

REPORT

CITY OF HOUSTON CONSTRUCTION CODE MODERNIZATION



EXTERNAL PUBLIC PARTICIPATION PLAN (PPP)

PREPARED FOR

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Project #: 4600017245 2022-109
Report #: 1JDJ21017
Date: Updated February 9, 2023
Version: V5, A.M.

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Revision Record Summary

Revision	Revision Summary
0	Initial use
8.1	Combined Knudson Strategy Doc and CoH Doc
3	From PPS to PPP Combined Knudson Strategy Doc and CoH Doc
5	Added additional language to minimum requirements for amendment proposal submittals.



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CITY OF HOUSTON CONSTRUCTION CODE MODERNIZATION

Public Participation Plan (PPP)

Welcome to the City of Houston's Construction Code Modernization project, designed to build a resilient and sustainable City that can shield us from future shocks and stressors to keep Houstonians safe, healthy, and strong.

Mayor Turner turned to Director Haddock to ask her how to best utilize Federal funding the City received due to the overwhelming impact Hurricane Harvey had on our built environment. Seizing the opportunity Director Haddock requested that the City, that was just about to implement the 2015 Edition of the construction codes, move immediately into implementing the 2021 Edition of the Construction Codes. Construction Codes play a major role in mitigating against hurricanes, storm surges, and extreme weather changes. By staying current in our building codes, we can help our citizens protect their homes and businesses providing safety and greater economic security.

Overview

The Public Participation Plan (PPP) is designed to engage all interested in the City of Houston's Building Codes. The process has been devised to be all-inclusive and transparent, laying the foundation for every stakeholder to be heard and have a voice in the decision-making process of the project.

Stemming from the aftermath of Hurricane Harvey, in 2022, Mayor Turner initiated the Construction Code Modernization (CCM) project to move the City from the 2015 Edition of the Building Codes to 2021 Edition, all to develop sustainable, resilient infrastructure for the safety and welfare of the City's residents.

The strategy identifies three (3) target markets: External Stakeholders, Internal Stakeholders, and the General Public. Various messaging and communication strategies have been developed in order to inform all stakeholders and the general public about the Mayor's CCM project and the benefits that will result from these initiatives. Internal stakeholders are those that participate in the City's private and public property development review, approval, permitting and inspection process throughout multiple departments of the City of Houston. The External stakeholders group includes developers, architects, engineers, and specialty trade professionals such as plumbers, electricians, and heating and ventilation installers. All Houston residents will be the focus of our General Public Outreach, but due to the nature of the overarching issues of Climate Change and building resilience into our built environment, we believe the outreach could extend to many other interested parties that would like to learn from Houston's Construction Code Modernization Project and the impact it may have on them and their communities.

The 2021 Edition of the construction codes are targeted to be delivered before Houston City Council for adoption no later than August 1, 2023. In order to accomplish this timeframe, four Task Force Groups (TFG) will be established consisting of City Staff and Stakeholder subject matter experts that will meet weekly and complemented by the Construction Code Modernization Committee (CCMC) that will meet monthly. The process has been designed so that during each TFG meeting, action items will be



identified before submitting to the CCMC meeting, for code updates by category. By using a “triage” system of separating controversial items from those action items that are readily acceptable and adoptable; a substantial portion of the update can be accomplished quickly while ensuring all stakeholders have an opportunity to submit their requests, attend appropriate meetings to discuss their proposed amendments, and attend several public participation meetings. This process will ensure everyone will have an opportunity to be heard and their amendments to be considered.

These groups have been designed to provide input by community stakeholders to assist the City Code Development Committee in making any necessary amendments required to meet the specific needs of the City to enhance the efforts in building sustainable resilient buildings and to protect the health, safety, and welfare of those who live, work, study and play in Houston.

The Construction Code Modernization will also take into consideration initiatives for climate change, energy efficiency, and other related amendments such as those identified in the City of Houston’s Green Initiatives and Resiliency Plan and Climate Action Plan Initiatives, the Municipal Building Decarbonization and Benchmarking Policy and concerns of the Office of Recovery.

History and the Impact of Hurricane Harvey

In August of 2017, 52 inches of rain in a 5-day period resulting in over 300,000 households impacted and over \$2.5B in damaged city facilities and infrastructure. In response to the Presidentially declared disaster Hurricane Harvey, the City of Houston appropriated \$835 million in a Community Development Block Grant-Disaster Recovery (CDBG-DR) funding from HUD through the Texas General Land Office, for Build It Forward programs and \$23 million for Local Action Plans for the development and implementation of programs that directly benefit the residents of the City of Houston.

Houston, known as The Bayou City, has 22 different bayou systems and watersheds. There are 5,595 buildings in the floodway and roughly 162,000 buildings in the 236 sq. miles of mapped flood plains that cover The Bayou City. These funds are dedicated to the planning and programming required to address Houston’s overwhelming needs to adapt and mitigate against flooding, storm surges, hurricane force winds, and significant rainfall.

Mayor Turner initiated the Resilience Planning Studies that resulted in 7 programs and plans. The objective of these plans and programming is intended to make the City and its residents more prepared for future disaster events. These activities range from short-term to long-term, multifaceted engagements with local and regional stakeholders that will develop strategies for (1) protecting residents and the built environment from future natural hazards; (2) determining sustainable, long-term, resilient, and equitable housing solutions; (3) enhancing building and development codes; and (4) protecting and preparing vulnerable populations that are often the least likely to recover from disasters. The seven (7) plans and/or programs are:

- Construction Codes: Ensure the health and safety of buildings, their functions, and the communities they serve by adopting the most current building codes. This will allow the City to build beyond conventional minimum standards and establish building practices that are inherently more resilient and adaptive and have a greater focus on advances in building



sciences. This will allow Houston to significantly increase the resilience of our communities by mitigating the damages caused by disasters.

- Sidewalks: Make Houston streets 100% safe for all Houstonians and visitors and enable mobility choices that improve well-being and reduce the cost of living.
- Stormwater Master Plan: Advance research and technology to improve water management.
- Hazard Mitigation Plan: Leverage disaster recovery efforts to accelerate the implementation of resilience measures.
- Neighborhood Resilience Plans: Support equitable neighborhoods through community planning and programs.
- Resilient Hubs: Develop 'Resilient Hubs' to serve as Neighborhood Resilience Hubs across Houston that are intended to operate before, during, and after disturbances, making them steady-state assets for local emergency management and city officials.
- Buy In/Buy Out Plan: Develop a comprehensive Buy-In/Buy-Out Plan for the City of Houston, facilitating various options for Houstonians to move out of the Houston floodways or floodplains impacted by major storms.

In a few short years, here are just a few accomplishments achieved through Mayor Turner's efforts:

- June 2022 – Kick-off of the Construction Code Modernization project that will allow Houston to significantly increase the resilience of our communities by mitigating the damages caused by disasters by modernizing our building codes.
- December 2021 - Mayor Turner and the Sunnyside Landfill Solar Project were honored by the 15th Annual Mayors Climate Protection Awards, along with 12 other mayors. The Climate Protection Awards are made possible through a partnership between the U.S. Conference of Mayors and Walmart.
- November 2021 - City of Houston Received an "A" Grade for Citywide Climate Action and is named "New Generation of Climate Leaders on CDP 2021." The CDP recognized the City of Houston as one of just 95 cities across the globe that is taking bold leadership on environmental action and transparency. The CDP is formerly known as the Carbon Disclosure Project.
- August 2021 – Mayor Turner announced the formal creation of both the Green Stormwater Infrastructure (GSI) Awards and Recognition and the Expedited Permitting Pilot programs. The creation of these programs is only the latest step in the City of Houston's aims to encourage "green" development as per the Houston Incentives for Green Development, part of the larger Resilient Houston city-wide strategy.
- April 2021 - The U.S. Green Building Council (USGBC), creators of the LEED green building rating system, in April 2021, announced Houston as one of 15 cities and counties that will commence certification in a national cohort supported by the LEED for Cities Local Government Leadership Program.



- December 2020 - Houston City Council Approves New Green Stormwater Infrastructure Tax Abatement Program and Updates Existing LEED Tax Abatement Program to Improve Houston's Climate Resilience and Sustainability.
- October 2020 - Mayor Turner Named as Board of Directors Chair of Resilient Cities Network. Resilient Cities Network focuses its new city-led entity on strengthening cities capacity to recover from COVID-19 and build a safe and equitable world.
- October 2020 - City of Houston's Planning and Development Department and the Mayor's Office of Resilience received top awards for planning projects in Texas by the American Planning Association (APA) Texas Chapter as the state's best planning projects, advocates, and communities for 2020. Mayor Turner's Resilient Houston strategy earned gold in the resilience category and the Planning and Development Department earned silver in the implementation category for its User's Guide for Walkable Places and Transit-Oriented Development.

Mayor Turner's Strategies

The Construction Code Modernization (CCM) project stemmed from several initiatives driven by Mayor Turner to mitigate climate change. These initiatives include the development and oversight of Houston's Climate Action Plan, Houston's Resilience Plan and Houston's Hazard Mitigation Plan, and the Stormwater Master Plan. Houston's local plans and programs look at our built environment to mitigate and adapt to the ever-changing climate stressors including hurricanes, severe rainfall, storm surge flooding, extreme temperatures, extended periods of drought, and the urban heat island effect.

