII
2703.14.2	FS21-24 Part II
<b>Chapter 28</b>	
2801.1	G1-24 Part VIII
<b>Chapter 29</b>	
2901.1, 2901.1.1	G1-24 Part VIII
<b>Chapter 30</b>	
3001.1	G1-24 Part VIII
3307.1.2	F218-24 Part II

<b>Chapter 31</b>	
3101.1, 3101.1.1	G1-24 Part VIII
<b>Chapter 32</b>	
3201.1	G1-24 Part VIII
3206.3.2	FS21-24 Part II
3207.2	FS21-24 Part II
3208.2	FS21-24 Part II
<b>Chapter 33</b>	
3301.1	G1-24 Part VIII
3307.1.2	F217-24 Part II
<b>Chapter 34</b>	
3401.1, 3401.1.1	G1-24 Part VIII
<b>Chapter 36</b>	
3601.1	G1-24 Part VIII
<b>Chapter 37</b>	
3701.1	G1-24 Part VIII
3704.3	FS21-24 Part II
3704.4	FS21-24 Part II
3704.5	FS21-24 Part II
<b>Chapter 38</b>	
3801.1, 3801.2, 3801.2.1, 3801.2.2	G1-24 Part VIII
3804.1.1.1	FS21-24 Part II
<b>Chapter 39</b>	
3901.1, 3901.1.1	G1-24 Part VIII
<b>Chapter 40</b>	
4001.1	G1-24 Part VIII
<b>Chapter 41</b>	
4101.1, 4101.1.1	G1-24 Part VIII
<b>Chapter 50</b>	
5001.1, 5001.1.1, 5001.1.2	G1-24 Part VIII

Table 5003.1.1(5)	FS21-24 Part II
5003.8.3.1	FS21-24 Part II
5003.8.3.3	FS21-24 Part II
<b>Chapter 51</b>	
5101.1	G1-24 Part VIII
<b>Chapter 53</b>	
5301.1, 5301.1.1, 5301.1.2, 5303.1, 5303.1.1, 5303.1.2	G1-24 Part VIII
5306.2.1	FS21-24 Part II
5306.2.2	FS21-24 Part II
<b>Chapter 54</b>	
5401.1, 5401.1.1	G1-24 Part VIII
<b>Chapter 55</b>	
5501.1, 5501.1.1, 5501.1.2	G1-24 Part VIII
<b>Chapter 56</b>	
5601.1, 5601.1.1, 5601.1.2	G1-24 Part VIII
<b>Chapter 57</b>	
5701.1, 5701.2	G1-24 Part VIII
5705.3.7.5.1	M25-24 Part II
<b>Chapter 58</b>	
5801.1, 5801.1.1, 5801.1.2	G1-24 Part VIII
<b>Chapter 59</b>	
5901.1	G1-24 Part VIII
5906.4.2	FS21-24 Part II
<b>Chapter 60</b>	
6001.1, 6001.1.1	G1-24 Part VIII
<b>Chapter 62</b>	
6201.1	G1-24 Part VIII
<b>Chapter 63</b>	
6301.1, 6301.1.1, 6301.1.2	G1-24 Part VIII
6306.4	FS21-24 Part II

<b>Chapter 64</b>	
6401.1, 6401.1.1	G1-24 Part VIII
6404.1.4	FS21-24 Part II
<b>Chapter 65</b>	
6501.1	G1-24 Part VIII
<b>Chapter 66</b>	
6601.1, 6601.1.1, 6601.1.2	G1-24 Part VIII
<b>Chapter 67</b>	
6701.1, 6701.1.1	G1-24 Part VIII
<b>INTERNATIONAL FUEL GAS CODE</b>	
[M] ACCESS (TO)	E1-24 Part IV
[M] COMBUSTIBLE MATERIAL	M7-24
[M] NONCOMBUSTIBLE MATERIALS	G12-24 Part III
[M] READY ACCESS (TO)	E1-24 Part IV
<b>INTERNATIONAL MECHANICAL CODE</b>	
[M] ACCESS (TO)	E1-24 Part IV
FLOOR AREA, NET	G8-24 Part II
NET OCCUPIABLE FLOOR AREA	E1-24 Part IV
NONCOMBUSTIBLE MATERIAL	G12-24 Part IV
[M] READY ACCESS (TO)	E1-24 Part IV
<b>Chapter 3</b>	
301.1	G1-24 Part VII
<b>Chapter 4</b>	
401.1	G1-24 Part VII
<b>Chapter 5</b>	
501.1	G1-24 Part VII
502.7.3.2	F188-24
502.7.6	F189-24
502.10.1	F191-24

