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Proposed Code Modifications

The Proposed Code Modifications Menu contains a list of links to Proposed Code Modifications functions of the Florida Building Code.

Chapter 5 - The Proposed Code Modifications sub-menu

Hovering over the Proposed Code Modifications icon displays the Proposed Code Modifications sub-menu.

This sub-menu provides users a number of options for viewing/adding/modifying and researching Proposed Code Modifications.

Clicking the first option, List/Describe All Options, opens the Proposed Code Modification Menu in a new window.

General Users are users who have not logged into the BCIS system. They may access all options listed within the General Users section of the menu.

Logged In Users may access all options.
Find a Proposed Code Modification

Clicking this option opens the Modification Search page. Select/Enter criteria in the form controls then click the <Search> button to execute the search.

The Modification Search page

Click the <Clear> button to reset all criteria to their default values. Enter/Select criteria then click the <Search> button to find matching Modifications. The criterion limits the results.

Generate Output

Select HTML or Crystal Report as the output format.

The report is generated in HTML format by default.

Select Crystal Report if you would prefer the results formatted as a Crystal Report.
Note: The “Crystal Report” functionality may or may not be available in this version of the BCIS. Please see documentation regarding Reporting for more information. The html output is default and is currently working.

**Report Type**

Select the **Report Type**.

The **Report Type** control is added to the form after you select **Crystal Report** as the Generate Output type. The default selection is “TAC & Commission Tracking Chart”.

**Modification Number**

Enter the **Modification Number**.

Enter the Modification Number to directly access the details of a specific code modification.

This is a field where you don’t need any other criteria. If you know the mod number, just type in the mod number then hit search. That is all that is needed.

**Code Version**

Select the **Code Version**.

The default selection is “2010” and returns results for the 2010-Code Version.

Select the Code Version to limit the results of the search.

**Code Change Cycle**

Select the **Code Change Cycle**.

Select a Code Change Cycle to limit the results of the search.

Note: The values in the Code Change Cycle control are determined by the selection made from the Code Version control.
Select the **Sub Code**.

Choose a **Sub Code** to limit the results of the search.
Select a **Chapter & Topic**

Note: The content of the **Chapter & Topic** control is determined by the selections made from the **Code Version** and **Sub Code** controls above.

Enter the **Section**

Enter a **Date Submitted From** to limit the results to Modifications submitted on or after the date entered.

Entering a **Date Submitted To** limits the results to Modifications made on or before the date entered.

Enter both to establish a range within which to limit the results.

Select the **TAC**
TAC Recommendation

Select the TAC Recommendation.

Select the TAC Recommendation to limit the search results.

Commission Action

Select the Commission Action.

Select the Commission Action to limit the results.

Reminder: If you are unsure of the Commission Action it is better off to leave it at Select All. This will help avoid not getting the correct results.

Proponents Last and/or First Name

Enter the Proponents Last and/or First Name.

Enter the Proponents Last Name and/or First Name to limit the results.

Text of Modification

Enter the Text of Modification.

Enter the Text of the Modification or keywords from the text to limit the results.

Related Modifications

Enter the Related Modifications.

Enter Related Modifications to limit the results.

Affects High Velocity Hurricane Zone (HVHZ)

Select Yes, No or accept the default (Select All).
Leave the default selection for unlimited results.

Select Yes or No to limit the results.

Select the **Comment Options**.

Leave the Default value or select the appropriate **Comment Options** to limit the results.

**<Clear> & <Search> buttons**

**Clear** the controls on the form or **Search** using the form criteria.

Click the **<Clear>** button to reset the values on the form to their default values.

Click the **<Search>** button to search the database using the criteria entered on the form.

**Modification List**

The **Modification List** page is displayed.

The criteria are summarized in the Search Criteria section at the top of the page.
**Find a Code Change Cycle**
Clicking this option opens the Code Change Cycle Search page. Select/Enter criteria in the form controls then click the <Search> button to execute the search.