Construction Codes—and their consistent and timely updating and enforcement—ensure the health and safety of buildings, their functions, and the communities they serve. The Houston Public Works mandate for this code adoption is to adopt the 2021 Code Editions as a base code with local amendments that: help strengthen and ensure long term sustainability and resiliency in Houston; do not reduce the fire- or life-safety provisions without providing an equivalency to what's found in the base code; and comply with the intent of the code in quality, strength, effectiveness, fire-resistance, durability, and safety for the purpose intended.

click here: [Public Participation Plan](#)

Adopting a standard code review process that follows the same cycle as the International Code Council (ICC), allows the City to keep up with building practices that are inherently more resilient and adaptive and have a greater focus on advances in building sciences. Following the ICC's lead and creating benchmarks for building beyond conventional minimum standards will significantly increase the resilience of our communities by mitigating the damages caused by disasters.

To support Houston and other municipalities across the nation the Biden-Harris Administration launched an initiative to modernize building codes, improve climate resilience, and reduce energy costs.

This year FEMA, in partnership with ICC, released a new building codes strategy, redefining the goals and objectives it will pursue to promote the application, adoption, and enforcement of hazard-resistant building codes across America using ICC Codes.



The Construction Code Modernization (CCM) project will assist with code review and adoption process, and develop a modernized, resilient, and accessible City Construction Code through the consolidation of references, amendments, and ordinances, with an emphasis on incorporating (1) resilient construction, (2) accessibility to those codes and (3) practical application of those codes and standards.

To achieve a smooth and effective CCM process, Jensen Hughes was selected as the City's preferred expert to assist the City of Houston in updating the current 2015 Edition of codes to the 2021 Edition of codes and to recommend best practices and procedures for maintaining the most current codes, all for the safety and welfare of its citizens. Jensen Hughes subcontracted Knudson LC to develop the stakeholder engagement processes that includes the Public Participation Plan (PPP).

Houston is constantly growing and evolving. This robust, unwavering progress requires a permanent daily effort to sufficiently maintain and upgrade our building codes and ready us for the thriving future we are cultivating every day.

Now, more than ever, we must be at our strongest and most resilient as we Build Houston Forward. Together we create a strong foundation for Houston to thrive!

Goals, Objectives, and Timeline

The CCM project was officially kicked off in mid-June of 2022 and will take two (2) years to successfully complete the six (6) tasks to accomplish the City's goals and objectives.

The overall goals include:

Task 1: Project Management

This is an ongoing task that outlines the measurable goals and establishes a budget and timeline to achieve the CCM project objectives.

Task 2: Existing Code Review

Jensen Hughes was hired as a consultant to complete the City of Houston's 2015 - 2021 Comprehensive Code Analysis and Comparison Guides. The Customer Assistance Code Development Staff (CACD staff) will work with Jensen Hughes to assure that even the smallest of details are identified and corrected to minimize delays in an already compressed schedule to deliver to the Houston City Council no later than August 2023.

This task began in late June of 2022 with a completion date of December 2022, including Customer Assistance and Code Development (CACD) of the Houston Permitting Center review of the code analysis. Once the 2021 proposed codes and the comparative analyses are completed, the stakeholder engagement process will begin in December. Task 2 will be completed in four groups of Task Force Group (TFG) meetings divided up by the Construction Codes. Each Task Force has been labeled Task Force Group 1 through Task Force Group 4. The Chairs and oversight of the four Task Force Groups will be jointly shared by Byron King, the Houston Building Official, and the Project Administrator for the CCM project Michael Howard, Deputy Assistant Director of CACD of the Houston Permitting Center, or their designee. The chairs of each TFG will have a Co-Chair, who is an industry leader and



representative of a non-profit organization or association. Approximately 15-25 members will be appointed by the City to serve on each of the four Task Force Groups. It is anticipated that the member's participation in each task group will be on a volunteer basis. Anyone will be able to submit a request to participate in a TFG; however, due to the aggressive goal for City Council to pass an ordinance to accept the 2021 Construction Codes no later than October of 2023, we have designed the groups to represent the subject matter experts for each specific code while also representing the community at large. The process will allow the public and all stakeholders a significant amount of time over a five-month period to prepare for and submit their code amendment recommendations. There will be a 30-day Public Comment period for each code amendment submittal, two Public Participation Meetings with several opportunities to speak to the City in person.

Figure 2, the [Process/Organization Flow Chart](#) illustrates the process. Each Task Force Group (TFG) will review the proposed code amendments between Group 1 through Group 4 and recommend the approval of the code modification through the full Construction Code Modernization Committee (CCMC) made up of 50-70 subject matter experts from the City and industry including, but not limited to: building owners, developers, design professionals, and contractors. Final review and approval of proposed amendments will be completed by the City of Houston Code Development Committee.

The easier amendments will be reviewed and approved first in the process starting with Task Force Group 1. The Resolution Committee (RC) will address all unresolved 2021 Code amendment proposals over the five-month stakeholder engagement period. The RC will provide a report with recommendations on unresolved proposals to the Construction Code Modernization (CCM) staff and the Houston Code Development staff for review and final comments before submitting the final decision to the CCMC. At any time, the RC committee, each TFG, the CCMC, the CCM staff or the Houston Code Development Committee may confer with representatives of opposing positions, either separately or as a group, as part of the resolution process. The Houston Code Development Committee shall submit the final proposed Houston Amendments to the Building Official for approval.

The Building Official shall be the ultimate authority and resolve any items that the TFG, CCMC, RC, and the Code Development Committee could not collectively resolve.

The Code amendment process will be initiated in the order below:

Task 2 will be completed in 4 groupings in accordance with the schedule shown in [Appendix 1 – Timeline of Project](#).

- Task Force Group 1 (TFG-1) includes the International Building Codes (IBC), International Fire Codes (IFC), and International Existing Building Codes (IEBC). The model codes will be released to the public for a 30-day Public Commit period for stakeholders to offer code amendment submittals.
- Task Force Group 2 (TFG-2) includes the International Residential Code (IRC) and International Swimming Pool and Spa Code (ISPSC). The model codes will be released to the public for a 30-day Public Commit period for stakeholders to offer code amendment submittals.
- Task Force Group 3 (TFG-3) includes the International Energy Conservation Code (IECC) and the International Performance Code for Buildings and Facilities (ICCPC), The model codes will



be released to the public for a 30-day Public Commit period for stakeholders to offer code amendment submittals.

- Task Force Group 4 (TFG-4) includes all mechanical, electrical, and plumbing codes. The model codes will be released to the public for a 30-day Public Commit period for stakeholders to offer code amendment submittals.
- All proposed code amendments submitted by each Task Force Group (TFG) to the CCMC will be discussed and vetted at their monthly meetings. The CCMC meetings will begin in January 2023 and end in April 2023.
- The Resolution Committee (RC) will address all unresolved 2021 Code amendment proposals over the five-month stakeholder engagement period and shall meet on an as needed basis.

Task 3: Stakeholder Engagement

Upon completion of the 2015 to 2021 code analysis, the City will kick off the Public Participation initiatives as laid out in the [Public Participation Plan](#) that will continue throughout the project. Included in this is the Stakeholder Engagement process to begin in December and conclude in April 2023.

The Public Participation Plan (PPP) is designed to obtain comments and input into the Construction Code Modernization Committees recommendations in the most efficient manner. Each specialty Task Force Group (TFG) is designed to provide broad expertise in the 4 categories of Construction Code Modernization listed below that cover the proposed building code amendments. It is anticipated that the member's participation in each task group will be on a volunteer basis.

During the Stakeholder Engagement process of the project, the public and all internal and external stakeholders including architects, engineers, builders, developers, tradesmen, and technical subject matter experts will have an opportunity to review, along with the City employees and Jenson Hughes, all codes up for adoption. The public and every stakeholder can submit a request through a defined process and have an opportunity to speak with appropriate City employees about the model code or amendment recommendations for a code.

Each Task Force Group (TFG) will be comprised of agency representatives that are experts in each of the proposed areas of code amendments including code experts by category, agency representatives by a professional association, and recognized experts within the trade industry. The Task Force Group will have a committee/subcommittee process that will work concurrently in the four categories of Construction Code Modernization. Each TFG will include approximately 15-25 members depending on the code category. Each TFG Chair and Co-Chair will also be a member of the larger Construction Code Modernization Committee (CCMC). The specialty Task Force Group members will be ambassadors for the Construction Code Modernization process and will assist the City in informing the building industry why a proposed code amendment is crucial for the City and will educate city-wide stakeholders on the proposed amendments for a better understanding of the benefits.

The larger Construction Code Modernization Committee (CCMC) will be comprised of approximately 50-70 members. The members within the CCMC will be an extensive representation of the industry including design professionals, contractors, home builders but will also include stakeholders that will be



affected by any proposed code amendments including suppliers, neighborhood groups, and subject matter experts of the Houston Code Development Committee.

Rules of engagement are outlined along with submittal processes in the [Structure and Process](#) section and will be further refined as we get closer to the kick-off. Announcements will come in many formats including:

- City Website:
- Media Releases
- City Newsletter
- Emails, E-Blasts
- Attending Association Events
- Interviews
- Surveys
- Local Association's Publications
- Speakers Bureau and Presentations
- Social Media outlets

The Public Participation Engagement continues in [Task 5: Implementation Strategy](#) which will utilize the toolkit to be developed in [Task 4: Toolkit and Technical Memos](#) that best presents the new construction codes and how to utilize them in their current construction projects.

