

Industrialized Buildings Commission

◆ An Interstate Compact ◆

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MINUTES

Industrialized Buildings Commission Wednesday, July 19, 2006 Herndon, Virginia

Michael Baier called the annual meeting of the Industrialized Buildings Commission to order on Wednesday, July 19, 2006, at 12:40 p.m. at the Dulles Crowne Plaza in Herndon, Virginia. Attendance was taken as noted below:

Members Present: Michael Baier, State of New Jersey
Bob Blatchford, Dynamic Homes
Dan DeDentro, State of Rhode Island
Warren Ducharme, State of Rhode Island
Stephen Hernick, State of Minnesota

Others Present: Debbie Becker, NCSBCS
Pete Blaser, NCSBCS
Ujjval Dave, State of Maryland
N. Kevin Egilmez, NCSBCS
Bob Gorleski, PFS Corporation
Rich Gray, State of North Dakota
Jim Rothman, PFS Corporation
Bob Tanger, T. R. Arnold & Associates

Approval of Minutes

On a motion by Steve Hernick, seconded by Bob Blatchford, the minutes of the July 20, 2005, meeting were unanimously approved as submitted.

Correspondence

The secretariat noted that a list of correspondence received since the last meeting was available.

Old Business

On behalf of James Rothman, RDC Chairman, Kevin Egilmez reported on RDC recommendations to the Commission:

1. Require designated agencies to provide copies of data plates to the Commission. The new requirement should not take effect for 90 days to allow designated agencies to coordinate with the manufacturers.
2. Amend the language in the UAP changing the date of manufacture from “certification label is attached” to “production start date.”

The RDC agreed to hold further discussions on the following items:

1. Amending Part VI of the UAP, Section 4, to accept current ICC certifications.
2. Proposing revisions to bulletin “Application of Building Systems Documents.” The document (Attachment A) needed further clarifications to items 3 and 4.

Dan DeDentro reported Rhode Island is looking into dealer licensing and certification. One problem is dealers selling second story additions for existing one-story buildings without taking into account the building’s limitations. Steve Hernick asked if the IBC label could be removed from these units. Kevin Egilmez reported that any modification to a certified building will cause the label to be invalidated. Under the program, a building cannot be modified without resubmitting the plans to the evaluation agency.

Kevin Egilmez reported that the modified UAP and MRR had been distributed to the RDC members and that there were no changes or comments. The documents were now ready for public comment. Commissioners agreed to provide their states’ public notice requirements so that the public comment period can be coordinated.

New Business

Attachment B, Secretary/Commission Powers and Duties was reviewed. A motion was made by Dan DeDentro, seconded by Steve Hernick, and unanimously approved to assign specific powers and duties to the Secretary to carry out the daily and routine activities of the Commission. The Commission noted that secretary’s decisions can be appealed to the Commission.

A motion was made by Steve Hernick and seconded by Bob Blatchford to require copies of data plates to be submitted to the Commission. The motion was approved unanimously. The new requirement will take effect no earlier than 90 days from August 1, 2006.

On a motion made by Bob Blatchford, seconded by Steve Hernick, and approved unanimously, the Commission accepted the RDC's recommendation to change the definition of date of manufacture from “certification label is attached” to “production start date.”

The Commission discussed acceptance of ICC certifications and agreed to wait for RDC comments before taking any action. (See Attachment C.)

An article by Danny Ghorbani (Attachment D) regarding the removal of the chassis from manufactured homes was discussed. No action was taken at this time.

Kevin Egilmez reported that Robert Wible, NCSBCS executive director and IBC secretary was no longer with NCSBCS. Richard Osworth had assumed some of the fiscal oversight responsibilities performed by Robert Wible when he was elected interim treasurer until the next annual meeting. A motion was made by Steve Hernick, seconded by Dan DeDentro, to appoint Kevin Egilmez as secretary. A motion was made by Steve Hernick, seconded by Bob Blatchford, to elect Michael Baier as treasurer. Both motions were approved unanimously.

Steve Hernick made a motion, seconded by Bob Blatchford, to redesignate HWC, Minnesota, MCC, NTA, PEI, PFS, Pyramid1, RADCO, TRA, and Vendola subject to limitations or conditions, if any, established during the executive session and to send a letter to ULI stating that their designation had expired due to inactivity. The motion carried.

Financial Report and Approval of FY '07 Budget

Kevin Egilmez reported that expenses were less than projected last year and the IBC was still actively looking for a full-time engineer. Dan DeDentro suggested advertising in a magazine called *Structures* whose readership is made up mostly of structural engineers.

Kevin Egilmez said that IBC is hoping to offer a seminar for manufacturers in the spring of 2007. A questionnaire will be sent to manufacturers to determine convenient locations and potential subject matters. Kevin Egilmez reported that he contacted several web developers regarding the feasibility of offering training seminars over the internet.

The IBC discussed the draft budget for fiscal year 2006. Kevin Egilmez reported that the current budget is basically the same as 2005 and provides for the same level of service. A motion was made by Dan DeDentro, seconded by Steve Hernick, and approved unanimously to adopt the proposed budget.

The Commissioners each requested the secretariat to forward 12 copies of the IBC 2005 Annual Report.

The 2005 IBC Financial Report was reviewed. The Commission is owed \$5,450 by NCSBCS for prepaid capital improvements. This figure represents the money spent by the Commission to reconfigure the office space when NCSBCS was being reorganized. The loan was to be repaid when NCSBCS' offices were being refurbished as part of its lease agreement. Kevin Egilmez said that the auditors may recommend that IBC write the debt off.

The auditors noted that the existing accounting manual has not been updated in several years. Kevin Egilmez reported that the accounting consultant had agreed to put together a manual but left before accomplishing the task.

Last year, the auditors expressed concern that the appropriate payment approval was not evident. Kevin Egilmez reported that after June 30, 2004, invoices were being signed, dated, and

the appropriate account code indicated. The auditors also recommended that NCSBCS provide supporting documentation for its expenses. At the time of the audit, it was not being provided. A motion to accept the 2005 Financial Report was made by Steve Hernick, seconded by Bob Blatchford, and approved unanimously.

