Code Modification Process

Questions & Answers:

**Question 1:** What should I know about the code mod process in general?

**Answer:**

1. Mods are submitted online (no pdf form). All of the information to submit a mod is done online at [www.floridabuilding.org](http://www.floridabuilding.org) through a mod database. (See question 10)
2. In order to submit a mod, you must be registered or have a previous account at [www.floridabuilding.org](http://www.floridabuilding.org). If you aren’t sure about your status, contact our office at 850-487-1824. However, in order to register you need to select “Register” from the top menu bar on the homepage of [www.floridabuilding.org](http://www.floridabuilding.org).
3. Make sure that your email in your registration is accurate, and is your main email address that you receive day to day emails. This ensures that you receive updates and feedback from staff regarding your mod. Mods that are not complete will not be considered by the Commission. Also it is advisable that you submit your mod far in advance of the deadline (See question 14) to allow ample time for staff feedback.
4. Online help - For further clarification on certain fields check the online help for that field.
5. Please use the latest Internet Explorer to enter mods. Other browsers may not allow you to complete a mod submittal.

**Question 2:** Can one submit support documentation as part of the proposed mod in the new system?

**Answer:** Yes, the system allows for support documentation to be allowed as an attachment (pdf). Figures and tables can be inserted directly into the text of the mod.

**Question 3:** Can I comment on a mod ?

**Answer:** Yes, You can comment on a specific mod during the 45 day comment periods. For more information see answer to **question 16**. Comments can be either general or alternate language to the proposed mod.

**Question 4:** Can a proposed Mod be withdrawn after submittal?

**Answer:** Yes, but withdrawal must be by the original petitioner.

**Question 5:** Is there a form to download for submitting a mod?

**Answer:** No, see answer to **Question 1.**

**Question 6:** How do I find out the status of my mod?

**Answer:** On our website, login and under Proposed Code modifications module select “Manage proposed Code Modifications”. There you will find notices and status tabs of mods submitted by you. We also recommend checking your email for notifications from the system.

**Question 7:** Who can submit a mod?

 **Answer:** Anyone with access to a computer can submit a proposed code modification.

**Question 8:** Are the Commission hearings on the proposed Mods open to the public?

**Answer:** Yes, all Commission and Advisory Committee meetings are open to the public.

**Question 9:** How is the petitioner notified when the TAC/Commission is taking up his/her mod?

**Answer:** All activities regarding Mods will be communicated via email correspondence from Staff to all registered users, including petitioners.

**Question 10:** Can I submit my Mod in other means ie. fax, email, CD, hardcopy, etc. in lieu of using the online BCIS submittal.

**Answer:** No, mods submitted outside the BCIS online system will not be processed.

**Question 11:** Which Committee is taking up my mod?

**Answer:** Upon submittal and based on subject matter, the system will designate the Mod to the specific TAC.

**Question 12:** How do I get a list of the Committee and Commission members?

**Answer:** Please visit our website at [www.floridabuilding.org](http://www.floridabuilding.org) and click on the middle FBC section for “***Commission Agendas and Minutes***”, here you will find the Commission members. Then for TACs members click on the far left for “Program Committees”

**Question 13:** How do I submit a mod?

**Answer:**

**1.** You must be registered with [www.floridbuilding.org](http://www.floridbuilding.org) to submit a mod. Please see answer to Question 1.

**2.** If you are already registered, you can submit a mod. However, it is advisable that you work offline in a word processor on the format of your mod to ensure no complications. After assembling your mod, cut and paste it to the website for submittal.

**3.** There are pages throughout the mod application that have required fields (***Blue titles with asterisks \*)*** which must be completed in order for the application to be accepted by the system.

**4.** While working on a mod make sure to select “***Save in Progress***” to ensure you don’t lose any of your work. Hitting “***next***” advances to the next page and saves all work previously done.

**Question 14:** What are the timelines for the 6th edition code development process?

**Answer:** The timeline is TBD. We will keep you posted

**Question 15:** When does the code change cycle for the 6th Edition (2017) Florida Building Code (FBC) start?

**Answer:** July 1, 2015. For more details see answer to **question 14.**

**Question 16:** What happened to my Mod after submittal?

**Answer:** Staff reviews the mod for verification and if complete then the status will be toggled to “verified”. Once a modification is toggled to verified you should receive a email notification from the system.

Mods that are verified/complete will be compiled and published for comments by the public for 45 days (see answer to question 14). After the 45 day period Staff will compile the Mods along with the comments received from the general public and present them to the appropriate technical advisory committees (TACs). At the Committee meeting, which is open to the public, the Committee members review the proposed Mods and hear comments from the proponents and the general public. Based on the the review and the comments received on the proposed mod and the committee renders an action for recommendation to the Commission. This is the first 45 day review process.