During this time, as the code amendments running documents for each code are finalized and approved by the Houston Code Development Committee and the Houston Building Official the City's Legal Department will begin to review the finalized draft code amendments.

To accomplish this timeframe, the specialty Task Force Group and the Construction Code Modernization Committee meetings will be synchronized. The TFG Meetings will be held prior to Construction Code Modernization Stakeholder meetings. This coordinated process of Task Force Group's initial review, the Resolution Committee management of unresolved amendments, and the Construction Code Modernization Committee final review is the best way to meet our aggressive 12-month schedule.

Task 4: Toolkit and Technical Memos

This task of the project will begin in April of 2023 and continue until the end of August 2023.

A comprehensive technical analysis of the City's future Construction Codes and building regulations will be completed. The technical analysis will provide a summary of consistencies and/or inconsistencies between the current Construction Codes, the Resilient Houston Strategy, the Climate Action Plan, and other recommended resources.

Tools will be developed to include online training courses for use in training City staff members that will also provide continuing education units (CEUs) for City staff. Presentations can be utilized as training tools for professional code users, community residents, educational institutions, and civic associations.

A Code Comparison Cross Reference Guide will be created. This cross-reference guide will be a user-friendly guide to assist end users in determining what changes were made between the existing Houston Construction Codes and the 2021 model construction codes under review and any proposed Houston



amendments. The cross-reference guide will include the technical justification associated with any new changes and justification for proposing any deviation from the minimum model codes under review as well as identify the intended application for any proposed change.

A User's Manual will also be developed to assist end users how to navigate through the new Houston Construction Codes.

The Houston Permitting Center's website located at www.houstonpermittingcenter.org/construction-code-modernization will host all teaching publications, videos, the User's Manual, and a comprehensive listing of all new City Construction Codes that present all the significant changes contained in the-2021 codes.

During this time, the City's Legal Department continues to review the finalized draft code amendments as each code analysis phase is completed. Legal review is projected to be completed by the end of May 2023 and presented to City Council in June 2023, allowing for time to review and approve before the end of July 2023.

Task 5: Implementation Strategy

After the completion of the Toolkit at the end of August of 2023, Jensen Hughes and the Construction Code Modernization Team will train the City's internal stakeholders on the new codes and how to utilize any new tools that the City decides to embrace to gain in efficiency, quality, and ease of use.

During this period a series of issue papers will be issued and culminate in a well-organized and user-friendly suite of construction code documents that reflect the City's needs, values, and resources through easy-to-read text and graphic explanations. Based on stakeholder input, these issue papers will be consistent with the goals, objectives, policies, and guiding principles established by the City, Houston Public Works, and the Houston Permitting Center. The intent of the issues papers is to create a set of tools that would encourage consolidation and overlays wherever possible and/or requested. These issue papers will provide specific justification for all proposed code changes and to aid all stakeholders and the public to understand the City of Houston's need for adoption and to highlight how changes will benefit the City and its residents.

Upon completion of all internal staff trainings, the City will announce to the public the upgrade to the 2021 construction codes and host half-day public workshops and presentations along with video trainings to help educate design professionals, engineers, contractors, and those individuals that are involved in the design and construction industries. Task completion date is targeted for January 2024.

Task 6: Standard Operating Procedures (SOP) Development

In January 2024 through May 2024, processes will be determined that support the City when upgrading to future codes so that Houston will remain a competitive city by offering an easy, efficient, and cost-effective way to build in Houston. Various user-friendly platforms will be studied and demoed, and research will be conducted to determine what cities to benchmark from.



Upon completion of the research and upon the acceptance and approval of the City to embrace a new effective process, a road map will be developed to lay out the opportunities to achieve the best strategy in implementing future building codes along with steps and guidelines to achieve this objective.

Standard Operating Procedures (SOP) will include identification of necessary justification requirements for any proposed changes and will include information providing a detailed draft review and approval process including stakeholder engagement strategies to be published along with a “Style Guide” for the new Code to allow City staff to prepare future versions in a similar format to ensure consistency.

Additionally, user-oriented educational tools will be developed that include the following:

- Existing City Construction Code Review Procedures
- New Model Code Amendment Procedures
- Amendment Directory
- Cataloged Code Listings
- Description of all Operation Procedures
- Code Development Criteria

After a successful completion and adoption of 2021 Edition of codes, after training internal staff and external stakeholders, and upon determining and laying out a foundation for future code updates, the project will conclude at the end of May 2024.



Public Participation Plan

Model Cities

The Public Participation Plan (PPP) will be our roadmap on how to execute the outreach process. It is designed to obtain comments and input from community stakeholders into the Construction Code Modernization recommendations in the most efficient manner. For the 2021 Construction Code Modernization project every consideration has been given to provide inclusion and transparency. As a starting point, the City of Houston provided its previous 2015 stakeholder engagement process. We researched cities across the United States that in the past five years have updated their construction codes. This study allowed us to apply best practices for stakeholder engagement in the code development analysis and proposals. We spoke with various city leaders to ask about their experiences and what will they do differently in their next code update.

The cities that were contacted and researched include, but are not limited to:

- Chicago, IL
- New York, NY
- Los Angeles, CA
- Atlanta, GA
- Austin, TX
- Fort Worth, T

Based on our research we designed the structure to allow for a vetting process that will focus on the public code amendment proposals and potentially significant changes in 2021 from 2015. Documents will be prepared by JH for the stakeholder input process to help streamline the process. During the months of December 2022 through April 2023, stakeholders will have an opportunity to work with the City in various groups. The proposed strategy is to create a group of industry leaders to review, and vet submitted proposed amendments within their specific code category and to be ambassadors for the City, advocates that embrace and promote Mayor Turner's Construction Code Modernization project.

Four specialty Task Force Group work teams will be established with broad expertise in the four (4) groupings of codes, listed under the Task Force Groups section, that cover the proposed construction code amendments.

The Public Participation Plan is drafted to obtain public input on the code amendments by category. Members will be selected for their specific expertise in a code category. It is anticipated that community member's participation in each TFG will be on a volunteer basis working alongside the City of Houston Code Development Committee of Public Safety subject matter experts including but not limited to, those working in the Houston Fire Department, Planning Department, Office of City Engineer, and Houston Public Works mechanical, electrical, or plumbing, inspectors and plan analysts dedicated to code development and enforcement.

The JH Team will present to each TFG their code grouping of Houston's 2015 amendments, significant changes in 2021 from 2015, and public code amendment proposals. Each TFG will then focus on the proposed amendment proposals received by external stakeholders. After the review and input of each



TFG, they will submit any unresolved amendments to the Resolution Committee (RC). The RC will then send to the Construction Code Modernization Committee (CCMC) any items of concern for discussion along with the final vetted proposed 2021 construction codes. This asynchronous vetting process of Task Force Group (TFG) and Construction Code Modernization Committee (CCMC) vetting amendment process along with a Resolution Committee (RC) that will manage the unresolved proposed amendments and any special issues or concerns is the most conducive and effective way to meet an aggressive 12-month schedule. This approach will be to identify the purpose and need for the identified amendments and provide an explanation of the change to the public.

Stakeholder Engagement

The Public Participation Plan incorporates an engagement process communicating with professional organizations, elected officials, technical associations, and ultimately the Super Neighborhood Committees and other organizations to ensure inclusivity and transparency.

The Public Participation Plan (PPP) is a blueprint for how we will reach out to and engage the professional communities that are most affected by the various code amendments. These organizations are considered by their interest in the Building Code that applies to their industries. The PPP will also outline who the Stakeholders are and how they can be engaged throughout the process.

Among the many stakeholder organizations that will be contacted shall include, but may not be limited to the following:

- American Institute of Architects (AIA)
- American Society of Civil Engineers (ASCE)
- American Society of Plumbing Engineers (ASPE)
- ASHRAE
- Associated Builders and Contractors of Texas
- Associated General Contractors - Houston Division
- Associated General Contractors (AGC) - Houston
- Building Officials Association of Texas (BOAT)
- Construction Industry Council -Houston Branch (HCIC)
- Greater Houston Builders Association (GHBA)
- Greater Houston Texas Restaurant Association (GHTRA)
- Hotel & Lodging Association of Greater Houston
- Houston Apartment Association (HAA)
- Houston Building Owners & Managers Association (BOMA)
- Houston Business Roundtable (HBR)
- Houston Contractors Association (HCC)
- Houston Housing Collaborative
- Independent Electrical Contractor (IEC)
- Institute of Real Estate Management (IREM)
- International Association of Plumbing and Mechanical Officials (IAPMO)
- International Code Council (ICC)



- NAIOP, the Commercial Real Estate Development Association
- Society of Fire Protection Engineers (SFPE)
- Super Neighborhood Representatives
- Texas Community Watershed Partners
- Texas Institute of Building Design (TIBD)
- Urban Land Institute (ULI)
- US Green Business Council (USGBC) of Houston
- Others

The Construction Code Modernization Project will host all updates and information on a special web page under Houston Permitting Center at:

www.houstonpermittingcenter.org/construction-code-modernization

Visit this site to sign up to receive updates via our newsletter and by direct emails. You will also be able to sign up to serve on a Task Force Group (TFG) or to serve on the Construction Code Modernization Committee (CCMC).