The Commission discussed IBC's contract with NCSBCS which is due to expire in February 2007. The Commission agreed to meet with NCSBCS to find out about the organization's status and its ability to provide services before making any decisions regarding the contract. Michael Baier reiterated that the Commission can extend the contract on a month by month basis if necessary.

Steve Hernick made a motion to enter an executive session to discuss annual performance reports with the designated agency representatives. The motion, seconded by Bob Blatchford, carried and the IBC entered an executive session. The motion to reconvene into an open session made by Steve Hernick and seconded by Bob Blatchford, carried unanimously.

Secretariat's Work Assignments

Michael Baier reviewed the secretariat's work assignments:

1. Issue Bulletin to third parties requiring submission of copies of manufacturers' data plates to the IBC.
2. Amend the language in the UAP changing the date of manufacture from "certification label is attached" to "production start date."
3. Coordinate public notice announcements between member states regarding amendments to the UAP and MRR.
4. Forward copies of the 2005 annual report to the Commissioners.

Date and Location of Next Meeting

The next IBC annual meeting is tentatively scheduled for July 18, 2007. The secretariat reported that notice would be sent regarding the location.

Steve Hernick, seconded by Bob Blatchford, moved to adjourn the meeting and the motion carried. The meeting adjourned at 2:55 p.m.

Respectfully submitted,

N. Kevin Egilmez
Secretariat Staff

Attachments

APPLICATION OF BUILDING SYSTEMS DOCUMENTS

1. Manufacturers with approved building systems must still develop specific, “as-built” floor plans and other documents required by the Model Rules and Regulations, Part V, Section 1(B) “Required construction details”, as applicable.
2. Manufacturers must file a copy of the “as-built” floor plans and other documents with the Commission no later than 15 days following the end of the month in which the building was built.
3. Manufacturers must specify which option they chose on the “as-built” documents if a building system contains more than one method for complying with a code requirement.
4. Manufacturers may not cite or reference a code or code section as a method to demonstrate compliance. Such statements include “light and ventilation per code”, “branch circuit wiring and wire sizes must comply with NEC”, “smoke detectors must be located and installed per state and local codes.”
5. The process for selecting a header, beam, column or other structural member should be similar to and no more complicated than selecting a similar member from a code table.
6. Tables for structural members must clearly indicate the limits such as maximum loads (live, dead, wind, etc.), building configuration (module width, eave length, roof pitch, etc.) or any other parameter assumed in the calculations that, if exceeded, will adversely affect the capacity of the member.

Inspection agencies shall be responsible for monitoring manufacturers’ ability to develop specific plans and related designs from building system documents.

Manufacturers that repeatedly exceed the parameters of a building system may have their building systems suspended or revoked. During the term of suspension or revocation of the building system, manufacturers will be required to submit all documents to their evaluation agency for review and approval.

APPLICATION OF BUILDING SYSTEMS DOCUMENTS

Part V: Section 1 of the *Model Rules and Regulations* addresses the minimum documents required for a Building Systems. Part V: Section 1(B) states "Only the minimum documentation necessary to demonstrate each alternative possible within the system shall be required." The intent of this paper is to discuss the application of Building Systems Documents as applied to one and two family housing. A typical Building Systems will contain subsystems such as ranch, cape and two story. For discussion purposes, this paper will address the application of a ranch subsystem within the Building Systems Documents. This application does NOT address all of the options. It is only intended to illustrate the application of options within the approved Building Systems.

PLAN DEVELOPMENT

Specific floor plans are developed by the manufacturer using the minimum documentation that has been approved by an evaluation agency. A typical ranch subsystem may only contain one floor plan. This floor plan would identify basics such as light and vent per room and window and door sizes. This plan would also identify the width and length parameters. Structural and architectural options would be included as part of the Building Systems Documents. Many of the structural options would be specific to the subsystem due to changes in loading due to truss conditions and one story versus two story conditions. Some typical options are identified below:

- A. Window and door schedules;
- B. Header designs to support optional windows and doors and various roof load snow load conditions;
- C. Mate line girder designs addressing optional clear spans and snow loads;
- D. Exterior and mate line column and stud charts based on wall heights;
- E. Optional stair configurations.

The ranch floor plan may be configured as a raised ranch, an "L" ranch, or a "T" ranch as long as the modules remain within the parameters of the approved systems. The specific floor plan may be constructed at a lesser width than identified by the Building Systems. For example, a 27 foot wide ranch may be constructed to the more restrictive 28 foot wide structural designs. The specific floor plan developed by the manufacturer must fall within the limitations of the options approved under the systems. This specific floor plan would not require additional evaluation agency approval.

Location of electrical outlets and smoke detectors would be shown on the floor plan or a separate identical plan. Actual location of these items would change for each floor plan developed by the manufacturer. In all cases, the actual locations must conform to applicable building and electrical codes. The actual location of the electrical devices would not require additional evaluation agency approval.

BATH AND KITCHEN OPTIONS

Optional bath and kitchen configurations for each floor plan are not required but may be part of the subsystem (e.g., ranch, cape, two story) or part of the Building Systems Documents applicable to all subsystems. They may identify clearances as required and also the typical location of electrical outlets including those requiring GFCI protection. Typical configurations might identify the following:

- A. Island kitchen;
- B. "U" kitchen;
- C. "L" kitchen;
- D. Half and full baths.

Specific plumbing schematics for each plan are not required.

MANUFACTURER AND INSPECTION AGENCY RESPONSIBILITIES

The manufacturer's compliance assurance program and the inspection agency provide oversight of the engineering department's ability to develop specific plans from the Building Systems Documents.

The manufacturer's design person responsible for the Building Systems Documents should be identified by title in the Compliance Assurance Program.