After the Committee meetings, staff updates the BCIS system to add Committee actions into the database and after the system is updated with the changes, a 2nd 45 day Comment period begins. Comments received on the Committee actions after this 2nd 45 day Comment period will again be compiled by staff and presented to the appropriate Committees for review and evaluation. The final step is for the Commission to approve the Committee actions and to proceed with the adoption process using F.S. Chapter 120 procedure. For more information see also answer to **Question 14.**

**Question 17:** What happens to the Mod after adoption through F.S. Chapter 120 procedure?

**Answer:** A document consisting of all the approved Code changes in legislative format will be published on the BCIS shortly after the completion of the F.S. Chapter 120 procedures.

**Question 18:** When do you expect the new Code (6th Edition, 2017 FBC) to go into effect?

**Answer:** See the answer to **question 14** above.

**Question 19:** Is the code going to be available before the projected effective date (see timeline/ see **question #14**) ?

**Answer:** Yes, the code will be available *6 months* before the effective date.

**Question 20:** If I have question about the code or code development process who do I call?

**Answer:** You can call the State of Florida Building Codes and Standards office at 850-487-1824.

**Question 21:** I have a question on the use of the website and mod submittal, who should I call?

**Answer:** You can call the State of Florida Building Codes and Standards office at 850-487-1824.

**Question 22:** What is the Draft 6th Edition 2017 FBC?

**Answer:** The Draft 6th Edition 2017 FBC is a document which consists of a foundation code “2015 International Building Codes” and Florida specific amendments. By statute, the Florida Building Commission (the Authority having jurisdiction with regard to the development and maintenance of the Florida Building Code) is required every 3 years to update the Florida Building Code using the latest edition of the International Codes (I-Codes, Published by the ICC) as a foundation to the updated FBC, and allow the public to comment to address Florida’s specific needs, and incorporate certain Florida’s specific requirements that are in the current FBC. For more history see our website at [www.floridabuilding.org](http://www.floridabuilding.org)

**Question 23:** I’m proposing a 6th Edition (2017) FBC code change, what documents should I use?

Answer: In order to submit a code change, use the 2015 I-Codes as the foundation and the Florida supplement to the 2015 I-Codes. These two documents are available from the following links:

1. I-Codes - <http://codes.iccsafe.org/I-Codes.html>
2. Florida Supplement - <http://www.floridabuilding.org/fbc/thecode/2017_Code_Development_Process.html>

After reviewing both the 2015 I-codes and Florida supplement to the 2015 I-Codes, cut the text of concern and revise as appropriate using legislative format for establishing your proposed code change.

**Question 24:** Do I receive a confirmation after I submit my mod?

 **Answer:** Yes the system is designed to show a confirmation screen and you also receive an email from the system confirming submittal. If you do not receive one please contact our offices and we can retrieve information on your mod.

**Question 25:** How can one search for an existing Mod?

Answer:

1. If just searching, there is no need to login, just go to “Proposed Code Modifications” from the homepage, then click “Find a Proposed Code Modification”.
2. If you happen to **know** the Mod number (4 digit number) just enter it in the top field along with the specific Code year. Then click “Search”.
3. If you happen to **not know** the mod number, but you do know the subcode, chapter, etc., you can select these options and then search for all available mods for the subject of concern. Please note the more variables you select, you will get less search results. We recommend starting broad and then refining your search.

**Question 26:** How can I enter the text of the mod if it keeps clearing the field or won’t allow me to type at all?

Answer:

1. We have noticed some text and whole paragraphs have been disappearing in the “text of Mod” portion of the code mod application. It could be one of two things, newer versions of Microsoft Word or Microsoft Internet Explorer.

***Note: The text of mod portion of the application will not work at all under Chrome or Firefox.***

1. If using Microsoft Word to copy and paste from a published document, this may also copy unwanted hidden formatting into memory and when pasted into the text of mod section it can cause problems. As a temporary fix you can copy and paste your work from Word or other documents into “Wordpad” or some other basic editor, and then copy and paste from Wordpad in to the “Text of Mod” box.
2. Copying and pasting your mod in to Wordpad strips off all of the extra information that the text of Mod portion of the application doesn’t seem to get along with. It will keep most the formatting including legislative formatted text and allow it to go in to the text block on the site without causing havoc. Also some documents such as pdfs and webpages can have this same extra data and we recommend copying and pasting this directly in to Wordpad to strip off the extra data and result in clean text. We recommend using Wordpad for most of your mod work.

Wordpad can be found on Windows machines under the bottom left Start button under accessories. You can also go to the bottom left start button and type *Wordpad* in the search bar*.*

1. Also you must use Internet Explorer (IE) Version 10 or higher and in IE 11 you have to use it in compatibility mode.  Any other browser like Chrome, Safari does not like the “Text of Mod” page. In internet explorer, try going to the little gear in the upper right and select compatibility mode.  Then add floridabuilding.org. Then go back to the text of mod page and it should work for you. To download the latest Internet explorer please visit the Microsoft website at this link below

[windows.microsoft.com/en-us/**internet**-**explorer**/**download**-ie](http://windows.microsoft.com/en-us/internet-explorer/download-ie)

To use Internet Explorer on Mac OSX please try this workaround
<http://osxdaily.com/2015/10/19/use-internet-explorer-11-mac-os-x-easy/>