

Industrialized Buildings Commission

◆ An Interstate Compact ◆

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MINUTES

Rules Development Committee

Wednesday, July 19, 2006

Herndon, Virginia

Chairman Rothman convened a meeting of the Rules Development Committee on Wednesday, July 19, 2006, at 9:00 a.m. at the Dulles Crowne Plaza in Herndon, Virginia. As no quorum was present, the Committee took a recess.

At 9:35 a.m., the meeting was called to order and attendance was taken as noted below:

Members Present: Mark D. Blanke, State of New York
Ujval K. Dave, State of Maryland
Rich Gray, State of North Dakota
Curtis L. McIver, Commonwealth of Virginia
Jim Rothman, PFS Corporation
Scott Zweifel, Resun Leasing

Others Present: Michael Baier, State of New Jersey
Debbie Becker, NCSBCS
Pete Blaser, NCSBCS
Bob Blatchford, Dynamic Homes
Jerry Brosius, Modular Code Consultants, Inc.
Dan DeDentro, State of Rhode Island
Warren J. Ducharme, State of Rhode Island
N. Kevin Egilmez, NCSBCS
Bob Gorleski, PFS Corporation
Stephen Hernick, State of Minnesota
Eric Leatherby, Commonwealth of Virginia
Bob Tanger, T. R. Arnold & Associates

Approval of Minutes

On a motion by Rich Gray, seconded by Curtis McIver, the Committee approved the minutes of the July 20, 2005, meeting as submitted.

Correspondence

The secretariat noted that a list of correspondence received since the last meeting was available. Chairman Rothman inquired as to whether the e-mail notification regarding the Rhode Island codes update was sent to the manufacturers. Kevin Egilmez indicated that it was sent to

designated agencies and to manufacturers who have subscribed to our notification service.

Rich Gray noted that his e-mail to the IBC regarding the stair requirement in Bismarck, ND, was not included and inquired as to whether it had been forwarded to designated agencies. Kevin Egilmez indicated the e-mail had been forwarded and that it was an oversight that it was not included in the list of correspondence.

New Business

The Committee discussed proposed revisions to bulletin regarding application of buildings systems documents (attachment A). Kevin Egilmez said that some manufacturers are routinely manufacturing complicated buildings allegedly as permitted by their building systems. Based on monthly production report data, some of these buildings are comprised of eight or more modules. Furthermore, the process for selecting load carrying members is almost as complex as performing engineering calculations. This makes it difficult for the designated agency inspectors who are responsible for reviewing the "as-built" designs for compliance with the building systems documents during in-plant audits. Bob Tanger indicated that requiring manufacturers to identify each option as required by item 3 will create too many documents. The Committee agreed that a more specific list of required documents needs to be developed. Similarly, the Committee requested that item 4 regarding citing code sections be clarified further.

The last paragraph in Attachment A states that "Manufacturers that repeatedly exceed the parameters of a building system may have their building systems suspended or revoked." Chairman Rothman suggested that it should be the Commission who suspends or revokes a building system. Kevin Egilmez indicated that the inspection agency is responsible for monitoring compliance and that the Commission would take appropriate action if made aware of infractions.

Ujjval Dave informed the Committee that Jim Hanna had retired and Ed Landon had taken his place as the new Director of Maryland Codes Administration. Ed Landon has forwarded a letter to the IBC indicating he would assume Jim Hanna's position on the RDC.

The Committee next reviewed Attachment B, data plate requirements from Part IV of the MRR. Kevin Egilmez indicated that, to his knowledge, the IBC is the only program that requires manufacturers to provide copies of data plates to their inspection agencies. He mentioned that audits indicate that the accuracy of the information on data plates continues to be a problem and that data plate problems were cited in 30 out of the 56 audits. He proposed that IBC maintain copies rather than inspection agencies. In the future, if data plates were required to list additional information such as building's first location, the need to submit monthly production reports could be eliminated. On a motion made by Rich Gray and seconded by Ujjval Dave, the Committee recommended that designated agencies be required to provide the Commission with copies of data plates. The Committee also agreed to provide designated agencies 90 days to work with the manufacturers. The motion was approved unanimously.

Part III, Section 2 of the UAP (see Attachment C) defines the date of manufacture of an industrialized/modular building or building component as “such time as the certification label is attached to it” Chairman Rothman indicated that PFS defines “date of manufacture” as the day the unit comes off line and indicated the date in the UAP is a problem. Bob Blatchford said the date of manufacture in Minnesota is when construction starts, i.e., first nail, the same as a building permit. Bob Tanger indicated TRA’s date of manufacture is when the TRA label is applied. The Committee felt that the current definition of “date of manufacture” could be a problem with code updates and should be changed to “first nail” or “start of production.” The date of manufacture should reflect the codes to which the unit is built. A motion made by Rich Gray, seconded by Ujjval Dave, to recommend that the language in the UAP be amended from “certification label is attached” to “production start date” was approved unanimously.