SUMMARY

The application of the Building Systems Documents is designed to provide the manufacturer with the flexibility to customize the product without delays in the approval process. In all cases, the manufacturer must stay within the parameters approved within the Building Systems Documents. Currently, any changes to the Building Systems Documents must be approved by the evaluation agency. It should be noted that Part IV, Section 3 of the *Uniform Administrative Procedures* does provide a method for the manufacturer to modify the systems without the prior approval of the evaluation agency.

model	Total Units	Use	Shipped to	Bldg. Sys
WELLINGTON	5	R-5	NJ	Y
RANCH	5	R-4	NJ	Y
C 083602	5	R-5	PA	Y
C 196404	5	R-5	NJ	Y
CUSTOM 2 STY	5	R-5	NJ	Y
RANCH	5	R-4	NJ	Y
1CH2644/2420	5	R-3	MN	Y
950185	5	R-3	MN	Y
2 STORY	5	R-3	RI	Y
2 STORY	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
SPCL 2 STY	5	R-5	NJ	Y
SPCL SF	5	R-5	NJ	Y
CUST. COLONI	5	R-5	NJ	Y
2 STORY	5	R	NJ	Y
COLONIAL	5	R-4	RI	Y
2 STORY	5	R	NJ	Y
2 STORY	5	R-4	NJ	Y
BROOKFIELD	5	R-4	NJ	Y
T RANCH	5	R-5	NJ	Y
2 STORY	5	R-4	NJ	Y
42X48 5 PC L	5	R-4	MN	Y
2 STORY	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
T RANCH	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
RANCH 12611	5	R-5	NJ	Y
2 STORY	5	R-4	NJ	Y
2 STORY	5	R-5	NJ	Y
RANCH	5	R-5	NJ	Y
GE 6260 3 2.	5	R-3	MN	Y
2 STORY	5	R-3	MN	Y
GLEN	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
RANCH	5	R-3	MN	Y
4 SEC	5	R-4	MN	Y
CAPE	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
2 STORY	5	R-5	NJ	Y
COLONIAL	6	R-5	NJ	Y
42X50 LOFT	6	R-4	MN	Y
60X48 LOFT	6	R-4	WI	Y

model	Total Units	Use	Shipped to	Bldg. Sys.
COLONIAL	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
T HOUSE	6	R-5	NJ	Y
2 STORY	6	R-3	MN	Y
2 STORY	6	R-5	NJ	Y
56X48 LOFT	6	R-3	MN	Y
4 BOX CAPE	6	R-5	NJ	Y
C231905	6	R-5	NJ	Y
SPECIAL	6	R-5	NJ	Y
GREENWOOD	6	R-5	NJ	Y
C 212804 3	6	R-5	NJ	Y
PT 5748	6	R-4	NJ	Y
C 221305	6	R-5	NJ	Y
MULTI	6	R-5	NJ	Y
C 163203	6	R-5	NJ	Y
SUMMIT	6	R-5	NJ	Y
SUMMIT	6	R-5	NJ	Y
SPCL 2 STY	6	R-5	NJ	Y
C 207204	6	R-5	NJ	Y
C 223705	6	R-5	NJ	Y
C 191204 2	6	R-5	NJ	Y
LT 0107	6	R-4	NJ	Y
CUSTOM 2 STY	6	R-5	PA	Y
C 197004 2	6	R-5	NJ	Y
PT 5705	6	R-4	NJ	Y
SPECIAL	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
42X50 LOFT	6	R-4	MN	Y
2 STORY	6	R-5	NJ	Y
2 STORY	6	R-5	SD	Y
2 STORY	6	R-5	NJ	Y
COLONIAL	6	R-4	RI	Y
2 STORY	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
RANCH	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
CAPE	6	R-5	NJ	Y
2 STORY	6	R-3	RI	Y
2 STORY	6	R-3	RI	Y
4564 2 STY	6	R-5	NY	Y
2 STORY	6	R-5	NJ	Y
24X30X32 2 S	6	R-5	RI	Y
2 STY 12329	6	R-4	NJ	Y
2 STORY	6	R-5	NJ	Y
RANCH	6	R-4	NJ	Y
2 STORY	6	R	NJ	Y
2 STORY	6	R-5	NJ	Y
COLONIAL	6	R-5	NJ	Y

model	Total Units	Use	Shipped to	Bldg. Sys
3 STORY	6	R	NJ	Y
2 STORY	6	R-5	RI	Y
2 STORY	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
56X48 LOFT	6	R-4	MN	Y
2 STORY	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
2 STORY	6	R-4	NJ	Y
COLONIAL	6	R-4	RI	Y
RANCH	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
2 STY 12691	6	R-5	NJ	Y
2 STORY	6	R-5	MD	Y
2 STORY	6	R-4	NJ	Y
2 STORY	6	R-3	RI	Y
RANCH 2 STY	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
3650 RANCH	6	R-3	MN	Y
CUSTOM	6	R-4	NJ	Y
2 STORY	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
2 STY 12731	6	R-5	NJ	Y
2 STORY	6	R-5	NJ	Y
CUSTOM	6	R-4	NJ	Y
2 STORY	6	R-5	NJ	Y
MIDDLE HOPE	6	R-5	NJ	Y
56X48 LOFT	6	R-3	MN	Y
2 STORY	6	R	RI	Y
2 STORY	6	R-5	NJ	Y
3 STORY	6	R-5	NJ	Y
2 STORY	6	R-3	RI	Y
2 STORY	6	R-5	NJ	Y
COLONIAL	7	R-5	NJ	Y
BERKSHIRE	7	R-5	NJ	Y
2 STY DUPLEX	7	R-5	NJ	Y
STONECREST	7	R-5	NJ	Y
2 STORY	7	R-5	NJ	Y
COLONIAL	7	R-5	NJ	Y
2 STORY	7	R-5	NJ	Y
2 STORY	7	R-4	NJ	Y
MIDDLE HOPE	7	R-4	NJ	Y
2 STORY	7	R-5	NJ	Y
2 STORY	7	R-4	NJ	Y
2 STORY	7	R-5	NJ	Y
HAW 4260 4 3	7	R-3	MN	Y