**The Code Change Cycle Search page**

Enter the criteria in the Code Change Cycle Search Form

Click the <Clear> button to reset all criteria to their default values. Enter/Select criteria then click the <Search> button to find matching Code Change Cycles. The criterion limits the results.

**CODE CHANGE CYCLES SEARCH**

**Code Version**
Select the Code Version.

Select the Code Version to limit the results of the search.
The default selection is “2010” and returns results for the 2010 Code Version.

**Code Change Cycle Type**
Select the Code Change Cycle Type.

Select a Code Change Cycle Type to limit the results to the type selected.

**Code Change Cycle Stage**
Select the Code Change Cycle Stage.

Select a Code Change Cycle Stage to limit
the results to the stage selected.

**Date**

Enter a **Date**.

![Date field]

Enter a **Code Change Cycle Date** to limit the results to the date entered.

**<Clear> <Search> Command Buttons**

Click a **Command Button**.

Click the **<Clear>** button to clear the values from the form controls.

Click the **<Search>** button to search the database using the criteria entered on the form.

**Hot Topics**

Clicking the **Hot Topics** sub-menu option redirects you to the **Hot Topics** page. The Hot Topics page presents a list of topics related to Proposed Code Modifications that may be of interest.

![Hot Topics tree control]

The topics are organized into a tree control for ease of use. Nodes on the tree with a plus sign may be opened to reveal additional topics within the category. Click the plus sign node to open the category, conversely, click the minus sign node to close the category. Click the hyperlinks to navigate to the various subject areas listed in the hierarchy.
FAQ (Getting Started)

The **FAQ (Getting Started)** option opens the **Proposed Code Modifications – FAQ(Getting Started)** page.

This page provides links to information related to the Florida Building Code – Proposed Code Modifications Process.

Open the details page by clicking the link.
**View Related Rules/Statutes**
Click this option to open the View Related Rules/Statutes page.

Click the link to open the topic.

**Contact Us**
Click this option to open the FBC Staff page.
Submit a Proposed Code Modification

Submitting a Proposed Code Modification to the Florida Building Code is a multistep process. Several pages must be completed before finally submitting the Proposed Code Modification. An excellent overview of the process is provided in the Development and Hot Topics option on this menu.

The Code Change Cycle and the Code Change Cycle Scope are pre-populated whenever a Code Change Cycle is Open. When the Code Change Cycle is not Open, the message displayed here (in red) is visible. The message means the Proposed Code Modification you enter will be held in the queue until the next Code Change Cycle.

The Code Version is displayed for reference only.

Sub Code

Select the Sub Code most closely related to the Proposed Code Modification.
Select the **Chapter & Topic**

Select the Chapter & Topic most closely related to the Proposed Code Modification.

*Note: The Chapter & Topic control is populated based on the Sub Code selected above.*

Enter the **Section**

Enter the Section of the FBC the Proposed Code Modification applies to.

Enter the **Related Modifications**

Enter the Sub-Code, Section and Mod Number (if known) of all related Florida Building Codes which may be affected by this Proposed Code Modification.

Click the **Need Help?** link to open an additional help document.

**HVHZ?**

Check the checkbox if True.

Check the checkbox if the statement is True.

Click the **Need Help?** link to open an additional help document.
B C I S • P R O P O S E D  C O D E  M O D I F I C A T I O N S

Summary of Modification

Enter the Summary of Modification.

Enter a narrative summary of the Proposed Code Modification.

The summary may be up to 300 characters in length. You will have the opportunity to more fully describe the Proposed Code Modification later in the process.

<Cancel>
<Save In Progress>
<Next>

Buttons

Click the <Cancel> button to abandon your entries.

Click the <Save In Progress> button to save the Proposed Code Modification in its current state.

Click the <Next> button to proceed to the next page of the Proposed Code Modification entry.

Text & Rationale

This page is the second of four pages required for submitting a Proposed Code Modification.

