



CP#11-03 – Committee Interpretations on International Code Provisions

Approved: 01/17/04 | Revised: 05/31/24

- 1.0 Purpose of Council Policy:** This policy establishes the role, purpose and procedures for the ICC Interpretation Committees.
- 2.0 Name of Committees:** ICC Interpretation Committees.
- 3.0 Objectives of Committee(s):** The objectives of the ICC Interpretation Committees are to process Committee Interpretations for the various codes published by the International Code Council. Committee Interpretations represent the official position of the International Code Council. The final authority of code Interpretations is the responsibility of the code official. This policy is not intended to obviate the final decision made by the code official.
- 4.0 Rules and Procedures of Committee(s):**
 - 4.1 Responsibilities:** The responsibilities of the Interpretation Committees are:
 - 4.1.1 To review and ballot the Interpretations in accordance with the procedures herein, and
 - 4.1.2 To sponsor proposed code changes to the ICC International Codes where necessary to clarify text of the codes based on Interpretations considered by the Interpretations Committees.
 - 4.2 Secretariat:** The Interpretations Committees shall have a single Secretariat appointed by the CEO. All correspondence relating to Committee Interpretations of International Codes shall be directed to the Secretariat. The Secretariat shall be responsible for the processing of Interpretation requests, distribution of approved Interpretations, submitting of proposed code changes, compilation and printing of the ICC Interpretations Manual, and any other related tasks as necessary.
 - 4.3 Membership:** Each International Code has an Interpretation Committee appointed by the applicable council in accordance with CP#9 – Role & Structure of Advisory and Engagement Councils.
 - 4.4 Meetings:** The meetings of the Interpretations Committee are held remotely. In the event that there is a need for an in person meeting, ICC will provide reimbursement for all reasonable travel expenses of Governmental Members serving on the Committees in accordance with CP#4 – Members & Volunteer Travel Reimbursement when those members incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC CEO or their designee.
 - 4.5** In accordance with CP#7, the ICC Interpretation Committees shall be considered ad-hoc technical committees.

5.0 Submittal of Committee Interpretation Requests:

- 5.1 Intent:** Any ICC Member may submit a request for a Committee Interpretation, which will be duly considered when in conformance with these rules of procedure.
- 5.2 Form and Content:** Interpretation requests shall be submitted in writing to the Secretariat. Questions should be written in such a form that they can be answered either yes or no. Each request shall be clearly identified with name, company name, mailing address, e-mail address, telephone number and ICC Membership Number of the requesting party. Questions not clearly phrased will be rewritten by the Secretariat for accuracy and conciseness, subject to review by the party requesting the Interpretation
- 5.3 Code Reference:** Interpretation requests shall identify the publication year of the International Code in question. The two most recent editions of an International Code are eligible for Interpretation. Questions shall address one or more specific code sections. Questions addressing separate topics shall be clearly identified as such.
- 5.4 Limitations:** Committee Interpretations are intended to clarify issues which are not addressed directly by the literal text of the ICC International Codes and are interpretive in nature. A request for a Committee Interpretation will not be processed if it involves:
1. a determination of compliance of a specific product, design or installation;
 2. a determination of compliance of an equivalency of protection;
 3. a specific construction project;
 4. judgment or knowledge not readily available in the written request or which can only be acquired as a result of an on-site inspection
 5. code text that clearly provides the requested information
 6. the reason a specific code provision is found or not found in the code,
 7. judgment of an issue not addressed in the code, or
 8. commentary text or figures.
 9. Performance requirements

6.0 Processing of Committee Interpretation Requests:

- 6.1 Intent:** Processing of Interpretation requests is intended to provide that each request complies with these procedures, that the Interpretation reflects the intent of the code, and that the Interpretation is processed in a timely manner.
- 6.2 Preparation:** The Secretariat processes each request, providing answers and reasons for the answers to the Interpretation questions, and distributes the request to the Secretariat for the applicable code development committee for review and comment. The Secretariat shall include any written comments with the draft response and submit to the Committee for their deliberation and ballot.
- 6.3 Member Review:** Each proposed Committee Interpretation shall be posted on the ICC website for ICC Membership review and comment for a period of 30 calendar days. All member comments shall be sent to the Secretariat in writing, and shall be forwarded to the Committee.
- 6.4 Ballot Return:** Committee members must vote approval or disapproval and return the ballot within 20 calendar days from time of receipt. A disapproval vote of the Interpretation must be accompanied by the reason for disapproval and a

revised draft response correcting the perceived deficiency.

7.0 Committee Balloting:

- 7.1 Quorum:** A majority of the Committee members must submit a ballot for the balloting to be valid. Ballots not returned will be counted as abstentions.
- 7.2 First Ballot:** Approval votes by not less seventy-five percent (75%) of the Committee members, based on the number of votes cast, is required for approval of the interpretation on the first ballot. If less seventy-five percent (75%) of the votes are for approval, the Interpretation request is returned to the Committee as a second ballot.
- 7.3 Second Ballot:** After due consideration of the dissenting comments, the Secretariat will revise the interpretation. The Secretariat will circulate the first ballot's reason(s) for disapproval and the revised interpretation for balloting by the Committee. Approval votes by not less than sixty seven percent (67%) of the Committee members, based on the number of votes cast, for the revised interpretation or the original (first ballot) interpretation are required on the second ballot for acceptance. If less than sixty seven percent (67%) of the votes are for approval, the Interpretation request shall be considered unresolved pending action in 7.4.
- 7.4 Unresolved Interpretations:** The Secretariat shall notify the requesting party, citing the negative comments as reason for failure to achieve Committee consensus, and a Committee Interpretation shall not be issued.

8.0 Publication:

- 8.1 Interpretation Publication:** An ICC Interpretations Manual shall be published triennially. Approved Committee Interpretations shall be posted on the ICC Website in pdf format for downloading.