model	Total Units	Use	Shipped to	Bldg. Sys.
2 STORY	7	R-5	NJ	Y
RANCH	7	R-5	NJ	Y
COLON	7	R-5	NJ	Y
BEDFORD	8	R-5	NJ	Y
2 STORY	8	R-5	NJ	Y
2 STORY	8	R-5	NJ	Y
2 STY 12937	8	R-5	NJ	Y
2 STORY	8	R-5	NJ	Y
C 204004	8	R	NJ	Y
FAIRFAX 1	8	R-5	KY	Y
CUSTOM 2 STY	8	R-4	MN	Y
2 STORY	8	R-5	NJ	Y
2 STY DUPLEX	8	R-3	RI	Y
DRAKE	8	R-5	NJ	Y
CSTM DUPLEX	8	R-5	RI	Y
CAPE COD	8	R-5	NJ	Y
CAPE	8	R-4	RI	Y
2 STORY	8	R-5	NJ	Y
2 STORY	8	R-5	NJ	Y
2 STORY	8	R-5	NJ	Y
2 STORY	8	R-5	NJ	Y
3 STY TWNHSE	9	R-2	NJ	Y
3 STY TWNHSE	9	R-2	NJ	Y
2 STORY	9	R-5	NJ	Y
COLONIAL	9	R-4	RI	Y
COLONIAL	9	R-4	RI	Y
2 STORY	10	R-5	NJ	Y
8 PLEX	10	R-2	MN	Y
2 STORY	10	R-5	NJ	Y
3 STORY	10	R-5	NJ	Y
ARLINGTON	11	R-5	NJ	Y
C 200104	12	R-5	NJ	Y
CUSTOM	12	R-4	RI	Y
TRIPLEX	12	R-3	MN	Y
2 STY 12613	12	R	RI	Y
2 STORY	14	R-5	NJ	Y
DUPLEX	16	R-5	NJ	Y
DUPLEX	16	R-5	NJ	Y
COLONIAL	21	R-5	NJ	Y

SECRETARY/COMMISSION POWERS AND DUTIES

[S] Secretary [C] Commission

All secretary decisions can be appealed to the Commission in accordance with Part X of the Uniform Administrative Procedures.

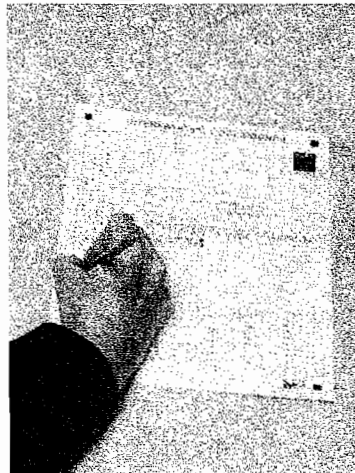
- [C] Issue Formal Technical Opinions.
- [S] Waive specific *compliance assurance program* and other related requirements.
- [S] Ask the manufacturer to take acceptable remedial action when it fails or refuses to take remedial action acceptable to the *inspection agency*.
- [S] Ask the manufacturer to correct alleged class nonconformance whenever there is reason to believe a class of *industrialized/modular buildings* or *building components* constructed under these Uniform Administrative Procedures may not conform to the requirements of the *code*.
- [S] Rule the failure or refusal of a manufacturer to correct all instances of a class nonconformance to constitute a program *nonconformance*.
- [S] Recommend that a state take action as provided for by state law upon being informed of alleged violations.
- [C] Review *certification label* fee every two (2) years.
- [S] Accept/Reject cause when a manufacturer wishes to change *evaluation or inspection agencies*.
- [C] Designate *evaluation or inspection agencies*.
- [S] Determine whether an application for designation as an evaluation or inspection agency is suitable for processing.
- [C] Enter into contract with an applicant as evidence of designation as *evaluation or inspection agency*.
- [S] Monitor each *designated evaluation or inspection agency* to assess the reliability of each *agency*.
- [C] Suspend or revoke designation of an *evaluation or inspection agency*.
- [S] Determine if an application for certification as an inspector or plans examiner is suitable for processing.
- [C] Waive specific requirements of certification if an applicant is otherwise qualified to perform plan review or inspection functions.

- [S] Certify an applicant as an Industrialized Buildings Inspector or Plans Examiner.
- [S] Designate an applicant as an Industrialized Buildings Inspector Trainee.
- [S] Approve/accept continuing education activities to renew a certification.
- [S] Select and audit a percentage of all renewals to ensure compliance with continuing education requirements.
- [S] Reject a continuing education activity.
- [S] Revoke or suspend an inspector or plans examiner certification.
- [C] Make a preliminary or final determination that an *evaluation* or *inspection agency* has failed to perform its functions properly.
- [S] Request that *participating states* having jurisdiction issue cease and desist orders.
- [C] Request that *participating states* having jurisdiction suspend or revoke their approval of an *evaluation* or *inspection agency*.
- [C] Request that the *participating state* having jurisdiction suspend or otherwise limit an agency's authority to perform inspection and/or evaluation services for specific client manufacturers.
- [C] Establish a temporary arrangement to manufacture upon the suspension or revocation of any *evaluation* or *inspection agency*.
- [C] Temporarily replace some or all of the services of an *evaluation* and/or *inspection agency* whose authority has been suspended for a particular manufacturer.
- [C] With the approval of all parties involved, assign responsibilities for a particular manufacturer to other inspection and/or *evaluation agencies*, or to qualified organizations.
- [S] Issue *certification labels* to *inspection agencies*.
- [C] Establish and review reimbursement schedule to share a portion of the *Commission's certification label* fee with the member states.

2006 ICC CERTIFICATION RENEWAL INFORMATION BULLETIN



*People Helping People
Build a Safer World™*



Effective
2006

Why Renewing Your Certification is Critical!