The top section of the page is a summary of information entered on the Code Criteria page. This includes:

- Code Change Cycle
- Code Version
- Sub Code
- Chapter & Topic
- Section

This page is the second of four pages required for submitting a Proposed Code Modification.
Enter the text of the Proposed Code Modification.

Enter a detail description of the Proposed Code Modification. This controls allows the entry of rich text.

You can upload images by clicking the `<Upload Image>` button. Use this functionality to attach drawings, photos and other images to support your proposed code modification.

Complete the Impact Statement.

Enter a narrative description of the Impact to local entity relative to enforcement of code.

Enter a narrative description of the Impact to building and property owners relative to the cost of compliance with code.

Enter a narrative description of the Impact to industry relative to the cost of compliance with code.

Click the `<Upload Support File>` button to open the browse/upload dialog page.
Click the `<Previous>` button to return to the previous page.

Click the `<Skip Page>` button to move to the next page without validating the data on the current page.

Click the `<Next>` button to proceed to the next page. Validation of the controls on the current page will occur when you click this button. You will not be able to proceed until all controls are validated correctly.

Click the `<Cancel>` button to abandon the proposed code modification application.

Click the `<Save In Progress>` button to save the application for a proposed code modification and exit.

Click the `<Preview>` button to preview the application.
**Requirements**  Complete the Requirements pages.

Provide a narrative explanation for the questions on the page.

Attach supporting documentation.

The command buttons for this page work identically to the buttons on the Impact Statement page.

**<Upload Support File> button**  Click the **<Upload Support File>** button to open the browse/upload dialog page.

**<Remove>**  Click the **<Remove>** button to disassociate the checked file from the modification.

**<Remove>** button to remove it from the modification request.
Click the <Previous> button to return to the previous page.

Click the <Skip Page> button to move to the next page without validating the data on the current page.

Click the <Next> button to proceed to the next page. Validation of the controls on the current page will occur when you click this button. You will not be able to proceed until all controls are validated correctly.

Click the <Cancel> button to abandon the proposed code modification application.

Click the <Save In Progress> button to save the application for a proposed code modification and exit.

Complete the Requirements pages.
Click the **<Yes/No Dropdown>** button to save the application for a proposed code modification and exit.

**Note:** This page is “Dynamic”, some options may not be viewable until selected

Click the **<Previous>** button to return to the previous page.

Click the **<Save In Progress>** button to save the application for a proposed code modification and exit.
Click the dropdown and select <Other> to enter another answer other than <yes> or <no>.

1. The provisions contained in the proposed amendment are addressed in the applicable international code?

   Explain your choice of "Other" for question #1.

   Validation of the controls on the current page will occur when you click this button.

   You will not be able to proceed until all controls are validated correctly.
Click the <Preview> button to preview the application.
Summary

The Summary Page provides an opportunity to revise the application for a proposed code modification prior to submitting it for review.

Make any necessary modifications to the application.

When complete you may submit the application by clicking the <Submit> button.

Each section of the page includes an Edit hyperlink. If needed click the hyperlink to open the section for editing.
Click the **<Previous>** button to return to the previous page.

Click the **<Cancel>** button to abandon the proposed code modification application.
Click the `<Print>` button to print the proposed code modification.

Click the `<Save In Progress>` button to save the application for a proposed code modification and exit.

Click the `<Submit>` button to submit the application for review.
**Confirmation**  A Confirmation page is displayed.

Click the **<Replicate for Related Modifications>** button to copy the core information from the current application to a new application for proposed code modification.

Click the **<Finish>** button to exit the page and return to the BCIS home page.
Submit a Comment on Proposed Modification

Submitting a Comment on a Proposed Code Modification of the Florida Building Code is a multistep process. Several pages must be completed before you can actually Submit the Proposed Code Modification. An excellent overview of the process is provided in the FAQ (Getting Started) option on this menu.

The Modification Search page.

Use the Modification Search page to find the Proposed Code Modification you want to comment on. Complete as much of the form as needed to drill down to the Proposed Code Modification you want to comment on then click the <Search> button.