If you are interested in submitting a code amendment, complete a CODE AMENDMENT SUBMITTAL form located on our webpage and submit it with any supporting documentation.

More information about signing up for updates for our newsletters, signing up to be on a TFG or the CCMC, or to submit a code amendment by visiting our webpage.

When you sign up to get updates via email, you'll need to tell us what company you are with, what organization you are representing, and your contact information. Your information will be gathered and entered into a database for the City to access and utilize during the CCM project. By signing up you'll also receive information when we begin future code modernization projects.

The same information will be gathered when you request to join a TFG or CCMC. Our selection process is to ensure the entire development and design community is engaged and represented. Our goal is to create inclusive, diverse groups with as many associations and organizations engaged with construction codes so that everyone can be at the table sharing their organization's insights into the codes as well as their specific interest. Small to large business will be included in both commercial and residential buildings across all channels including developers, designers, building owners, contractors, and MEP specialists. Economic development groups, hazard mitigation, affordable housing and other specialty groups will additionally be invited. Each organization can only have one person represented on the CCMC and on a TFG. All participants will have particular expertise in their field. More information about the structure of the TFGs and the CCMC can be found at Project Leadership.

Each Task Force Group will meet weekly up to three times per week to start, depending on how many amendment requests are received by the City. Each TFG will review and vet the code chapters that they are responsible for. Members will:

- Meet with and consult with internal and external stakeholder concerns.
- Analyze and vet all stakeholder code amendment submittals.
- Finalize stakeholder amendments to be proposed.



- Review upon the City's request any significant changes from 2015 to 2021.
- Submit TFG proposed amendments to the CCMC for final review and recommendation to the Houston Code Development Committee.
- Be a City Ambassador and inform and educate the development community on the importance and value of the City's 2021 code process and adoption."

Upon receipt of each TFG's code recommendations, the CCMC will meet, review, vet, and then present their final construction code recommendations to the City. If there are any amendment proposals that need to be resolved, it will go to the Resolution Committee that will work with Houston Code Development Committee and then submit a final proposed amendment for review by the CCMC. See more under Structure and Process.

Code Amendment Survey

One of the recommended primary elements of gathering information is to create an industry survey instrument that will be used to solicit comments from the stakeholders to outline starting points and comments for Houston's Construction Code Modernization (CCM) project. The survey will be developed to follow the CCM by the code categories. The draft survey instrument will be created and match the four (4) code groupings of the CCM Project. This survey and response will be correlated in logical summary documents by the Knudson Team and review with the City's CCM team. The questions will be designed to reveal or uncover what could be changed within a certain level of specificity. Sample templates of the four surveys may be found at [Appendix 2 – Webpage Typical](#).

How to Submit a Code Amendment

Visit www.houstonpermittingcenter.org/construction-code-modernization and click on the CODE AMENDMENT SUBMITTAL FORM. Review all the instructions before completing the survey. This information will be gathered, tracked, and recorded for use by the City's Customer Assistance Code Development (CACD) division.

After initial review for compliance with the following code amendment submittal criteria, each code amendment proposal will be submitted to each TGF consisting of subject matter experts including both City permitting staff and the private sector.

The minimum amendment submittal criteria for all code amendment proposals:

- Each proposal must be written in legislative format.
- The information added is not covered in the proposed 2021 code.



- The 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.

In order to achieve the aggressive timeline and to ensure the code amendment process captures the needs of the larger community while protecting the health and safety of Houston's citizens, we ask that organizations consolidate proposed code changes and submit all proposed amendments through your trade association or professional organization. Code submittals determined to not meet the minimum amendment submittal criteria shall be returned to the submitting participant. All code submittals will be reviewed; however, where the City receives multiple submittals associated with the same code section, the TFG will determine one submittal that best represents the intended code change, and that proposal shall be consider for adoption. The TFG shall notify all applicants of the consolidation of multiple requests when applicable. Code submittals through trade associations and organizations will take precedent in the code review process. If more than one code submittal amendment is received from any organization, the TFG shall use the code change proposal submitted by the highest ranking official within the organization. All other code change proposals submitted for the same code section(s) shall be discarded. To view the release date and public participation date for each 30-day Public Comment period visit www.houstonpermittingcenter.org/construction-code-modernization.

All stakeholders, including the public, will have 30-days to submit a proposed amendment. The ending date is the deadline for any amendment proposals as stated for each group. Stakeholders missing the deadline, will be required to wait until the next code adoption cycle to submit the proposed change. Stakeholders will not participate in a Public Participation Meetings for ether a TFG or CCMC for proposed code changes that fail to meet the code change submittal deadlines associated with the 30-day Public Comment periods.

Stakeholders submitting code change proposals will receive a confirmation email shortly after completion of the submittal process. Each code submittal will receive a unique number so its progress can be traced. Progress reports shall document the progress of requests and identify if the amendment is progressing forward for review, if it was preliminarily accepted in full, or if any recommended modifications were made. Stakeholders submitting proposed code changes will be notified of the date the proposed amendment will be reviewed by the TFG and along with the date(s) of a Public Participation Meeting where a spokesperson may address the TFG or CCMC. If a proposed amendment is rejected or If modifications are proposed the amendment will go to the Resolution Committee for review. A Public Participation Meeting is an opportunity to speak with the TFG, RC or CCMC concerning the proposed amendment. Each stakeholder shall be provided 3-minutes to address the TGF or RC decision and will be provided with 12 minutes for Q&A. Due to the sensitivity of the aggressive timeline, only one spokesperson may speak to a code amendment submittal or topic of discussion. After testimony is completed the TFG and RC will then determine whether to accept, reject or submit a modified version of the proposal to the CCMC for consideration. Where the TFG does not



submit a proposed amendment to the CCMC, stakeholders will have one final opportunity to present the proposed amendment to the CCMC during the CCMC Public Participation Meeting.

The timeline allows everyone the opportunity to provide their code amendment proposal:

1. During a 30-Day Public Comment period and a 2nd round of 30-Day Public Comment period.
2. Over a period of five (5) months with opportunities to appear in person or join online to meet with TFG and/or the Resolution Committee when the Code Amendment Proposal is being discussed after it has been rejected or modified at a prior TFG meeting.
3. Appear in person or join online to participate in a Public Participation Meeting arranged by the CCMC to review any rejected or modified version of the proposed amendment by not only the TFG, but also by the CCMC.

The Public Participation Plan has been designed to be all inclusive and transparent allowing everyone to engage and participate in the Construction Code Modernization Project while achieving the City's objective to adopt the 2021 Edition of the Construction Codes by the 3rd quarter of 2023."



Code Adoption Process Flow Chart

For updates, calendar of events, amendment submittals
Visit <https://www.houstonpermittingcenter.org/construction-code-modernization>