506.3.8	E1-24 Part IV
<b>Chapter 6</b>	
601.1	G1-24 Part VII
603.4.1	E1-24 Part IV
607.1.1	FS68-24
Table 607.3.2.1	FS69-24
607.3.3.1	FS70-24
607.3.3.4	FS71-24
607.5.2	FS72-24
607.5.3	FS73-24
607.6.1	FS75-24
607.6.2.1.1	FS77-24
607.6.2.1.2	FS77-24
<b>Chapter 7</b>	
701.1, 702.1, 702.2, 702.3	G1-24 Part VII
<b>Chapter 8</b>	
805.9 (New)	F168-24 Part II
806.2 (New)	F168-24 Part II
<b>Chapter 9</b>	
901.1, 901.2	G1-24 Part VII
<b>Chapter 10</b>	
1001.1, 1001.2	G1-24 Part VII
<b>Chapter 11</b>	
1101.1	G1-24 Part VII
<b>Chapter 12</b>	
1201.1, 1201.2	G1-24 Part VII
<b>Chapter 13</b>	
1301.1, 1301.2	G1-24 Part VII
<b>Chapter 14</b>	
1401.1	G1-24 Part VII
Chapter 17	
1705.21	FS108-24

<b>INTERNATIONAL PLUMBING CODE</b>	
<b>Chapter 2</b>	
ADULT CHANGING STATIONS (new)	E127-24 Part II
ASSISTED BATHING (new)	E126-24 Part II
ASSISTED TOILETING (new)	E126-24 Part II
ASSISTIVE Table (new)	E126-24 Part II, E127-24 Part II
FAMILY OR COMPANION TOILET ROOM (new)	E126-24 Part II
<b>Chapter 3</b>	
301.1	G1-24 Part VI
[M]314.2.1.1	M18-24
<b>Chapter 4</b>	
401.1	G1-24 Part VI
403.1.2	E126-24 Part II
403.3.6	E126-24 Part II
405.3.5	E126-24 Part II
427 (new)	E127-24 Part II
<b>Chapter 5</b>	
501.1	G1-24 Part VI
502.1	M60-24 Part II
<b>Chapter 6</b>	
601.1	G1-24 Part VI
<b>Chapter 7</b>	
701.1	G1-24 Part VI
<b>Chapter 8</b>	
801.1	G1-24 Part VI
<b>Chapter 9</b>	
901.1	G1-24 Part VI
<b>Chapter 10</b>	
1001.1	G1-24 Part VI
<b>Chapter 11</b>	

1101.1	G1-24 Part VI
<b>Chapter 12</b>	
1201.1, 1201.2	G1-24 Part VI
<b>Chapter 13</b>	
1301.1, 1301.1.1	G1-24 Part VI
<b>Chapter 14</b>	
1401.1	G1-24 Part VI
<b>INTERNATIONAL PRIVATE SEWAGE DISPOSAL CODE</b>	
<b>Chapter 3</b>	
301.1	G1-24 Part IV
<b>Chapter 4</b>	
401.1	G1-24 Part IV
<b>Chapter 5</b>	
501.1	G1-24 Part IV
<b>Chapter 6</b>	
601.1	G1-24 Part IV
<b>Chapter 7</b>	
701.1	G1-24 Part IV
<b>Chapter 8</b>	
801.1	G1-24 Part IV
<b>Chapter 9</b>	
901.1	G1-24 Part IV
<b>Chapter 10</b>	
1001.1	G1-24 Part IV
<b>Chapter 11</b>	
1101.1	G1-24 Part IV
<b>Chapter 12</b>	

