



How to Submit a New Standard

Deadline-February 15, 2021

This informational page explains the necessary steps for proposing new standards for inclusion in the Group A 2021 Code Change Monograph. In accordance with ICC's Code Development Procedures, Council Policy 28, proponents must provide the ICC with two copies of each proposed new standard on or before **FEBRUARY 15, 2021**. Failure to provide a standard copy by the deadline will result in the code change being ruled as incomplete and the code change **will not** be processed.

A. In order to **comply** with CP 28:

- ✓ **SUBMIT** an authorized copy of the proposed standard to the ICC by uploading the standard via cdpACCESS®, or by emailing an authorized copy of the standard separately to refstandards@iccsafe.org or by mailing two hard copies of the standard to the ICC Central Regional Office in Country Club Hills, IL.
- ✓ **EMAIL** the required new standard copy for ICC internal use to the ICC Secretariat of the applicable committee at refstandards@iccsafe.org. *Note: This copy will not be posted without the Permission to Post letter signed by from the copyright holder, i.e., the standards promulgator.*
- ✓ **MAIL** the required new standard copy for ICC internal use (paper, CD or Flash Drive) to:
Attn: Codes and Standards Department, International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478

B. Further, it is **requested** that copies be provided to committee members that rule on code change proposals at the Committee Action Hearings. In addition to new standards, copies of referenced standards proposed for inclusion in code text already in the Codes should be provided to the respective committee as well. Typically, a code committee is comprised of 15 members. To provide a standard copy to each committee member, please *send* or *provide* as discussed below:

- ✓ **SEND** standards copies to the applicable code committee members via U.S mail using the committee address roster. Committee mailing address roster requests can be sent to refstandards@iccsafe.org. *Note: It is the sole responsibility of the proponent to distribute new standards directly to committee members.*
- ✓ **PROVIDE** an authorized standard copy (electronic) to the ICC for posting to an intranet, password-protected site only accessible to ICC staff and committee members for the sole purpose of viewing the standards. Prior to posting, every standard must be accompanied with a "Permission to Post letter" signed and dated by the proposed new standards copyright holder., i.e., the standard promulgator. Signed "Permission to Post" letters should be sent to refstandards@iccsafe.org

Note 1: It is strongly recommended that the standard files you send to ICC, for posting to ICC's password-protected intranet site, be PDF-formatted documents that are unlocked with no required passwords.

Note 2: ASTM standards can be requested for posting by contacting Steve Mawn at smawn@astm.org. As a courtesy, a special ASTM website is available to Code Committee members for the viewing of proposed ASTM standards. To ensure accurate posting of proposed ASTM standards, please provide Mr. Mawn with the complete standard title and specific year/version that you would like posted to the ASTM site. It is the sole responsibility of the proponent to contact ASTM to ensure the posting of ASTM standards. Any and all questions regarding ASTM standards should be directed to Mr. Mawn.

Remember the deadline is February 15, 2021. If you have further questions, feel free to contact the Codes and Standards Department at 1-888-422-7233, ext. 4345 or at refstandards@iccsafe.org.