Houston's Construction Code Modernization (CCM) Code Adoption Process

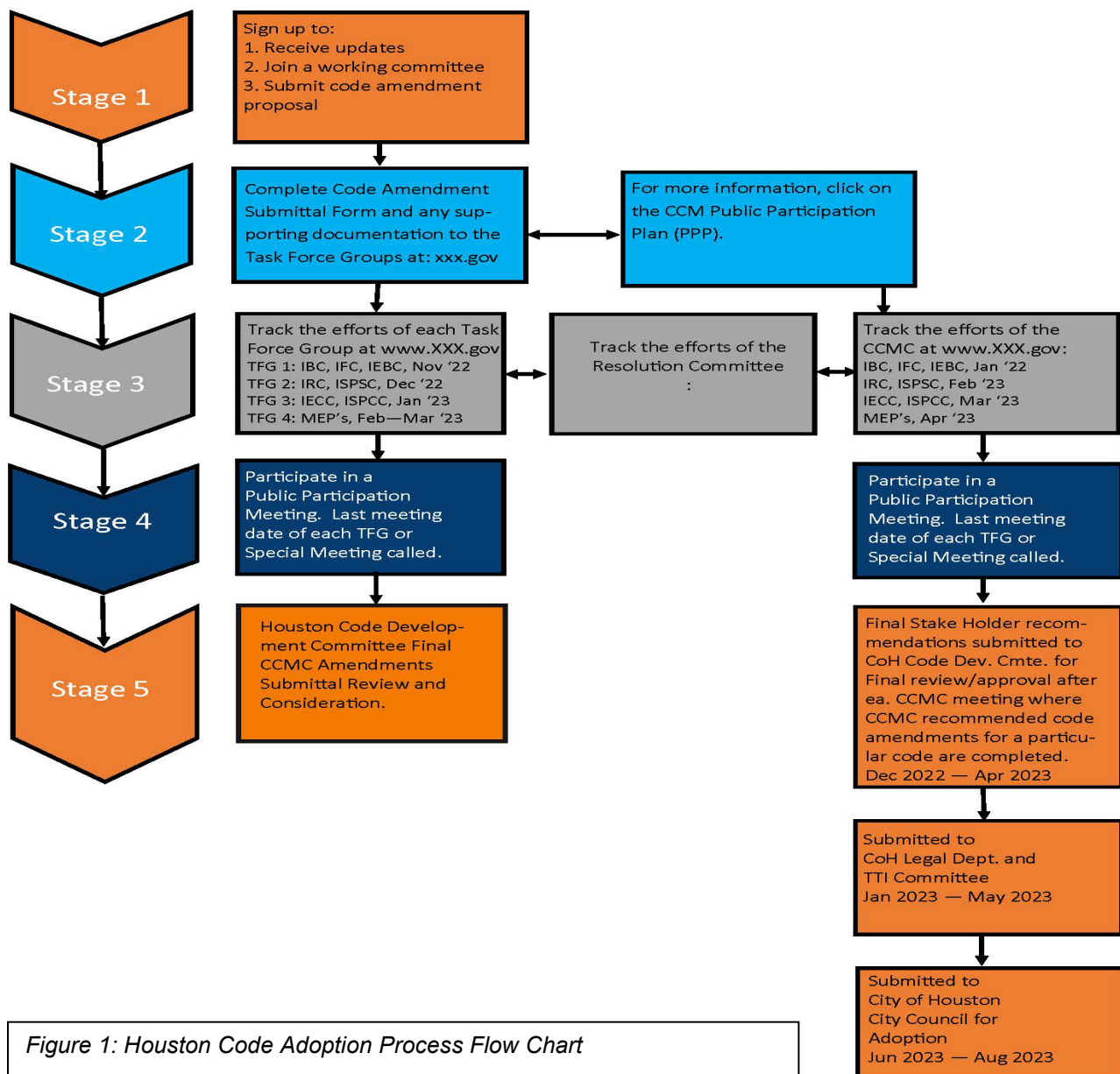


Figure 1: Houston Code Adoption Process Flow Chart



Structure and Process

Structure

All participants in the Construction Code Modernization Committee (CCMC) and each Task Force Group (TFG) include representatives from the City and the private sector who are engaged in utilizing buildings codes including city employees, developers, design professionals, construction industry, sustainability, flood mitigation experts, and affordable housing advocates, among others.

Oversight of the CCM project is Carol Haddock, Director of Houston Public Works. The Chair of the CCMC is Chris Butler, Deputy Director of Houston Public Works. The Chair and oversight of the four Task Force Groups is shared between Byron King, Houston Building Official and Michael Howard, Deputy Assistant Director of CACD of the Houston Permitting Center and CCM Project Administrator or their designee. The chairs will have a Co-Chair for each TFG, who is an industry leader and representative of a non-profit organization or association.

Each meeting will have a standard agenda that will outline the status of code updates and action items that allows for the group to discuss and approve specific code updates

The four Task Force Groups may meet up to three times per week to start to review proposed code amendment submittals and potentially some significant changes and issues. The meetings will be a half-day to full-day session, depending on the number of code amendment submitted and the degree of discussion held. The Construction Code Modernization Committee will begin meeting in January with TFG1's amendment submittals. The approach will be to identify the purpose and need for the identified amendments and provide an explanation of the Code changes to the public. The schedule found in [Appendix 1 – Timeline of Project](#) illustrates the meeting schedule for the year and is subject to modification.

The JH Team will present to each TFG their code grouping of Houston's 2015 amendments, significant changes in 2021 from 2015, and public code amendment proposals. Each TFG will then review the public code amendments proposals and potentially any significant code changes requested by CACD. After the review and input of each TFG, they will submit any unresolved amendments to the Resolution Committee (RC). The RC will then send to the Construction Code Modernization Committee (CCMC) any items of concern for discussion along with the final vetted proposed 2021 construction code amendments. This asynchronous vetting process of Task Force Group (TFG) and Construction Code Modernization Committee (CCMC) vetting amendment process along with a Resolution Committee (RC) that will manage the unresolved proposed amendments and any special issues or concerns is the most conducive and effective way to meet an aggressive 12-month schedule. This approach will be to identify the purpose and need for the identified amendments and provide an explanation of the change to the public.

The Houston Code Modernization Process/Organization Flow Chart in Figure 2 shows the 2021 CCM Project structure and the [Code Adoption Process Flow Chart](#) in Figure 1 shows the process for Houston's 2021 code adoption.



Process/Organization Flow Chart

City of Houston Construction Code Process/Organization Flow Chart

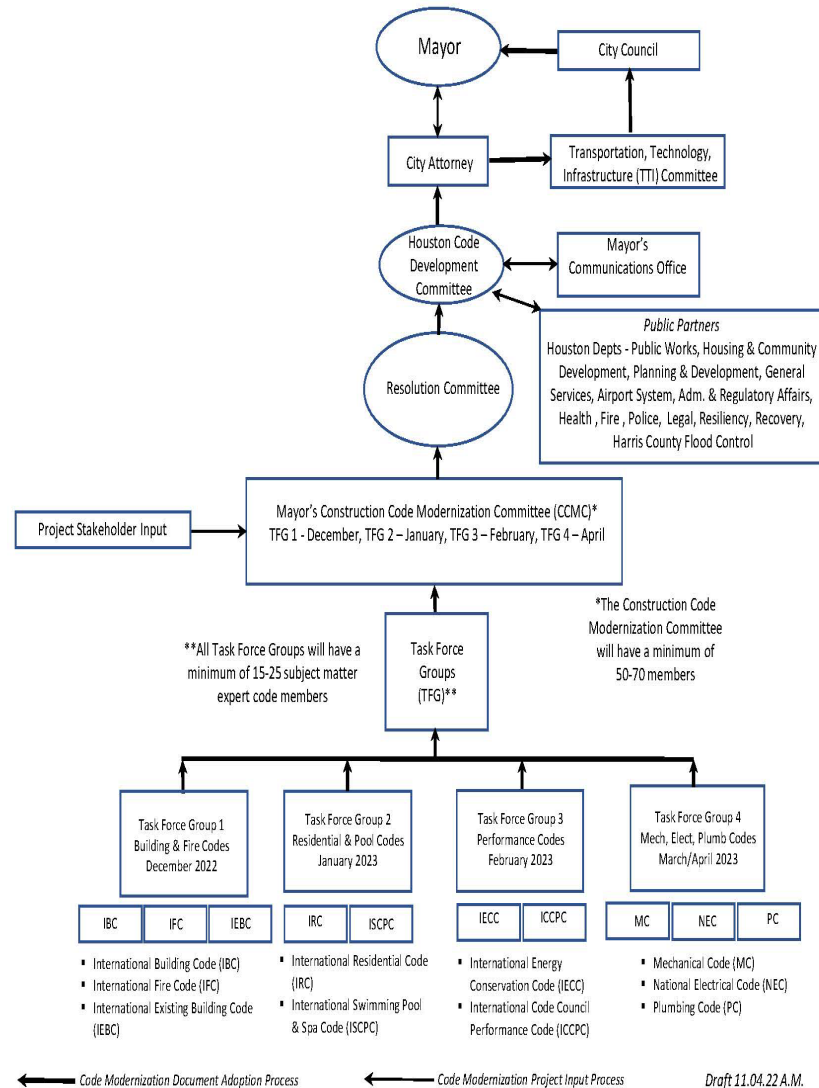


Figure 2: Houston Code Modernization Process/Organization Flow Chart



Project Leadership

The Director of Houston Public Works oversees the code modernization effort, which will involve coordination between many city departments. City departments will be represented on the CCMC and TFG's as needed. The Deputy Assistant Director of CACD of the Houston Permitting Center has been assigned as the Project Administrator of the Construction Code Modernization Project.

Construction Code Modernization Committee (CCMC) Structure, Rules, and Operations

The CCMC is made up of 50-70 subject matter experts from City and industry including but not limited to: building owners, developers, design professionals, contractors, flood control engineers, energy experts, and affordable housing advocates, along with appropriate members of the Houston Code Development Committee comprised of employees from multiple City departments including but not limited to, Houston Public Works, Planning, the Department of Housing and Community Development, the Mayor's Office of Recovery, Mayor's Offices of Resilience and Sustainability, Houston Emergency Center, General Services Administration, Police and Fire Departments, and Mayor's Development Office. The Construction Code Modernization Committee will review and advise the Houston Code Development Committee on the technical merits of all code change recommendations.

- Members of the CCMC must be available to attend all meetings of the CCMC. The CCMC will meet monthly. Near the conclusion of the final vetting, composing and agreement process, more frequent meetings may be required.
- The Deputy Director or his designee will Chair meetings of the CCMC.
- The CCMC will be comprised of the chairs and co-chairs of the four (4) Task Force Groups (TFG)s of Houston's Construction Code Modernization Project. Representatives will also include members of the Houston Code Development Committee, other city departments, representatives of the economic development, construction, design, developers, engineers, real estate, government, professional organizations, technical subject matter experts, and other industry stakeholders.
- Members of the CCMC shall include volunteers, nominated by their stakeholder organizations to represent the viewpoint of such organization.
- All CCMC members must be approved by the Deputy Director, HPW, or his designee. Individuals on the CCMC may not represent more than one organization, and no association, business, or organization may have more than one representative on the CCMC. Nonprofit Organizations and Associations may have one representative on the CCMC and another representative on one TFG, so that at most two representatives from one organization can participate. One person from any organization can only participate on either the CCMC or one of the Task Force Groups.



- CCMC members are expected to attend all meetings. However, with the approval of the Chair and co-chair, a group member may send a substitute to attend a meeting in place of the member due to illness, urgent personal business, unavoidable scheduling conflict, or a similar reason.
- Committee members may be removed and replaced at the discretion of the Director of Houston Public Works, the Deputy Director of Houston Public Works, or the CCMC Co-Chairs for any reason, at any time.