1201.1	G1-24 Part IV
<b>Chapter 13</b>	
1301.1	G1-24 Part IV
<b>INTERNATIONAL RESIDENTIAL CODE</b>	
<b>Chapter 12</b>	
M1201.1	G1-24 Part III
<b>Chapter 13</b>	
M1301.1	G1-24 Part III
Table M1306.2	E1-24 Part V
<b>Chapter 14</b>	
M1401.1	G1-24 Part III
M1402.1	M54-24 Part II
M1403.1	M54-24 Part II
M1411.10	M59-24 Part II
M1412.1	M54-24 Part II
M1413.1	M54-24 Part II
M1416.1	M57-24 Part II
<b>Chapter 15</b>	
M1501.1	G1-24 Part III
M1502.2	M38-24 Part II
M1502.4.8	M38-24 Part II
<b>Chapter 16</b>	
M1601.1	G1-24 Part III
M1601.1.1	M47-24 Part II
<b>Chapter 17</b>	
M1701.1, M1701.2	G1-24 Part III
<b>Chapter 18</b>	
M1801.1	G1-24 Part III
M1803.4.1	E1-24 Part V
<b>Chapter 19</b>	
M1901.1	G1-24 Part III
M1905.1	M44-24 Part II



<b>Chapter 20</b>	
M2001.1	G1-24 Part III
M2005.1	M60-24 Part III
M2006.1	M54-24 Part II
M2006.2	E1-24 Part V
<b>Chapter 21</b>	
M2101.1	G1-24 Part III
<b>Chapter 22</b>	
M2201.1	G1-24 Part III
<b>Chapter 23</b>	
M2301.1	G1-24 Part III
<b>Chapter 25</b>	
P2501.1	G1-24 Part III
<b>Chapter 26</b>	
P2601.1	G1-24 Part III
<b>Chapter 27</b>	
P2701.1	G1-24 Part III
P2704.1	E1-24 Part V
P2706.1	E1-24 Part V
P2712.6	E1-24 Part V
P2720.2	E1-24 Part V
P2722.4	E1-24 Part V
<b>Chapter 28</b>	
P2801.1	G1-24 Part III
<b>Chapter 29</b>	
P2901.1	G1-24 Part III
P2903.9.5	E1-24 Part V
P2903.10.1	E1-24 Part V
P2903.10.2	E1-24 Part V
P2903.10.3	E1-24 Part V
P2903.11	E1-24 Part V
P2911.5	E1-24 Part V

P2911.8.1	E1-24 Part V
P2911.9	E1-24 Part V
P2912.4	E1-24 Part V
P2912.8	E1-24 Part V
P2912.12	E1-24 Part V
<b>Chapter 30</b>	
P3001.1, P3001.2	G1-24 Part III
P3005.1.5	E1-24 Part V
P3007.2	E1-24 Part V
<b>Chapter 31</b>	
P3101.1	G1-24 Part III
<b>Chapter 32</b>	
P3201.1	G1-24 Part III
<b>Chapter 33</b>	
P3301.1	G1-24 Part III
P3302.1	E1-24 Part V
P3303.1.2	E1-24 Part V
P3303.1.4	E1-24 Part V
<b>INTERNATIONAL SWIMMING POOL AND SPA CODE</b>	
<b>Chapter 2</b>	
HANDRAIL	G10-24 Part II
SHOWER (New)	P19-24 Part III
<b>Chapter 3</b>	
301.1, 301.1.1	G1-24 Part V
Table 317.2(1)	M54-24 Part III
321 (New)	P19-24 Part III
401.1, 401.2, 401.3	G1-24 Part V
410.1	P19-24 Part III
501.1, 501.2	G1-24 Part V
601.1, 601.2, 601.3	G1-24 Part V
608.1	P19-24 Part III
Table 608.1	P19-24 Part III
608.2	P19-24 Part III
609,1	P19-24 Part III
609.2 through 609.9 (delete)	P19-24 Part III

701.1, 701.1.1, 701.2	G1-24 Part V
801.1, 801.2	G1-24 Part V
901.1, 901.2	G1-24 Part V
1001.1, 1001.2	G1-24 Part V
<b>INTERNATIONAL WILDLAND URBAN INTERFACE CODE</b>	
<b>Chapter 2</b>	
NONCOMBUSTIBLE MATERIAL	G12-24 Part V
<b>Chapter 3</b>	
301.1	G1-24 Part VIII
<b>Chapter 4</b>	
401.1	G1-24 Part VIII
<b>Chapter 5</b>	
501.1	G1-24 Part VIII
<b>Chapter 6</b>	
601.1	G1-24 Part VIII
<b>Appendix A</b>	
A103.2	E1-24 Part III
<b>Appendix C</b>	
Table C101.1	E1-24 Part III
<b>Appendix G</b>	
G101.3.2	E1-24 Part III

