2020 Code Modification Process

Questions & Answers:

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

**Answer:**

1. Modifications (Mods) are submitted online (no pdf form) at [www.floridabuilding.org](http://www.floridabuilding.org).
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**. In order to register you need to select “***Register***” from the top menu bar on [www.floridabuilding.org](http://www.floridabuilding.org).
3. Make sure that your email in your registration is accurate, and is your primary email address. This ensures that you will receive timely updates and feedback from staff regarding your mod.
4. Mods that are not complete will not be considered by the Commission. Also, mods should be submitted far in advance of the deadline (See question 16) to allow ample time for staff feedback.
5. Online help - For further clarification on certain fields please check the online help for that field.

**Question 2: Can supporting documentation be submitted as part of a proposed mod?**

**Answer:** Yes, [www.floridabuilding.org](http://www.floridabuilding.org) allows for supporting documentation to be attached as a pdf. Additionally, figures and tables can be inserted directly into the text of a 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 general in nature, or offer 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**Question 4:** Can a proposed Mod be withdrawn after submittal?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:** First log in to [www.floridabuilding.org](http://www.floridabuilding.org) and under the “***Proposed Code Modifications”*** moduleselect ***“Manage Proposed Code Modifications”***. There you will find notices and status tabs for mods submitted by you. Staff also recommends checking your email for notifications from [www.floridabuilding.org](http://www.floridabuilding.org) or from staff.

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

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

**Question 8: Are the Florida Building Commission hearings on proposed mods open to the public?**

**Answer:** Yes, all Florida Building Commission and Technical 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. Ensure that all emails from @myfloridalicense.com and @floridabuilding.org are coming through to your email.

**Question 10: Can I submit my mod by other means, such as fax, email, CD, hardcopy, etc. in lieu of using the online** [www.floridabuilding.org](http://www.floridabuilding.org) **submittal?**

**Answer:** No, mods submitted outside [www.floridabuilding.org](http://www.floridabuilding.org) will not be processed. If you have any questions of the online mod submittal process please contact us at **850-487-1824**.

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

**Answer:** Upon submittal and based on subject matter, [www.floridabuilding.org](http://www.floridabuilding.org) will assign the mod to the appropriate TAC.

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

**Answer:** To find members of the Florida Building Commission go to [www.floridabuilding.org](http://www.floridabuilding.org) and click on the “***Florida Building Commission***” module on the left hand side of the screen. Then, click the “***Commission Members***” tab found in the menu.

To find members of the technical advisory committees go to [www.floridabuilding.org](http://www.floridabuilding.org) and click on the “***Florida Building Commission***” module on the left hand side of the screen. Then, click the “***Program Committee Agendas and Reports***” tab found in the menu. Next, click on the specific technical advisory committee. Finally, click the “***Members and Staff***” link. A roster for that specific technical advisory committee will appear.

**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 into the code mod form on [www.floridabuilding.org](http://www.floridabuilding.org).
3. There are pages throughout the proposed mod form that have required fields (***Blue titles with asterisks \*)*** which must be completed in order for the form to be accepted by [www.floridabuilding.org](http://www.floridabuilding.org).
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 completed.

**Question 14:** What are the timelines for the 7th edition code development process?

**Answer:** The timeline is to be determined. We will keep you posted. The tentative start date for submitting mods is November 2, 2018. The tentative effective date for the 7th Edition (2020) is December 31st, 2020.

**Question 15:** **When can the public start submitting proposed code modifications for the 7th Edition (2020) Florida Building Code?**

**Answer:** November 2, 2018. For more details see answer to **question 14.**

**Question 16:** **What happens to my mod after submittal?**

**Answer:** Staff verifies that the mod is complete and then changes the status to verified. Once a modification is changed to verified you should receive an email notification from [www.floridabuilding.org](http://www.floridabuilding.org).

Mods that are verified/complete will be compiled and published for comments by the public for 45 days. 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 committee (TAC). At the TAC meeting, which is open to the public, the TAC members will review the proposed mods and hear comments from the proponents and the general public. Based on the review and the comments received on the proposed mods, the TAC will render recommendations to the Commission for consideration.

After the TAC meetings, staff updates [www.floridabuilding.org](http://www.floridabuilding.org) with the TAC recommendations. After [www.floridabuilding.org](http://www.floridabuilding.org) is updated with the recommendations, a second 45 day comment period begins. Comments received on the proposed modifications after this second 45 day Comment period will again be compiled by staff and presented to the appropriate TACs for review and evaluation. The final step is for the Commission to approve the TAC recommendations and proceed with the rule adoption process pursuant to Chapter 120, Florida Statutes.

**Question 17:** **What happens to a mod if it is approved by the Florida Building Commission?**

**Answer:** A document consisting of all the approved code changes in legislative format will be published on [www.floridabuilding.org](http://www.floridabuilding.org). The Commission will then proceed with the rule adoption process pursuant to Chapter 120, F.S.

**Question 18:** **When do you expect the new code (7th Edition, 2020 FBC) to go into effect?**

**Answer:** The tentative effective date is December 31, 2020.

**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: I’m proposing a 7th Edition (2020) FBC code change, what documents should I use?**

**Answer:** The model codes and current Florida Building Code are good resources for developing proposed code modifications.

**Question 23:** **Do I receive a confirmation after I submit my mod?**

**Answer:** Yes, [www.floridabuilding.org](http://www.floridabuilding.org) is designed to show a confirmation screen and you will also receive an email from [www.floridabuilding.org](http://www.floridabuilding.org) confirming submittal. If you do not receive a confirmation please contact our offices and we can retrieve information on your mod.

**Question 24:** **How do I search for a mod?**

Answer:

1. If just searching, there is no need to log in. Go to the “***Proposed Code Modifications***” module on [www.floridabuilding.org](http://www.floridabuilding.org), 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 do **not know** the mod number, but you do know the sub code, 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, the less search results you will receive. We recommend starting broad and then refining your search.

**Question 25:** **I am having trouble entering my mod in the “Text of Mod” field. What should I do?**

Answer: The mod text field has been updated and is now compatible with different browser types. The main supported browser is still Internet Explorer but Google Chrome and Mozilla Firefox may also work. If you are having problems we suggest changing computers and changing browsers.

1. The mod text field has also been updated to allow full Word documents to be pasted into the mod text field. Before pasting make sure to double check tables and formatting to be sure that the paste has transferred the information clearly.
2. It is also recommended that you use a basic text editor, like WordPad, if you are building a proposed mod from scratch. This will allow you to cut and paste your proposed language from the basic text editor into the mod text field.