You are among a select group of individuals nationwide who have attained high credibility and recognition of distinction through the Certification Program. Renewing your certificates will allow you to retain this professional stature.

Certification Renewal

Certifications are valid for three years. Certificates must be renewed on or before the expiration date (when they become inactive) to be current. A few months prior to the time when your renewal is due, you will be sent a notice along with a renewal application. If for any reason you do not receive this notice, you may obtain an application from the ICC website.

Accruing CEUs

During the three-year period prior to the renewal application date, you must accrue the amount of CEUs required for your certificate. Renewal is achieved by participating in continuing education and professional development activities. For example, a seminar you attended to earn CEUs must have been within three years prior to the renewal date. You must keep documents and records of each activity during the three-year renewal period.

INTERNATIONAL CODE COUNCIL

Los Angeles District Office
5360 Workman Mill Road
Whittier CA 90601-2298
1-888-ICC-SAFE (422-7233) ext. 33815
certrenewal@iccsafe.org
www.iccsafe.org/certification/renewals/

Renewal Fees For All Certificates (including Legacy certificates)

Member		Nonmember	
One certification	\$50	One certification	\$60
Two certifications (Renewed on the same date)	\$60	Two certifications (Renewed on the same date)	\$70
Three or more certifications (Renewed on the same date)	\$70	Three or more certifications (Renewed on the same date)	\$80
Reinstatement	\$50	Reinstatement	\$50

Continuing Education and Professional Development Activities for Certification Renewal

Option	Activity	CEUs
1.	Participation as a student in a seminar or technical session delivered by ICC, ICC chapter, related professional association, state code enforcement licensing agency, standards writing organization or any related federally sponsored program.	0.1 for each clock hour of attendance
2.	Successful completion of a self-study course offered by ICC, state code enforcement licensing agency or accredited academic institution.*	1.0 maximum per course
3.	Successful completion of an Online Renewal Update Course.	0.5 for each course
4.	Attendance at ICC code development hearings, not to exceed 2.0 CEUs or 10 clock hours per year.	0.1 for each clock hour
5.	Obtaining a new ICC certification by taking and passing the proctored exams. Special Inspectors may receive credit for passing certifications that are sponsored by ACI, ASNT, AWS or NICET within the previous three years.	0.5 per certification
6.	Instruction of a seminar, or technical session delivered for ICC or ICC chapter, related professional association, state code enforcement licensing agency, standards writing organization or any related federally sponsored program.	0.1 for each clock hour of instruction delivered
7.	Instruction of a course for an accredited academic institution.* Courses can be counted twice per three-year period, with no limit on the number of different courses.	1.0 for each academic credit hour
8.	Committee or board service to ICC or ICC chapter for one full year, not to exceed 1.0 CEUs annually.	0.5 per committee
9.	In-house training during employment as a code official, plans examiner, permit technician or inspector.	1.0 per three-year period
10.	Participation as a student in an accredited academic institution.*	1.0 for each academic credit hour
11.	Publication of a paper, book or technical article for an academic institution, professional trade journal or ICC journal, not to exceed 3.0 CEUs in a three-year period.	1.0 per publication type

* An accredited institution is a high school, community college, junior college, university, technical or vocational school or any private educational agency accredited by the International Association of Continuing Education and Training (IACET).

Note: Successfully passing the examination required of new applicants is an acceptable alternative to participating in continuing education activities.

CEUs Required per Certification Category

The following list shows the number of CEUs required for renewal of individual certifications.

Residential Inspection Categories		Special Inspector Categories	
Residential Building Inspector	1.5	Reinforced Concrete Special Inspector*	2.5
Residential Electrical Inspector	1.5	Prestressed Concrete Special Inspector	for
Residential Plumbing Inspector	1.5	Structural Steel and Welding Special Inspector	one or
Residential Mechanical Inspector	1.5	Spray-applied Fireproofing Special Inspector	more
Residential Combination Inspector	1.5	Structural Masonry Special Inspector	certificates
		*ACI Field Technician Certification must be current	
Commercial Inspection Categories		Code Enforcement Categories	
Commercial Building Inspector	1.5	Permit Technician	1.5
Commercial Electrical Inspector	1.5	Accessibility Inspector / Plans Examiner	1.5
Commercial Plumbing Inspector	1.5	Zoning Inspector	1.5
Commercial Mechanical Inspector	1.5	Property Maintenance and Housing Inspector	1.5
Commercial Combination Inspector	1.5		
Plans Examiner Categories		General Inspection Categories	
Building Plans Examiner	1.5	Building Inspector	1.5
Electrical Plans Examiner	1.5	Electrical Inspector	1.5
Plumbing Plans Examiner	1.5	Plumbing Inspector	1.5
Mechanical Plans Examiner	1.5	Mechanical Inspector	1.5
Combination Plans Examiner	1.5	Combination Inspector (Bldg, Elec, Plum, Mech)	4.5
Energy Inspection/Plans Examiner Categories		Code Official Categories	
Residential Energy Plans Examiner/Inspector	1.5	Certified Building Official (CBO)	4.5
Commercial Energy Plans Examiner	1.5	Building Code Official (BCO)	4.5
Commercial Energy Inspector	1.5	Electrical Code Official (PCO)	4.5
		Plumbing Code Official (PCO)	4.5
		Mechanical Code Official (MCO)	4.5
		Housing Code Official (HCO)	4.5
		Fire Code Official (FCO)	4.5
		Master Code Professional (MCP)	4.5
Fire Code Categories			
Fire Inspector I	1.5		
Fire Inspector II	1.5		
Fire Plans Examiner	1.5		

Note: Holding certification or renewing certification in the "General Inspection" category, does not qualify you to automatically receive certification in the "Residential" and/or "Commercial" Inspection categories.

