**INSTRUCTIONS**

* Each code section must be submitted on a separate form.
* Each proposal must be written in legislative format.
* Proposed code changes shall not reduce any fire or life-safety provision without including additional provisions that comply with the intent of the unaltered code, and results in an amendment that is no less equivalent of that prescribed in the code in quality, strength, effectiveness, fire resistance, durability and safety for the purpose intended.
* The justification should address safety impact, enforceability, cost effectiveness, or unique local conditions.
* This proposal form must be completed electronically. Handwritten forms will not be accepted.
* If additional space is needed, please complete page 2.
* Return the form during the established comment periodto the Building Code Enforcement Regulatory Affairs office via email at [heath.wierck@houstontx.gov](mailto:heath.wierck@houstontx.gov) or [michael.howard@houstontx.gov](mailto:michael.howard@houstontx.gov).

**CONTACT INFORMATION**

Heath Wierck — 832-394-9171 or Michael Howard — 832-394-9042

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| **Name: Click here to enter text.** | **Email: Click here to enter text.** |
| **Organization**: **Click here to enter text.** | **Phone:** **Click here to enter text.** |
| **Code: Click here to enter text.** | **Code Section**: **Click here to enter text.** |
| **Proposed Change in Legislative Format** (new words underlined ~~deleted words struck out~~):  Click here to enter text. | |
| **Justification: Date:** Click here to enter a date.  Click here to enter text. | |

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| **FOR OFFICE USE ONLY** |
| Approved Denied Modified Date: Click here to enter a date.  Comments: Click here to enter text. |