CCMC Timeline

The kick-off will be held in December and the monthly meetings will begin in January 2023 lasting through April 2023. At the discretion of the Co-Chairs more meetings may be required.

CCMC Ground Rules

The objective of the CCMC and Task Force Groups is to engage all interested stakeholders in participating in and having the opportunity to voice their recommendations to the City during Houston's Construction Code Modernization Project. The process has been designed to be inclusive and transparent, laying the foundation for the public and every stakeholder to be heard and have a voice during the decision-making process of the project. Meetings will be held in person in addition to the option of attending virtually via MS Teams.

The following ground rules are offered as a starting point for those that participate in the CCMC. These ground rules are subject to modification by the CCMC and apply to all code modernization activities:

- All CCMC members agree to attend and fully participate in all scheduled meetings or to send their designee.
- CCMC members can participate either in person or by MS Teams.
- Each meeting will be recorded by video using MS Teams and a meeting summary will be created in writing by the City's consultant, Jensen Hughes.
- All CCMC Members recognize the time commitment required and will be on time, not leave early, and commit to sending a replacement if unable to attend a meeting. No one will be allowed to dominate discussions and all members will be given ample time and opportunity to express opinions by the process outlined in these ground rules.
- All CCMC members agree to work within the process to develop consensus on items and topics under discussion, but the final decision will be decided by public safety professionals and subject matter experts within the City.

All CCMC members agree to treat each member with respect and agree to participate as the procedures are outlined. Members will not interrupt or be belligerent at any time. Members will refrain from attempting to prematurely end a discussion by invoking outside influencers. The CCMC Chair or Co-Chairs may excuse a member from participating in a meeting at any time for any reason.

- The agenda will be determined by the CCMC Co-Chairs and prepared by Jensen Hughes. The agenda will include all code analyses prepared by each Task Force Group and the Resolution



Committee. Other topics may be requested by a member of the CCMC but must be approved by the CCMC Chair or Co-Chairs in order to be added to the agenda. Topics of discussion must be related to a specific code section that is being discussed. Each member has an opportunity to submit in writing a request for a topic of discussion pertaining to a specific code section no less than 7 days before a scheduled meeting. The spokesperson addressing a submitted topic will have 3-minutes to present testimony before the CCMC engages in discussions about the proposed amendment or topic of discussion. If the request is submitted less than 7 days before a meeting the topic will be postponed until the next scheduled CCMC meeting or a special called meeting scheduled by the Chair or Co-Chairs may be held after the last meeting of the CCMC. Any person submitting a proposed code change amendment will have 3-minutes to provide testimony followed by 12-minutes to address Q&A, where needed.

- The last meeting of the CCMC will be considered the final Public Participation Meeting unless a special called meeting is scheduled by the CCMC Chair or Co-chairs, that will then be the final meeting. The TFG Public Participation Meeting will be held at the last Task Force Group meeting for each Task Force Group.
- Where necessary, additional meeting(s) may be called keeping in mind the code adoption portion of the project's deadline of July 31, 2023. Houston's Legal Department will receive the final proposed 2021 Codes and accepted amendments for final review no later than May 1, 2023 and submit the complete final set of proposed Houston codes to Houston City Council by June 1, 2023 allowing June and July for Council to review during August for adoption in no later than October 2023.
- All CCMC agreements remain open to reconsideration at any time with the exception of items included in those vetted in the Resolution Committee described below (page 31).
- If any CCMC member does not believe that meeting minutes or other meeting records do not accurately reflect discussions, they must submit in writing to the Co-Chairs of the CCMC their concerns within seven (7) days of distribution of the meeting minutes for consideration by the Co-Chairs of the CCMC.

Task Force Groups (TFG) Structure, Rules, and Operations

There will be four (4) Task Force Group (TFG) work committees consisting of City employees and external volunteers that are subject matter experts in the area of the code construction. It is anticipated that community member's participation in each TFG will be on a volunteer basis working alongside the Houston Code Development Committee's subject matter experts including but not limited to, employees of the Houston Fire Department, Planning Department, Office of City Engineer, and Houston Public Works mechanical, electrical, or plumbing, inspectors and plan analysts dedicated to code development and enforcement.

Each TFG will have a chair(s) and co-chair(s). Oversight of all Task Force Groups will be the Building Official. Oversight of all Task Force Groups will be the Building Official. The chair of each independent



TFG will be the Deputy Assistant Director of Code Development or his designee that will be another City employee (i.e., HPC Division Managers) with a Co-Chair that will be a representative of an external stakeholder of an association that is committed to the development of sustainable, resilient infrastructure for the safety and welfare of the City's residents.

Each Task Force Group will have 15-25 members per group to review and discuss the proposed 2021 construction codes and make any proposed amendments to the CCMC. The membership will include code experts by category, agency representatives by a professional association, and recognized experts within the trade industry.

All four (4) TFG's will include volunteers who are technical experts in the subject matter to be considered by the committee. Members of technical committees must be Texas licensed design professionals and/or have 8 or more years of professional experience in construction or fire prevention and hold a leadership role in an applicable organization (e.g., BOMA, AIA, CIC, USGBC, etc.).

The TFG participants will be ambassadors for the Construction Code Modernization process and will assist the City in informing the building industry why proposed code amendments are crucial for the City as well as updating the CCMC on the proposed amendments for a better understanding of the benefits of any proposed amendments.

The TFG will have a committee process that will work consecutively in the four groupings of Construction Code Modernization.

All members of a TFG must be available to attend all task force meetings. TFG members may be removed or replaced at the discretion of the Building Official, the Deputy Assistant Director of Code Development or any TFG Co-Chair. The Deputy Assistant Director of Code Development or the Building Official may add members at any time, remove a member at any time for any reason, and create additional or ad-hoc technical working groups at its discretion or at the request of the CCMC.

TFG-1: Building and Fire Codes

- Will have primary responsibility for reviewing and vetting all code amendment proposals submitted for the International Building Code (IBC), International Fire Code (IFC) and International Existing Building Code (IEBC).
- **Chairs:** Byron King, Houston Building Official and Assistant Director of the Houston Permitting Center, and Michael Howard, Deputy Building Official and Deputy Assistant Director of Customer Assistance Code Development (CACD) of the Houston Permitting Center, or his designee.
- **Co-Chair(s):** A representative of an external stakeholder of an association such as the Houston Area Green Building Council (USGBC) and Society of Fire Protection Engineers (SFPE). The Co-Chair must be a representative of a non-profit organization or association that represents that specific code industry.
- Members of TFG 1 may include, but not be limited to the following representatives where they comply with the general TFG provisions and the following: Texas licensed design professional Architects, Engineers, Fire Protection Engineers, and subject matter experts as a Code



Consultant, Commercial Developer, or representatives of organizations that are concerned on building resilient buildings who have the minimum required experience identified in the TFG general provisions.

- Meetings notices will be provided to participants and announced on the CCM website.
- Each meeting will have a standard agenda discussing Construction Code Modernization changes and action items that allows for the group to discuss and approve specific code updates.
- Depending on the number of code adjustment submittals by the External Stakeholders, the TFG-1 will meet up to three times per week to start, but the number of scheduled meetings may vary depending on the number of submitted code amendment proposals.

TFG-2: Residential Codes

- Will have primary responsibility for reviewing and vetting all code amendment proposals submitted for the International Residential Code (IRC) and the International Swimming Pool and Spa Code (ISPSA).
- **Chairs:** Byron King, Houston Building Official and Assistant Director of the Houston Permitting Center, and Michael Howard, Deputy Building Official and Deputy Assistant Director of Customer Assistance Code Development (CACD) of the Houston Permitting Center, or his designee.
- **Co-Chair(s):** A representative of an external stakeholder of an association or groups such as Super Neighborhood Groups. The Co-Chair must be a representative of a non-profit organization or association that represents that specific code industry.
- Members of TFG 2 may include, but not be limited to the following representatives where they comply with the general TFG provisions and the following: Texas licensed design professional Architects, Engineers, Homebuilders, Mechanical, Electrical and Plumbing representatives, as well as representatives of Affordable Housing, Home Builders, and Super Neighborhood Groups or a member of the Home Builders Association of Houston.
- Meetings notices will be provided to participants and announced on the CCM website.
- Each meeting will have a standard agenda discussing Construction Code Modernization changes and action items that allows for the group to discuss and approve specific code updates.
- Depending on the number of code adjustment submittals by the External Stakeholders, the TFG-2 will meet three times per week to start but may determine that more meetings are required to complete the final proposals.

TFG-3: Performance and Energy Efficiency Codes

- Will have primary responsibility for reviewing and vetting all code amendment proposals submitted for the IECC and ICCPC.



- **Chairs:** Byron King, Houston Building Official and Assistant Director of the Houston Permitting Center, and Michael Howard, Deputy Building Official and Deputy Assistant Director of Customer Assistance Code Development (CACD) of the Houston Permitting Center, or his designee.
- **Co-Chair(s):** A representative of an external stakeholder of an association or groups such as SPEER. The Co-Chair must be a representative of a non-profit organization or association that represents that specific code industry.
- Members of TFG 3 may include, but not be limited to the following representatives: Members of TFG 2 may include, but not be limited to the following representatives where they comply with the general TFG provisions and the following: Texas licensed design professional Architects, Engineers, Homebuilders, Mechanical, Electrical and Plumbing representatives and members of local 'green' building organizations who have the minimum required experience identified in the TFG general provisions.
- Meetings notices will be provided to participants and announced on the CCM website.
- Each meeting will have a standard agenda discussing Construction Code Modernization changes and action items that allows for the group to discuss and approve specific code updates.
- Depending on the number of code adjustment submittals by the External Stakeholders, the TFG-3 will meet three times per week to start but may determine that more meetings are required to complete the final proposals.