CEUs Required for Multiple Certifications:

1 certificate	1.5 CEUs	1 or more Special Inspector certificates	2.5 CEUs
2 certificates	3.0 CEUs	1 or more Code Official Categories	4.5 CEUs
3 or more certificates	4.5 CEUs		

Renewal of ICC Legacy Certification Categories

Each MCO published a family of codes: BOCA National, SBCCI Standard and ICBO Uniform codes, which are now being referred to as "Legacy Codes." Certifications under a Legacy Code are referred to as "ICC Legacy Certifications." ICC Legacy Certifications may be renewed in addition to the ICC National Certifications in the same manner as the national certification categories. The following list shows the number of CEUs required for renewal of individual certifications.

Code Enforcement Categories		Plans Examiner Categories	
Building Inspector UBC	1.5	Building Plans Examiner UBC	1.5
Plumbing Inspector UPC	1.5		
Mechanical Inspector UMC	1.5	Special Inspector Categories	
Electrical Inspector	1.5	Reinforced Concrete Special Inspector	2.5
Combination Dwelling Inspector - Uniform Codes	1.5	Prestressed Concrete Special Inspector	for
Combination Inspector - Uniform Codes	4.5	Structural Steel and Welding Special Inspector	one or
		Spray-applied Fire Proofing Special Inspector	more
		Structural Masonry Special Inspector	certificates
Fire Code Inspector Categories			
Uniform Fire Code Inspector	1.5		
Company Officer Fire Code Inspector	1.5		

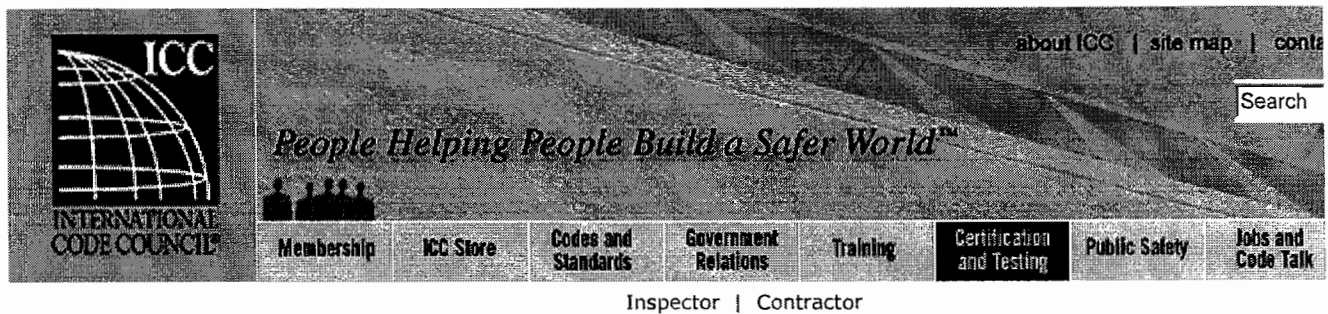


Frequently Asked Questions About Certification Renewal



- ? **What if I have multiple certifications with different expiration dates?**
You have the option of having one expiration date for all of your certifications. However, when you combine dates, you may be required to waive the full three year period of active status for some of your certificates.
- ? **Do I need to renew my ICC certification?**
Yes. After three years, current ICC certification expires and becomes "inactive" if it is not renewed.
- ? **What do I do if my certification is inactive (not renewed by the expiration date)?**
You can renew inactive certifications in the same manner as certificates that are active as long as you have accrued current CEUs. There is an additional reinstatement fee of \$50 per application to renew certificates that are inactive (not renewed by the expiration date).
- ? **What if I do not receive a renewal application in the mail?**
Renewal of certification is the responsibility of the certified individual, regardless of whether or not a notice is received. Attempts are made to notify certificate holders at their last known address prior to the expiration date. If you do not receive a renewal notice, please contact the certification department to request a notice. At that time your address will be verified.
- ? **How do I accrue CEUs?**
A CEU is a Continuing Education Unit. Each 10 clock hours of continuing education equals 1 CEU. For example, a typical one-day seminar has 6 hours of instruction or 0.6 CEUs. Credit is awarded for a wide variety of activities.
- ? **What are considered acceptable continuing education and professional development activities?**
Training, education or other endeavors wherein the objective includes achieving relevant professional knowledge, skills and abilities beyond those required for initial certification.
- ? **Does ICC verify the continuing education submitted for renewal?**
All information is subject to an audit. Audits are conducted randomly. This is a voluntary professional credential in which you are responsible for deciding what professional development is appropriate for your needs. When you submit your certification renewal form, you are signing an affidavit confirming that all the information is accurate and true. You must retain the documentation for three years from the date the renewal is requested. It must be submitted upon an audit request.
- ? **How do I notify the Certification department about a change of address?**
All address changes should be mailed to the Certification Department. It is important that you list your old address, new address, any updated phone numbers and your certification number(s).

For a renewal application or more information, visit our website www.iccsafe.org/certification. You may also contact us by mail, phone or fax. International Code Council, Certification Renewal, 528 West 68th Street, Chicago, Illinois 60638. Phone: 1-888-ICC-SAFE (622-7263) ext. 3301. Fax: 1-847-832-7267. Or e-mail: certrenewal@iccsafe.org. For membership information, visit www.iccsafe.org/membership or phone 1-888-ICC-SAFE. For training information, visit www.iccsafe.org/training or phone 1-888-ICC-SAFE ext. 3302.



Inspector | Contractor

Certification: Frequently Asked Questions

Frequently asked questions about the ICC Professional Certification Program.

Earning a Certification

Is an ICC certification the same as a license?

A license is a permit to work in a particular occupation, issued as a result of state or local legislation. ICC certifications are voluntary certifications. Many jurisdictions require ICC certification in their administrative regulations. Check with your state or local agency to find out if your state recognizes ICC certifications.

Are there experience or education requirements to take the certification examinations?

There are no experience or education requirements to take most of the ICC certification examinations. However, most successful candidates have extensive code enforcement experience in the field, plus strong related education and management experience.

