



CRITERIA FOR SUBMITTING RULE CHANGES TO THE BOARD OF BUILDING STANDARDS

The Ohio Board of Building Standards processes all petitions for changes to the rules of the Board of Building Standards (Building, Mechanical, Plumbing, Boiler, Elevator, or Residential Codes) pursuant to ORC Chapter 119.

When anyone desires to petition the Board of Building Standards to adopt, amend, or annul a provision of rules of the Board, they must complete an application and provide supporting information submitted to the Secretary of the Board of Building Standards.

The application must include the following:

- (1) The date the application is prepared;
- (2) The rule number or section that is proposed for amendment, adoption, or annulment;
- (3) The rule numbers of all other rules that will be affected by the matter proposed;
- (4) The name, address, contact information, affiliation of the applicant, and of any representative;
- (5) The provisions that are proposed for adoption, amendment, or annulment;
- (6) The reason and technical justification for the proposed change;
- (7) All text to be eliminated shall be shown deleted by means of strikethrough, e.g., ~~matter to be eliminated~~;
- (8) All proposed new text to be inserted into a rule shall be shown as underlined, e.g., proposed new matter; and
- (9) One copy of the completed application and attachments.
- (10) An estimate of the increase or decrease in cost that would occur with the adoption of the proposed code change.

When the Secretary of the Board of Building Standards receives a completed application for an adoption, amendment, or annulment of rules of the Board, the Secretary will promptly deliver or mail a copy of the application to each member of the Board.

After receiving an application for the adoption, amendment, or annulment of rules of the Board, the Board of Building Standards shall proceed under sections 3781.101 and 3781.12 of the Revised Code.

Information on Submittal (attach additional sheets if necessary):	
1. Sponsor:	Organization sponsoring or requesting the rule change (if any)
2. Rule Title:	Title of rule change
3. Purpose/ Objective:	Technical justification for the proposed rule change
4. Formatted Rule Language (Using Strike-out for Deleted Text and Underline for Added Text)	Use strike-out for deleted text and underline for added text
5. Notes:	<ol style="list-style-type: none"> 1. To encourage uniformity among states using model codes, it is recommended that the submitter first submit any code change directly to ICC and participate in the national model code development process. 2. Please provide a copy of application and documentation. 3. Use a separate form for each code change proposal.