



**APPENDIX C
CODE CHANGE PROPOSAL
NORTH CAROLINA
BUILDING CODE COUNCIL**

325 North Salisbury Street, Room 5_44
Raleigh, North Carolina 27603
(919) 647-0095
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Petition for Rule Making

Item Number _____

Granted by BCC _____

Adopted by BCC _____

Approved by RRC _____

Denied by BCC _____

Disapproved by BCC _____

Objection by RRC _____

PROPONENT _____ PHONE (____) ____ - ____.

REPRESENTING _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____ FAX (____) ____ - ____.

North Carolina State Building Code, Volume _____ - Section _____

CHECK ONE: Revise section to read as follows: Delete section and substitute the following.
 Add new section to read as follows: Delete section without substitution.

~~LINE THROUGH MATERIAL TO BE DELETED~~

UNDERLINE MATERIAL TO BE ADDED

Please type. Continue proposal or reason on plain paper attached to this form. See reverse side for instructions.

Will this proposal change the cost of construction? Decrease Increase No
Will this proposal increase the cost of a dwelling by \$80 or more? Yes No
Will this proposal affect Local or State funds? Local State No
Will this proposal cause a substantial economic impact (≥ \$1,000,000)? Yes No

Non-Substantial - Provide an economic analysis including benefit/cost estimates.

Substantial - The economic analysis must also include 2-alternatives, time value of money and risk analysis.

REASON:

Signature _____

DATE: _____

INSTRUCTIONS

Each proposed Code change request shall comply with the following policies:

Rule 1: The Original and twenty-two (22) copies of the proposed Petition for Rule-Making along with supporting documentation shall be filed with the Building Code Council Secretary. Submit one (1) electronic copy via email.

Rule 2: The filing shall be received by the first day of the month prior to the quarterly scheduled meeting date.

Rule 3: Each request shall be typewritten on this form and shall contain the following:

(1) The proposed rule change must be set forth in full and contain explicit reference to the affected section or sections of the Code.

(2) The request shall state the reasons for the proposed rule change with supporting documentation.

(3) The proposed rule change shall comply with the standards set forth in GS 143-138(c) and reference to the particular standards shall be set forth in the request for the amendment.

(4) The proposed rule change shall contain an economic impact analysis as required by GS 143-138(a).

Rule 4: When a request is improperly filed or not in accordance with all the rules listed above, the BCC Secretary shall reject the submittal and notify the applicant of the proper procedure to follow.

Rule 5: Upon the proper filing of a request, the BCC Secretary shall forward one copy of said request to each council member prior to the scheduled meeting date. Persons filing proposed petitions are hereby notified of the place and time of the scheduled hearings. The BCC Secretary shall cause to be published the notice of public hearing as specified in GS 143-138(a).

Rule 6: The Council shall either Grant or Deny the proposed Petition for Rulemaking at the meeting following receipt of the proposed rule change. The Council will take no further action on items that are Denied. Granted items may be referred to Committee for review.

Rule 7: The Council will hold a public hearing on Granted items at the next quarterly scheduled meeting. The Council will take final action on Granted items at the next quarterly scheduled meeting after the public hearing.

Timeline Example

Petition received:	February 1
Petition Granted:	March BCC meeting
Notice of Hearing published:	April NC Register
Committee review:	May - June
Hearing held:	June BCC meeting
Final Adoption:	September BCC meeting
Rules Review Meeting:	November RRC meeting
Approved:	December 1