Are the examinations computer-based?

Candidates have the option of taking either computer-based or pencil & paper format examinations. The paper & pencil exams are offered several times a year at selected locations. The computer exams are offered, on demand, at over 150 Promissor testing centers across the US.

Do I need to apply to take the examinations?

The first step toward ICC certification testing is to obtain a copy of the current Candidate Bulletin. [Click here](#) to download. To request a copy, call 1-866-422-3926. This booklet includes information about both computer-based and paper and pencil testing.

Are the examinations open book?

Yes, most ICC certification examinations are open book. A complete list of the recommended references is in the current Candidate Bulletin. [Click here](#) to download Candidate Bulletin.

Can't I just look up all of the answers in the books?

Because of the time constraints, you will not have time to look up all of the answers. For those answers you must look up, you must be VERY familiar with the reference(s) to avoid wasting time searching for information.

How long are the examinations?

The length and allowed time varies depending upon the subject matter. This information is in the Candidate Bulletin. [Click here](#) to download Candidate Bulletin.

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Examin
33805Legacy
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How many examinations can I take at one administration?

Examinations are limited to two per day.

What materials should I bring with me to use during the examination?

- A clock or watch to keep track to examination time.
- Applicable reference books. Photocopies of reference materials may not be used.
- Applicable code books. Photocopies of code books may not be used.
- A portable calculator. Calculators must be silent, battery operated and nonprogrammable. Calculators with alpha (letter entry) capability are not permitted.
- A Dictionary, if needed.
- A Foreign-language/English Dictionary, if needed.

How difficult are the examinations?

Examination difficulty is measured by the individual candidate's knowledge. Candidates with work experience and thorough code knowledge should not find the examinations difficult.

How can I prepare for these exams?

Experience in code enforcement is the best preparation for the exams. Most successful candidates have extensive code enforcement experience in the field, plus strong related education and management experience. ICC offers training relevant to the exams. Becoming familiar with the reference material is critical to success.

Do you have seminars or workshops I can attend to prepare myself for an examination?

No. Since staff members serve on test development committees, test security and business ethics prohibit test preparation seminars.

What is the question format?

Test questions are four-option, multiple-choice format, with one answer on each question scored as correct.

Are there any sample questions available?

The ICC Web site has sample questions for most ICC exams. [Click here](#) to view the list of certification exams with sample questions.

Should I guess if I don't know the answer?

There is no guessing penalty, so answer every question.

What is considered a passing score?

The score for each examination is reported as a "scaled score," with 75 being the minimum passing score.

When will I get my exam results?

Computer-based examinations are scored immediately upon completion. Candidates taking paper & pencil examinations are notified by mail four to six weeks after the examination date.

Can I retake the examinations?

Candidates may take each exam up to 2 times in a 6 month period. If you fail a second attempt you must wait 6 months from the first examination date to retake the exam.

If I pass one CBO examination but fail the other do I need to retake both exams?

A candidate who passes one exam, has 3 years to pass the other without retaking the passed exam. After 3 years, the candidate would need to take and pass both examinations.



Can I use my VA Montgomery Bill benefits to pay the fees for taking the examinations?

Many ICC exams have been approved for VA reimbursement. To obtain more information on educational benefits for veterans and to submit an application online, visit www.gibill.va.gov, or call 1-888-GIBILL (1-888-442-4551). For a list of ICC exams currently covered and reimbursable under the G. I. Bill, visit www.gibill.va.gov/Education/LCweb/search.asp. Type in the keyword: International Code Council.

I lost my certificate, what do I do?

You can receive a replacement certificate and/or wallet card if your certifications have not expired by sending a written request. There is a \$15.00 fee per item which must be prepaid. You must indicate that the request is for a replacement certificate and/or wallet card.

I am a building official. How can ICC Certification help me be more effective in managing this agency?

ICC Certification provides nationally recognized examinations and credentials that attest to comprehensive knowledge of construction codes and standards used by professional code enforcement personnel. By recognizing ICC Certification you are ensuring that your staff members possess the current knowledge of construction codes, standards and practices. Your staff will be better prepared to perform their jobs effectively, efficiently and with reduced errors. To download the brochure that overviews ICC's Certification Services for States and Jurisdictions [click here](#) or [click here](#) to have a copy mailed to you.

Maintaining a Certification**Do I need to renew my ICC Certification?**

Yes. After 3 years an ICC Certification becomes "inactive" if the holder does not participate in the ICC Certification Maintenance Program. [Click here](#) for more renewal information and/or to download the Renewal Bulletin.

What is a CEU?

This is a [Continuing Education Unit](#). Each 10 hours or professional development equals 1 CEU. The maintenance program recognizes a variety of options to earn CEUs.

Do I need 1.5 CEUs to renew my certificate?

The number of CEUs depends on the certificate you are renewing and how many you are renewing.

What are considered acceptable professional development activities?

Training or education whose objective includes providing relevant professional skills and knowledge beyond those required for initial certification. [Click here](#) for more renewal information and/or to download the Renewal Bulletin.

Does ICC verify the continuing education that we submit for renewal?

ICC expects those renewing their certifications to be ethical. When you submit your certification renewal form you are signing an affidavit confirming that all the information is accurate and true. All information is subject to an audit. Audits are conducted randomly. Therefore, documentation must be retained by you for three (3) years from the date the renewal is requested. It must be submitted upon request.

My ICC Certification has become inactive. Do I need to retest?

If your certification has been inactive for less than 3 years, you can reactive your ICC Certification by participating in the ICC Certification Maintenance Program. [Click here](#) for more renewal information and/or to download the Renewal Bulletin. Retesting is an option in place of continuing education.

If I have not renewed any of my certificates for a number of years, do I need to submit professional development CEUs for all those years?

No. Only submit CEUs earned for the last three years.

How do I get credit for working as a code official, plans examiner or inspector?

List the position(s) you hold and the jurisdiction or agency you work for. A one-time 1.0 CEU will be awarded for each renewal period.