# 2024 GROUP A COMMITTEE ACTION HEARING SCHEDULE

## April 7 – April 16, 2024

### DoubleTree by Hilton

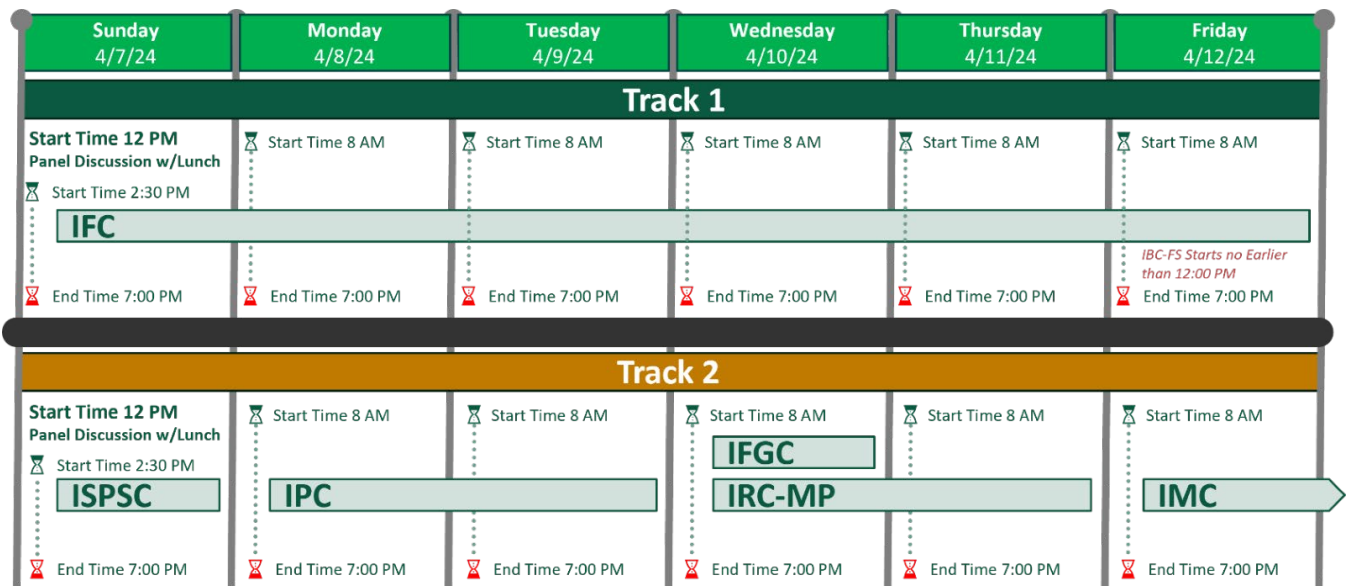
#### at the Entrance to Universal Orlando, Orlando FL

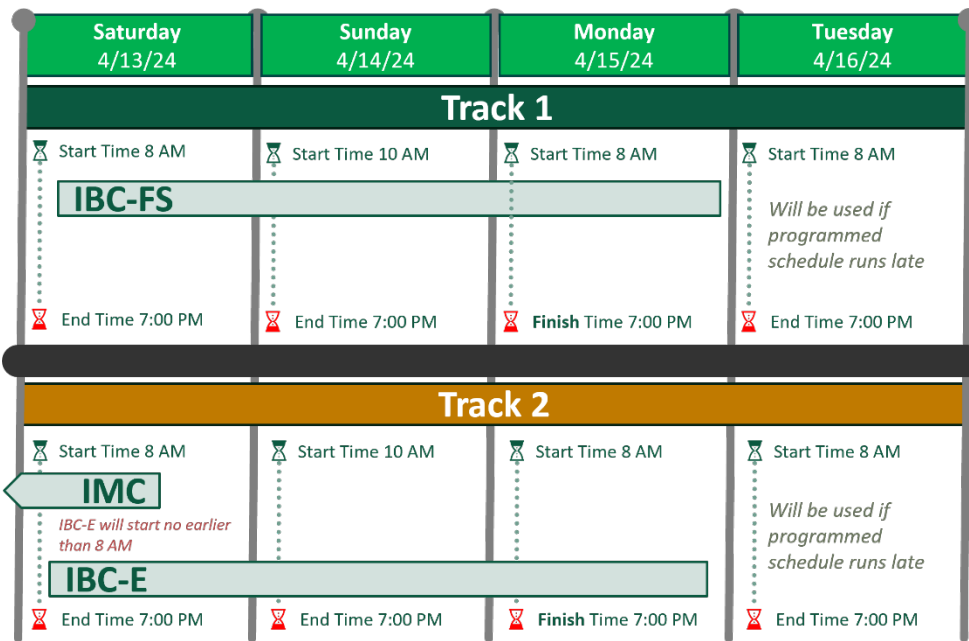
### 2024 Group A | Committee Action Hearing #1 (CAH#1)

This year the code action hearings will start with a panel discussion and lunch at 12:00 PM on Sunday April 7, 2024. This will allow for Membership Council meetings to be held prior to the start of the hearings and CAH attendees to participate in the panel discussion event where lunch will be provided for attendees.

