

## WWW.FLORIDABUILDING.ORG

### PROPOSED CODE MODIFICATIONS/CHANGES (COMMENTS ON CODE)

#### USER INSTRUCTIONS

The instructions include:

Search for a proposed code modification/change

[Adding a new proposed code modification/change](#)

[Comment on a proposed code modification/change](#)

[Download modifications and comments](#)

All instructions originate from the Florida Building Code link from the homepage.

#### **Search for a proposed code modification/change**

You do not have to create a login and password to search for a proposed code modification.

1. To search for a proposed modification, choose Proposed Code Modifications/Changes or search for a code cycle. Then choose Search for Proposed Code Changes
2. At the search screen choose the criteria you search by, then click Search. If you know the modification number or section of the code modification type that in on this page.
3. The search results page has six columns, Mod #, Code volume, Section, Topic, TAC Status and Commission Status.
4. To see the details of the modification click on the modification number. That will provide all the details of the modification as well as the modification summary and any attached files. To view the attached file, click on the file. The attached file will be the Official Form and be in Rich Text Format.

There may be several files attached, the original, comments and/or revisions. Revisions are files that represent a modification by the Technical Assistance Committee (TAC) or the Commission.

#### **Adding a new proposed code modification/change**

You must create a login and password to submit a new proposed code modification. Go the New User link on the upper right hand corner of the webpage.

1. You must login to submit a code modification/change.
2. To add a new proposed modification, choose Proposed Code Modifications/Changes or search for a code cycle. Then choose Search for Proposed Code Changes.
3. Once you are logged in you will see the “New” button. Choose the New button
4. To enter a new/original modification you **MUST** download the Official Form and save to your hard drive to be attached later.

5. Choose the appropriate Code Volume you are commenting on.
6. Type in the code section
7. Choose the Topic. There is a topic for each chapter of the code.
8. The TAC and Commission statuses are not editable.
9. Click the "Attach File" button. If a code cycle is not open at the time of your proposed change you will receive a notice that you are not in a code cycle. Click OK to continue (Your proposed change will be considered but it may not be considered within a specific code cycle set by the Commission).
10. The Attached File Detail box requires that you type in a brief summary on any comment. If you have not downloaded the Official Form you can do so on this page. The Official Form must be filled out completely and saved to your hard drive. Proposed changes to the code MUST be in legislative format (strikeout/underline) and be saved in Rich Text Format. On original comments (see File Type) you must attach a completed Official Form. All sections of the form MUST be filled in. Example: In the section on fiscal impact, if there is no impact, type "None".
11. To attach the Official Form from step 4, or choose the Official Form link and save to your hard drive, then click Browse.
12. Search for the file on your hard drive and choose the file, then choose the Attach button. After the file is attached, click the Update button.
13. Commission staff will verify your proposed code modification and then it will be available to the public. Any files that are not submitted in the proper format or that have inappropriate language will not be verified. Staff does not approve or disapprove the validity of your proposed modification. It may take a few days to verify your modification during code cycles.

### **Comment on a proposed code modification/change**

You must create a login and password to comment on a proposed code modification. Go the New User link on the upper right hand corner of the webpage.

1. To search for the proposed modification you want to comment on, choose Proposed Code Modifications/Changes or Search for a Code Cycle. Then choose Search for Proposed Code Changes
2. At the search screen choose the criteria you search by, then click Search. If you know the modification number or section of the code modification type that in on this page.
3. The search results page has six columns, Mod #, Code volume, Section, Topic, TAC Status and Commission Status.
4. To see the details of the modification click on the modification number (underlined). That will provide all the details of the modification as well as the modification summary and any attached files.
5. To add a comment, choose the Add Comment button. The Attach file box will appear.
6. You must use the Official Form to make a comment. You may make a comment in the Summary or Comment box (the box will allow for 256 characters).
7. If you want to attach the Official Form you must download the form from this page. The Official Form must be filled out completely and saved to your hard

drive. Proposed changes to the code MUST be in legislative format (strikeout/underline) and be saved in Rich Text Format. On original comments (see File Type) you must attach a completed Official Form. All sections of the form MUST be filled in. Example: In the section on fiscal impact, if there is no impact, type “None”.

8. After you have completed the form click Browse.
9. Search for the file on your hard drive and choose the file, then choose the Attach button. After the file is attached, click the Update button.
10. Commission staff will verify your proposed code modification and then it will be available to the public. Any files that are not submitted in the proper format or that have inappropriate language will not be verified. Staff does not approve or disapprove the validity of your proposed modification. It may take a few days to verify your modification during code cycles.

**NOTE: If you make an additional comment on a Proposed Modification, include the text of the previous comment. The system will overwrite the first comment.**

#### **Download modifications and comments.**

To download modifications, comments and revisions.

1. Choose [Proposed Code Modifications/Changes or Search for a Code Cycle](#) , then choose [Search for Code Cycles](#) .
2. Choose All or the Subcode you wish to search by, then choose the Search Button. You should not need to input any data in the Date boxes since you are search within a Cycle.
3. Choose the Files link from the cycle you are search under.
4. Choose All from the Revisions box. That will return all the modifications, comments and revisions that are verified in the system.
5. Choose the files you wish to download by checking the box in the Files column, then choose Download. The system should ask you to add an “Applet” file, answer, yes.
6. Save the files to your harddrive.  
Note: At this time the system will only print one page of files at a time. Follow the procedure for each page.