

New York State Department of State
Division of Code Enforcement and Administration
Procedures and Guidelines for Reviewing the 2012 I-Codes

We are about to begin the next update of our Uniform Code and Energy Code to incorporate by reference the following codes; International Building Code, International Residential Code, International Fire Code, International Existing Building Code, International Property Maintenance Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, (I-Codes). You have received the schedule for this work. We will review the Code with eSolutions, this electronic program will allow us to prepare the draft codes.

In order to facilitate the process the following procedures and explanations are provided:

The document we will review will be the 2012 I-Codes, including the reference standards. We will not be reviewing any supplements, per the Code Council. New reference Standards may be considered on a case by case basis.

Technical Subcommittees

The Technical Subcommittees must review the differences within the 2012 I-Codes and what we currently have in our 2010 Codes. Therefore you must choose:

1. Review provisions in the 2012 I-Codes to prepare recommendations to the Code Council.
2. Which additional proposals should be adopted.
3. Which existing requirements found in the 2010 Uniform and Energy Code need to be retained.

Voting Procedures

The Technical Subcommittees must establish a quorum to vote on recommendations to the Code Council or other business at any meeting.

A quorum is 'half plus one' of the voting members of the subcommittee being present, either in person or via conference call (i.e. five out of eight voting members).

Voting via FAX or electronic media (email, eSolutions) shall be conducted with a simple majority response from the voting members of the subcommittee. The chairperson shall establish a deadline for receipt of ballots. The voting results shall be posted to eSolutions.

The DOS chairperson will only vote to break a tie (i.e. six out of ten voting members including DOS staff attend a meeting, with three in favor and three opposed, chairperson will make deciding vote.)

All voting results shall be posted on eSolutions.

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Technical Subcommittee meetings are open to the public. Meetings are being held utilizing tele-conference phone systems and do not necessarily have a meeting location. Therefore, any person wishing to participate or listen to a tele-conference meeting needs to make prior arrangements with the Technical Subcommittee Chairperson no later than two business days prior to the meeting. Any person wishing for committee members to review material or information during the public comment period or any other part of the agenda shall submit the information to the Technical Subcommittee Chairperson no later than 5 days prior to the meeting. Electronically submitted information is preferred, such as, but not limited to, Adobe Print Document Format (PDF), Microsoft Office Programs, and WordPerfect. Please contact your Subcommittee Chairperson about the specifics of submitting information.

From time to time, the Technical Subcommittee Chairperson may have a location where those parties interested in participating or listening to the meeting will be welcome. The Technical Subcommittee Chairperson has the right to request interested parties to participate at a location or to participate by tele-conference. The location of a meeting, if one is convened, will not necessarily be in the Capital Region. Furthermore, a meeting that is held at a location may still have committee members participating by tele-conference and the submitted information requirements in the previous paragraph apply.

Proposals and SAPA

All proposals that are to be recommended to be brought forward for consideration (from the 2012 I-codes or from other sources) must conform to the State Administrative Procedures Act (SAPA) procedures. Items not retained from the current uniform and energy code requirements also need to be addressed through a narrative which should consider SAPA issues as appropriate.

All proposals require a complete code text and narrative to explain why they are necessary. We will not do individual State Administrative Procedures Act (SAPA) documents for each code proposals, as in the past. The narrative, however, should consider SAPA issues as appropriate. Code Development will prepare the Uniform and Energy Code SAPA documents, with input from each subcommittee chair.

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SAPA issues to include:

- Reason for the proposal?
- What are the benefits?
- Were alternatives considered?
- Are there any potential negative impacts?
- What is the cost impact?

Links will be provided (Code Development Unit) within eSolutions to example SAPA documents.

Your comparison charts shall be inserted in Chapter One in PDF format. The status of the charts must be updated within eSolutions after each meeting.

Draft Codes

All requirements found in the Codes of New York that are not found in the 2012 I-Codes (such as specific NY requirements) must be added to the base Code.

All committees will prepare a draft version of the Codes of New York with margin bars and deletion arrows showing changes.

Chapter 1's (except Energy Code) suggested changes shall be submitted to Code Development workgroup via eSolutions.

It is our goal to retain the section numbering within the I-Codes as much as possible, therefore if you omit a section of the 2012 Code include an annotation to "reserve" the code section.

Annotations shall be shared, at a minimum, with the following workgroups within eSolutions: your technical subcommittee, *Code Development*, and *Subcommittee Staff*. Each chair shall be responsible to share proposals (annotations), once approved by the subcommittee, with the Code Council Workgroup.

Annotation shall either include an attachment in word format containing the narrative or shall include another annotation for that section which includes the narrative.

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Draft Codes (cont')

Global changes shall be annotated, shared with Code Development Group and followed up with email message within eSolutions.

Minor word changes should be avoided.

Sharing of annotations

Proposed new text shall be underlined and deleted text shall be strike-out.

Reference Standards

Each Chair is responsible to indicate any new or updated reference standards and provide a marked-up reference standard chapter to Code Development workgroup through eSolutions. Using an * (asterisk) for each reference standard needed to enforce the code and bold all new standards that are needed.

It is assumed that reference standards that are found in the 2012 I-Codes will be used.

DOS WebSite

Each Subcommittee chairperson shall periodically confirm that their technical subcommittee meeting dates, agenda and any other necessary documents are posted on the DOS website.

Meeting Minutes, Agendas, comparison charts, and etc., shall be shared within eSolutions with the code development workgroup for posting on website. Documents shall be posted on eSolutions main administrative page for each code.