TFG-4: Mechanical, Electrical and Plumbing Codes

- Will have primary responsibility for reviewing and vetting all code amendment proposals submitted for the plumbing, mechanical, and electrical codes.
- **Chairs:** Byron King, Houston Building Official and Assistant Director of the Houston Permitting Center, and Michael Howard, Deputy Building Official and Deputy Assistant Director of Customer Assistance Code Development (CACD) of the Houston Permitting Center, or his designee.
- **Co-Chair(s):** A representative of an external stakeholder of an association or groups such as SPEER. The Co-Chair must be a representative of a non-profit organization or association that represents that specific code industry. A representative of an external stakeholder of an association or groups such as ASHRAE. The Co-Chair must be a representative of a non-profit organization or association that represents that specific code industry.
- Members of TFG 3 may include, but not be limited to the following representatives: Members of TFG 2 may include, but not be limited to the following representatives where they comply with the general TFG provisions and the following: Texas licensed design professional Architects, Engineers, Homebuilders, Mechanical, Electrical and Plumbing representatives, and members of local organization such as ASHRAE who have the minimum required experience identified in the TFG general provisions.



- Meetings notices will be provided to participants and announced on the CCM website.
- Each meeting will have a standard agenda discussing Construction Code Modernization changes and action items that allows for the group to discuss and approve specific code updates.
- Depending on the number of code adjustment submittals by External Stakeholders, the TFG-4 will meet three times per week to start but may determine that more meetings are required to complete the final proposals.

TFG Timeline

In December 2022, a kickoff meeting will be held followed by weekly meetings and lasting until the April 2023. There may be more meetings needed per week as each Task Force Group completes their code analysis. The Codes to be reviewed and discussed by a Task Force Group will be published and available to the public and stakeholders for a 30-day Public Comment period that may be in advance of the first Task Force Group meeting or may end during the TFG meetings. Depending on the number of code adjustment submittals by External Stakeholders, the TFG-4 will meet up to three times per week to start but may determine that more or fewer meetings are required to complete the final proposals.

TFG Ground Rules

The following ground rules are offered as a starting point. These ground rules are subject to modification by the CCMC and TFG Chairs and Co-Chairs and apply to all construction code modernization activities:

- All TFG members agree to attend and fully participate in all scheduled meetings or to send their designee. TFG members shall designate temporary replacement designees to the Chairs and Co-chairs at least 24-hours prior to the meeting they will be attending.
- All TFG members recognize the time commitment required and will be on time, not leave early, and commit to sending a replacement where unable to attend a meeting. TFG member replacements shall meet the same qualifying requirements as each TFG member. No one will be allowed to dominate discussions and all members will be given an opportunity to express their opinions by the process outlined in these ground rules.
- All TFG members agree to work within the process to develop agreement on items and topics under discussion.
- All TFG members agree to treat each member with respect and agree to participate as the procedures are outlined. Members will not interrupt or be belligerent at any time. Members will refrain from attempting to prematurely end a discussion by invoking outside influencers. The TFG members Co-Chairs may excuse a member from participating in a meeting at any time for any reason.
- The agenda will be prepared by Jensen Hughes and finalized by the TFG Co-Chairs. The agenda will include all stakeholder code amendment proposals pertinent to each Task Force Group. Other topics requested by TFG members must be approved by the Co-Chairs of the



TFG and then submitted to the CCMC to be discussed at their next meeting or the appropriate meeting as determined by the CCMC Co-Chairs and will follow the rules of engagement outlined above. TFG topics of discussion must be related to a specific code section in the codes being reviewed by each TFG.

- If a proposed amendment isn't approved by the TFG, it will move to the Resolution Committee (RC). Additionally, there will be two opportunities for public engagement. A code amendment applicant may submit in writing a request for a topic of discussion at a special meeting that will be held by the TFG upon completion of the code analysis. The request must be made no less than 3 days before the scheduled meeting and the code amendment applicant will have 3-minutes to present their topic followed by 12-minutes of Q&A, where necessary. The TFG shall determine if the amendment should be included with the amendment recommendations submitted to the CCMC. If the request is submitted less than 3 days before a meeting or if it is rejected by the TFG, it will be submitted to the Resolution Committee who will consider the proposal and who may submit a final proposed amendment to the CCMC. Where an applicant is not agreeable to the RC's amendment proposal, the applicant will have an opportunity to present their code change proposal during the CCMC Public Participation Meeting. Please refer to the Resolution Committee process below.
- If any TFG member does not believe that meeting minutes or other meeting records do not accurately reflect discussions or voting results, they must submit in writing to the Co-Chairs of their specific TFG their concerns within 7 days following the release of the meeting summary otherwise the records will stand as stated.

Resolution Committee

If a TFG is unable to reach agreement on any item within its purview, one member representing each viewpoint will be asked to prepare a concise written summary of their position and the technical basis of that position. The TFG Chairs or Co-Chairs may request that representatives of each viewpoint meet separately, either with or without a neutral facilitator, to explore if there are grounds for resolution. If this process does not result in an agreement by the TFG, the written statements will be presented to the Resolution Committee (RC) for tentative resolution along with the originally proposed code amendment. The RC may confer with representatives of each position, either separately or as a group, as part of the resolution process. The RC will vet, discuss, and propose a modification to any unresolved amendment in an effort to reach a consensus for reasonable solution to the unresolved item(s).

The RC will address all unresolved 2021 Code amendment proposals over the five-month stakeholder engagement period. The RC will provide a report to the CCM staff and the Houston Code Development Committee for review and final comments and recommendations on unresolved proposals to the CCMC. At any time, the RC committee, the CCMC, or the Houston Code Development Committee may confer with representatives of each position, either separately or as a group, as part of the resolution process. After final internal Houston Code Development Committee review, the RC will submit the TFG's final proposed 2021 Houston code amendments to the CCMC along with all technical papers and any written summaries to justify each amendment proposal, amendment rejection or amendment



modification. The Resolution Committee will provide a final list of all RC-resolved proposals to the Houston Code Development Committee. The Houston Code Development Committee shall submit the final proposed Houston Amendments to the Building Official for approval.

The Building Official shall be the ultimate authority and resolve any items that the TFG, CCMC, RC, and the Code Development Committee could not collectively resolve.

All final decisions determine by the Houston Building Official through the process outlined in this section are not subject to further review or appeal.

Communications

Target Audiences and Specific Stakeholder Listings:

The Public Participation Plan has been developed to incorporate an engagement process communicating with professional organizations, elected officials, technical associations, and ultimately the Super Neighborhood Committees and other organizations to ensure inclusivity and transparency.

The Public Participation Plan (PPP) is a blueprint for how we will reach out to and engage the professional communities that are most affected by the various code amendments. These organizations are considered by their interest in the Building Code that applies to their industries. The PPP also outlines the Stakeholders and how to engage them throughout the process. A more complete list of stakeholders may be found at [Stakeholder Engagement](#).

Key Messaging:

All documentation will incorporate key messaging to reinforce the mission of Houston's Construction Code Modernization Project, to build safe, healthy, and resilient buildings.

1. Now, more than ever, we must be at our strongest and most resilient as we Build Houston Forward. Together we create a strong foundation for Houston to thrive!
2. The Construction Code Modernization (CCM) project stemmed from several initiatives driven by Mayor Turner to mitigate climate change to build resilient buildings. These initiatives include the development and oversight of Houston's Climate Action Plan and Houston's Resilience Plan, Houston's Hazard Mitigation Plan and the Stormwater Master Plan, and Build Houston Forward Program. Houston's local plans and programs look at our built environment to mitigate and adapt to the ever-changing climate stressors including hurricanes, severe rainfall, storm surge flooding, extreme temperatures, extended periods of drought, and the urban heat island effect.
3. Keeping in mind that Hurricane Harvey along with major flooding and extreme weather events have prompted concerns to build resilient structures that will withstand future climate shocks.
4. Construction Codes—and their consistent and timely updating and enforcement—ensure the health and safety of buildings, their functions, and the communities they serve.
5. Adopting a standard code review process that follows the same cycle as the International Code Council (ICC), allows the City to keep up with building practices that are inherently more resilient and adaptive and have a greater focus on advances in building sciences.