Can I check online to see if my CBO is active?

Yes, The ICC Web site has an online listing of active ICC CBO Certifications. [Click here](#) to search ICC's Certification Registry.

[Click here](#) to learn the difference between a Certified Building Official and a Building Code Official.

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BY DANNY GHORBANI

mharr viewpoint

Chassis Initiative Moves Forward — Challenges Lie Ahead

In the face of market difficulties over the last several years, the industry has come to recognize the need to set new goals and confront challenges in order to secure a better future. A spirit of renewal and optimism that permeates the industry, and, hopefully, the entire industry, will carry forward this year on an ambitious new initiative to reinvigorate the industry and to provide a universe of choices and options for the consumers of affordable housing. This initiative is rapidly gaining the support of industry members around the country, has the potential to significantly increase the utilization of affordable manufactured housing within a vastly improved financing and placement environment. A challenge for the industry in pursuing this initiative is to remain united, focused and persistent to effectively counter the arguments of those who, no doubt, oppose this effort.

Late last year, MHARR unveiled this new initiative designed to lead, ultimately, to the deletion of the "permanent chassis" requirement that has been part of the National Manufactured Housing Construction and Safety Standards Act of 1974 since its inception. This initiative, already begun with an extensive effort to educate all parties with an interest in manufactured housing and its utilization, including, consumers, federal, state and local officials, regulators, financing providers and the GSEs (Fannie Mae and Freddie Mac) among others, will be followed by a legislative proposal to delete the phrase "permanent chassis" from the Act's all-important definition of a "manufactured home." Of course, the supporters of this initiative are under no illusions about the difficult road that lies ahead. But having determined that the potential benefits of such a fundamental change are worth the effort and heavily outweigh the difficulties that are certain to be encountered, now is the time to ensure, as a first step, that the entire industry is on the same page with respect to this proposed change.

The industry has recognized for some time that it

Late last year, MHARR unveiled the details of this new initiative designed to lead, ultimately, to the deletion of the "permanent chassis" requirement that has been part of the National Manufactured Housing Construction and Safety Standards Act of 1974 since its inception. This initiative which has already begun with an extensive effort to educate all parties with an interest in manufactured housing and its utilization, including, consumers, federal, state and local officials, regulators, financing providers and the GSEs (Fannie Mae and Freddie Mac) among others, will be followed by a legislative proposal to delete the phrase "permanent chassis" from the Act's all-important definition of a "manufactured home." Of course, the supporters of this initiative are under no illusions about the difficult road that lies ahead. But having determined that the potential benefits of such a fundamental change are worth the effort and heavily outweigh the difficulties that are certain to be encountered, now is the time to ensure, as a first step, that the entire industry is on the same page with respect to this proposed change.

helped many industry members weather yet another of the industry's cyclical downturns, it has also brought into focus this restriction itself, which has artificially limited the growth of the manufactured housing industry as a whole and has harmed the nation's consumers of affordable housing by denying them the benefits of advanced technology manufactured homes — a sizeable market segment bridging (and even overlapping) today's manufactured homes and the modular/site-built markets. Lifting the restriction would allow federally-regulated manufactured housing to incorporate this enhanced techno-

logical benefit of all concerned. The potential benefits are substantial. The "permanent chassis" I-beams limit the placement of homes over permanent foundations, resulting in fewer permanent placements and lower sales. It means unnecessary costs and limitations for consumers who want such an installation, and unnecessary costs and limitations for manufacturers and retailers, which must obtain special approval for such installations and work around the physical challenges posed by the chassis structure. It means fewer design and placement options for consumers and fewer affordable housing choices overall. It means less appreciation in value as contrasted with a permanent home with or without a basement. It means difficulty in finding financing and less means more risk for lenders (and investors) because of lower appreciations. It means localities and states may exclude manufactured housing from being classified as permanent and non-

The deletion of the permanent chassis requirement, by simply removing a few words in the current law (without changing any other significant aspect of the law), would reverse these disadvantages. The ensuing construction standards and regulations would significantly multiply design and placement options for the industry and for affordable housing consumers. Permanent placements and land-home sales would surge. Permanently-sited homes would yield greater value for their owners and less risk for lenders, thus leading the way for more plentiful and more competitive financing. Enhanced design options and an increase in permanent placements

would erode support for discriminatory placement restrictions. For the industry, it would mean access to a larger market of affordable housing consumers over a wider range of designs and price classes and, by broadening and diversifying its of the deep market troughs th afflicted the industry since its begi

When this subject was last r 1980's and early 1990's, the respo and the industry's competitors was permanent chassis requirement w distinction between manufactu housing and create a vague "no- producers could effectively avoid eral regulation to the detriment o argument was sufficient to carry But that was then and this is now ry landscape has changed a great time. And these changes effecti "no man's land" argument. As forward with this initiative, it wi systematically advance argument these outdated notions that are once again by both regulators competitors. MHARR has alrea with work product that will be pu ate.

In the meantime, suffice it to development of advanced techn

homes would create a bridge between modular hous- ing and manufactured housing (utilizing the acquired experience of many industry members who have been producing modular homes for years) , the deletion of

evolution of manufactured housing. The time to begin the process of shelving this restriction, for the benefit of both the industry and consumers, is now .

When this subject was last raised, in the late 1980's and early 1990's, the response from regulators and the industry's competitors was that removing the permanent chassis requirement would blur the legal distinction between manufactured and modular housing and create a vague "no-man's land" where producers could effectively avoid either state or federal regulation to the detriment of consumers. This argument was sufficient to carry the day politically. But that was then and this is now, and the regulatory landscape has changed a great deal in the meantime. And these changes effectively negate the old "no man's land" argument. As the industry moves forward with this initiative, it will methodically and systematically advance arguments that will debunk these outdated notions that are likely to be offered once again by both regulators and the industry's competitors. MHARR has already begun this effort, with work product that will be published as appropri- ate.

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