Reminder: Crystal reports functionality may or may not be available at the time of the cycle. Please see updates regarding reporting issued by DBPR staff.
**Modification List**

The Modification List is presented with a Search Criteria Summary section at the top. The Search Criteria Summary displays the Search Criteria used to create the list.

The Search Results – Modification section displays a list of Modifications matching the Search Criteria.

Click the Mod # hyperlink to open the Modification request.

**Modification Detail**

The Modification Detail displays details of the Proposed Code Modification.

The record was saved successfully.

- **Modification #**: 4493
- **Name**: Brad Harris
- **Address**: 1649 Twin Lakes
- **City**: Tallahassee
- **State**: FL
- **Zip Code**: 32311
- **Email**: bharris@isf.com
- **Primary Phone**: (850) 878-2700
- **Alternate Phone**: 
- **Fax**: 
Replicate a Proposed Code Modification

When you have multiple, similar Proposed Code Modifications you may want to enter the first one then use this functionality to copy (replicate) the original to create a somewhat completed new Proposed Code Modification. Once replicated the new modification can be tweaked to prepare it for a separate submission.

Modification #

Enter the Modification # to Replicate.

Click <Cancel> to abandon the replication.

Click <Confirm> to replicate the Proposed Code Modification.
Once the Proposed Code Modification has been replicated it is displayed and ready for changes.

Change the values in the Related Modifications, Affects High Velocity Hurricane Zone…, and Summary of Modification boxes if required.

Click <Cancel> to abandon.

Click <Save In Progress> to save the Proposed Code Modification without submitting it.

Click <Next> to proceed to the next page.

Make changes to the Text of Modification, Rational and upload support files as necessary to complete the new Proposed Code Modification.

Click the <Previous> button to return to the previous page.

Click the <Skip Page> button to advance to the next page without validating the current pages content.

Click the <Next> button to validate the content of the current page then advance to the next page.

Click the <Cancel> button to abandon the Proposed Code Change.

Click the <Save In Progress> button to save the Proposed Code Modification for editing later.
Click the <Preview> button to review the Proposed Code Modification.

**Maintain Code Change Cycles**

Use this page to maintain the Code Change Cycles data.

Make entries and/or selections to the search criteria.

Select the Code version.

Select the Code Change Cycle type.

Select the Code Change Cycle Stage.

Enter a date.
**Date**

Enter the date in MM/DD/YYYY format.

<table>
<thead>
<tr>
<th>Date</th>
<th>(mm/dd/yyyy)</th>
</tr>
</thead>
</table>

**Example**

Using this Criteria…

Renders this result.

Click the Cycle Stage to open the Code Change Cycle Detail page.
Modify My User Profile

Use this option to open your registration page for modification. Make your changes then click the <Next> button to update/create the user profile.
The confirmation page is displayed upon successful completion.

<table>
<thead>
<tr>
<th>Login</th>
<th>jbharris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Brad Harris</td>
</tr>
<tr>
<td>Primary Phone</td>
<td>(850) 878-2780</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:bharris@ief.com">bharris@ief.com</a></td>
</tr>
</tbody>
</table>
Extract User Emails

This is a DBPR Staff Function.

Manage Proposed Code Modification

Use this option to open the management page. This page contains five tab objects.

The Notices tab contains any notices to the logged in user that exist.

The Saved In Progress tab displays a list of Proposed Code Modifications which have been saved but not yet submitted.

The number in the tab label represents a count of the Proposed Code Modifications in the Saved In Progress list.
The Pending DCA Review tab contains a list of Proposed Code Modifications requiring a DCA Review.

The number in the tab label represents a count of the Proposed Code Modifications in the Pending DCA Review list.

The Need More Information tab contains a list of Proposed Code Modifications which have been flagged for needing more information during review.

The number in the tab label represents a count of the Proposed Code Modifications in the Need More Information tab.

The On Hold tab contains a list of Proposed Code Modifications which have been put on hold during review.

The number in the tab label represents a count of the Proposed Code Modifications in the On Hold tab.

**Frequently asked Questions**