Bob Tanger reported to the Committee that TRA has been having a problem getting their inspectors IBC certified even though many have current ICC certifications. He suggested that IBC should accept holders of current ICC or Minnesota building official certifications. Steve Hernick felt that each state’s program would need to be evaluated. Kevin Egilmez pointed out that, under ICC, a candidate can reinstate an expired certificate anytime by submitting 1.5 CEUs, one of which is awarded for being employed. (See Attachment D.)

Rich Gray agreed with Bob Tanger that it was very difficult to get certified inspectors in North Dakota. Jerry Brosius indicated that the IBC certification program was based on New Jersey’s certification program and should be revisited. ICC certification should be eligible for IBC certification as long as the inspector maintains his CEUs. Jerry Brosius volunteered to develop language amending Part VI, Section 4 of the UAP. The proposed amendment will then be forwarded to RDC members for comment before the next annual meeting.

The Committee next discussed chassis removal and reviewed an article in the January 2006 *Journal* written by Danny Ghorbani (Attachment E). Everyone was in agreement that the two industries (manufactured/modular) were overlapping and there was a need for a clear way to distinguish the two. Chairman Rothman indicated the RDC has no authority to take action but left it up to the Commission.

Recommendations to the Commission

Chairman Rothman reviewed the following motions as 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 from “certification label is attached” to “production start date.”

Secretariat’s Assignments

1. Clarify items 3 and 4 on Attachment A, Application of Building Systems Documents.

2. Distribute Jerry Brosius' proposed language for UAP Part VI, Section 4, to accept ICC certification.

Date and Location of Next Meeting

The next RDC meeting was tentatively scheduled for July 18, 2007– the third Wednesday in July.

The motion to adjourn, made by Rich Gray and seconded by Ujjval Dave, was approved and the meeting adjourned at 11:55 a.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.

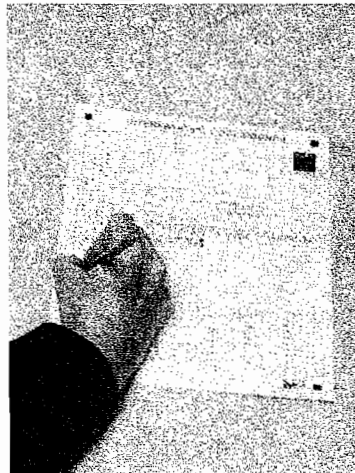
- [C] Issue Formal Technical Opinions.
- [S] Waive specific *compliance assurance program* and other related requirements.
- [S] Ask the manufacturer to take acceptable remedial action when it fails or refuses to take remedial action acceptable to the *inspection agency*.
- [S] Ask the manufacturer to 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		

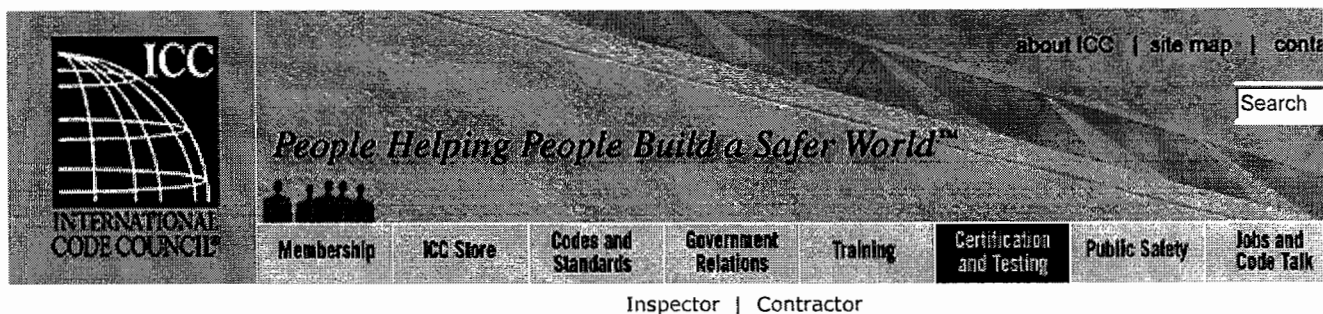


Frequently Asked Questions About Certification Renewal



- ? **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, 5300 Market Street, Suite 1000, Gaithersburg, MD 20878. Phone: 1-800-541-SAFE (SAFE 24/7) ext. 3300. Fax: 1-800-541-5447. 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. 3300.



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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33806Contra
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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 of 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 being transient 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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