The hearings will be conducted **in-person only**. The hearings will be streamed live for individuals wishing to watch them online (note this is a watch only option).

Unless noted by “Start no earlier than 8 am” each Code Committee will begin immediately upon completion of the hearings for the prior Committee. This includes moving a Committee forward or back from the day indicated based on hearing progress. The actual start times for the various Committees are not stipulated because of uncertainties in hearing progress. The schedule anticipates that the hearings will finish on the date indicated in the schedule provided below. This may require going beyond the scheduled finish time.





## Important Notes

1. Code change agenda to be posted on or before February 26th.
2. Hearing times may be modified at the discretion of the Chair based on hearing progress.
3. Morning and afternoon breaks will be announced. A lunch break is planned. A dinner break is not planned. The hearings are scheduled to adjourn for dinner and resume the next day, unless otherwise necessary to complete the agenda.
4. Because of uncertainties in hearing progress, the start time indicated as “Start No Earlier than [8 AM or 12:00 PM]” is conservatively estimated and is not intended to be a hearing progress target.
5. Consult the hearing order in the posted code change agenda for:
  - a. Code changes to be heard by a Committee other than the Committee under which the code change is designated.
  - b. Code changes comprised of multiple parts where each part is heard by a different Committee.
  - c. Code changes to the definitions to determine the applicable Committee who will hear the change to the definition for the respective code.

## Code Development Committees (CDC) [Governed by ICC CP 28]

Details related to the sections of the code that each committee covers can be found in the [Committee Responsibility Matrix](#). The 2024 CAH's will include the **Group A** committees.

<i>Acronym</i>	<i>Cycle Group</i>	<i>Description</i>
<b>ADMIN</b>	B	Provisions (Chapter 1 for all I-Codes except the IECC, IgCC and IRC) and referenced standards updates (multi-discipline committee)
<b>IBC-E</b>	<b>A</b>	Building Code – Means of Egress Committee
<b>IBC-FS</b>	<b>A</b>	Building Code – Fire Safety Committee
<b>IBC-G</b>	B	International Building Code – General Committee
<b>IBC-S</b>	B	International Building Code – Structural Committee (Includes structural provisions of IEBC)
<b>IEBC</b>	B	International Existing Building Code Committee (Excludes structural provisions)
<b>IFC</b>	<b>A</b>	International Fire Code Committee (includes International Wildland – Urban Interface Code)
<b>IFGC</b>	<b>A</b>	International Fuel Gas Code Committee
<b>IgCC</b>	B	International Green Construction Code – Chapter 1 only (remaining provisions per ASHRAE 189.1)
<b>IMC</b>	<b>A</b>	International Mechanical Code Committee
<b>IPC</b>	<b>A</b>	International Plumbing Code Committee (includes International Private Sewage Disposal Code)
<b>IPM/ZC</b>	B	International Property Maintenance and Zoning Code Committee
<b>IRC-B</b>	B	Residential Code –Building Committee
<b>IRC-MP</b>	<b>A</b>	International Residential Code – Mechanical-Plumbing Committee
<b>ISPSC</b>	<b>A</b>	International Swimming Pool and Spa Code Committee

**2024 PROPOSED CHANGES TO  
THE INTERNATIONAL CODES**

<u>CODE</u>	<u>PAGE</u>
IADMIN.....	ADM1
IBC – Egress .....	E1
IBC – Fire Safety .....	FS1
IBC – General .....	G1
IBC – Structural.....	S1
IFC .....	F1
IFGC .....	FG1
IMC .....	M1
IPC .....	P1
IPSDC .....	PSD1
IRC – Mechanical .....	RM1
IRC – Plumbing .....	RP1
ISPSC .....	SP1
IWUIC .....	WUIC1
CCC .....	CCC1