6. Following the ICC's lead and creating benchmarks for building beyond conventional minimum standards will significantly increase the resilience of our communities by mitigating the damages caused by disasters.
7. The Construction Code Modernization (CCM) project will assist with code review and adoption process, and develop a modernized, resilient, and accessible City Construction Code through the consolidation of references, amendments, and ordinances, with an emphasis on incorporating (1) resilient construction, (2) accessibility to those codes and (3) practical application of those codes and standards.
8. The Public Participation Plan (PPP) is designed to engage all interested in the City of Houston's Building Codes. The process has been devised to be all-inclusive and transparent, laying the foundation for every stakeholder to be heard and have a voice in the decision-making process of the project.
9. Our goal is to create inclusive, diverse groups with as many associations and organizations engaged with construction codes so that everyone can be at the table sharing their organization's insights into the codes as well as their specific interest. We will include small to large business in both commercial and residential buildings across all channels including developers, designers, building owners, contractors, and MEP specialists. Additionally, and we will engage economic development groups, hazard mitigation experts, affordable housing interests, and more.
10. Houston's 2021 code adoption process has been designed to manage the significant changes and code amendment proposals with stakeholders in a fast, efficient manner while maintain transparencies.
11. The Houston Public Works mandate for this code adoption is to adopt the 2021 Code Editions as a base code with local amendments that:
 - Help strengthen and ensure long term sustainability and resiliency in Houston;
 - Do not reduce the fire- or life-safety provisions without providing an equivalency to what's found in the base code; and
 - Comply with the intent of the code in quality, strength, effectiveness, fire-resistance, durability, and safety for the purpose intended.
12. . It is the intent of Houston Public Works to adopt the International Code Council's family of 2021 I-Codes as a base code with minimum local amendments that will strengthen the base code and ensure long term sustainability of the development community.

Critical Issues

Reaching and engaging all appropriate stakeholders in an effective and timely manner is the first and foremost concern for the CCM project. These are our top considerations in our communication process:

- Reaching the appropriate stakeholders



- Equal interaction with every sector of the interested public; all audiences must be reached.
- Creating an inclusive and overarching diverse group of stakeholders.
- Organizing, tracking, and responding to proposed code amendments, complaints, etc.
- Notifying and educating the code updates and any concerns/issues to internal staff, external stakeholders, and elected officials,
- Keeping websites, social media, and all lines of communications updated with the most current information including running lists of amendments with City responses.
- Explaining technical issues to the stakeholders.
- Preparing for any major stakeholder concerns and issues and responding to concerns in a timely and thoughtful manner.
- Staying aware of the messages being promulgated on other social media platforms.

Communication Methods and Frequency:

- Various outlets the CCM project will utilize include:
 - Webpages
 - Emails, E-Blasts
 - Facebook
 - Next Door
 - Twitter
 - Local Association's Meetings and Publications
 - Speakers Bureau
 - Social Media outlets
 - Bang the Table
 - Other
- Newsletters and Announcements will be sent directly to stakeholders and stakeholder organizations via email.
- Media Releases
- Press conferences,
 - Kick Off – All stakeholders invited – media release, presentations by City officials.
 - Media Conferences
 - Strategic media updates



- Task Force 1,2,3,4
 - CCMC
 - Codes passed on to Council
 - Major changes to mitigate climate stressors and shocks
 - As other CCM phases are announced
- Speaker Bureau – Develop presentations regarding the code modernization and process with subject matter experts to make presentations at various civic and professional associations

Timeline - Levels of Urgency:

Below is the Houston's Construction Code Modernization Project's timeline for 2021 Code Adoption and specific critical dates.

- Stakeholder Kick Off
- Task Force meetings begin / end
- CCMC meetings begin / end
- Submittal to City Legal for review beginning in January and end May 2023.
- Submittal to City Council for review in June through the end July 2023.
- Adoption of Codes in August-October of 2023.
- Implementation strategies of Construction Codes August of 2023 through February of 2024.
- Development of Standard Operating Procedures January through May of 2023.
- Inform public of new code effective dates.
- Offer educational programs on the new codes and their advantages and importance.
- Project end May 31, 2024

For more detail, see [Appendix 1 – Timeline of Project](#)

Materials Needed:

- PowerPoint presentations for Kick Off, Speaking Engagements, and Website.
- Training Videos – Upload to CoH webpage for CCM and YouTube Permitting Channel.
- Flyers – One page info documents to lead stakeholders to the webpage.
- Issue Papers – Create a set of tools to encourage consolidation and overlays wherever possible and/or requested.
- Toolkit and User's Manual – Create a primer outlining the 2021 Construction Codes with summaries of both black and redline versions, comparing current to proposed codes.



- SOP's – Prepare and present modernization methods for future code implementation projects.

Determination of Success:

- The success of the project is determined by:
 - The successful adoption of the 2021 Edition of Construction Codes.
 - An education and integration of the new codes with City staff and external stakeholders.
 - Adoption of and training of a new modernized, efficient, and transparent process for future code adoptions.
 - Reduction in amendments that may no longer apply to current construction codes to reduce confusion from design professionals and increase efficiency in the permitting process.
 - The Houston Public Works mandate for this code adoption is to adopt the 2021 Code Editions as a base code with local amendments that: help strengthen and ensure long term sustainability and resiliency in Houston; do not reduce the fire- or life-safety provisions without providing an equivalency to what's found in the base code; and comply with the intent of the code in quality, strength, effectiveness, fire-resistance, durability, and safety for the purpose intended.
 - All participating stakeholders take into consideration Mayor Turner's initiatives for climate change, energy efficiency, and other related initiatives such as those identified in the City of Houston's Green Initiatives and Resiliency Plan and Climate Action Plan Initiatives, the Municipal Building Decarbonization and Benchmarking Policy and concerns of the Office of Recovery.
 - All participating stakeholders embrace and educate their colleagues on Mayor Turner's initiatives to enhance the efforts in building sustainable resilient buildings and to protect the health, safety, and welfare of those who live, work, study and play in Houston.

Conclusion

Stemming from the aftermath of Hurricane Harvey, in 2022, Mayor Turner initiated the Construction Code Modernization (CCM) project to move the City from the 2015 Edition of the Building Codes to 2021 Edition, all to develop sustainable, resilient infrastructure for the safety and welfare of the City's residents

Construction Codes—and their consistent and timely updating and enforcement—ensure the health and safety of buildings, their functions, and the communities they serve The Houston Public Works mandate for this code adoption is to adopt the 2021 Code Editions as a base code with local amendments that: help strengthen and ensure long term sustainability and resiliency in Houston; do not reduce the fire- or life-safety provisions without providing an equivalency to what's found in the base code; and comply with the intent of the code in quality, strength, effectiveness, fire-resistance, durability, and safety for the purpose intended.



The Construction Code Modernization project kicked-off in June 2022 with the objective to adopt the 2021 Edition of the Building Codes no later than October 2023. Development of inclusive and transparent processes for future code adoptions, determination of new software and other tools to make the processes more efficient, and the training of City employees and community stakeholders will conclude by May 2024



Appendix 1 –Project Timeline

Construction Code Modernization Project
Timeline as of 11/02/2022

Task Name	TIME	Start	Finish	2022												2023												2024				
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Task 1: Project Management	104 wks	Tue 02/1/22	Fri 04/29/24																													
Task 2: Comprehensive Code Analysis	30 wks	Tue 02/1/22	Fri 1/26/22																													
Task 3: Stakeholder Engagement	24 wks	Mon 08/1/22	Fri 04/07/23																													
Develop, review, approve PPS/Strategy	4 wks	Mon 08/1/22	Fri 08/18/22										Develop	Final PPS																		
Develop, review, approve PPP/Plan	2 wks	Mon 08/1/22	Fri 08/18/22										Final PPP	Final PPP																		
Finalize SH Board Committee Members	6 wks	Mon 08/01/22	Fri 1/26/23																													
Solicit Stakeholders and Confirm Participation	3 wks	Mon 08/01/22	Fri 1/26/23																													
Website Launched			Mon 04/03/23																													
TFG-1 BUILDING AND FIRE CODES: IBC, IFC, & IBC																																
BCE/CACDMH Team Pre-Review of TFG-1	4 wks	Mon 08/01/22	Fri 1/26/23																													
TFG-1 Amendment Announced 30 days	30 days	Mon 08/01/22	Tue 02/13/23																													
Stakeholder Kick-off	1 day		Fri 02/10/23																													
TFG-1 Meetings Building & Fire/IBC, IFC & IBC	4 wks	Tue 02/07/23	Thurs 02/23/23																													
Construction Code Modernization Cmt. Meeting TFG-1	1 day	Tue 02/07/23	Fri 02/10/23																													
TFG-2 RESIDENTIAL CODES & POOL: IRC & ISPC																																
BCE/CACDMH Team Pre-Review of TFG-2	4 wks	Mon 08/01/22	Fri 1/26/23																													
TFG-2 Amendment Announced 30 days	30 days	Mon 08/01/22	Thurs 02/09/23																													
TFG-2 Meetings Residential & Pool/IRC, ISPC	4 wks	Tue 02/07/23	Thurs 02/23/23																													
Construction Code Modernization Cmt. Meeting TFG-2	1 day	Tue 02/07/23	Thurs 02/23/23																													
TFG-3 PERFORMANCE CODE: IECC & ICCPC																																
BCE/CACDMH Team Pre-Review of TFG-3	4 wks	Tue 02/07/23	Fri 02/23/23																													
TFG-3 Amendment Announced 30 days	30 days	Mon 02/06/23	Tue 03/06/23																													
TFG-3 Meetings Performance Codes IECC, ICCPC	4 wks	Tue 02/07/23	Thurs 02/23/23																													
Construction Code Modernization Cmt. Meeting TFG-3	1 day	Tue 02/07/23	Thurs 02/23/23																													
TFG-4 MEPS																																
BCE/CACDMH Team Pre-Review of TFG-4	4 wks	Mon 02/20/23	Fri 03/09/23																													
TFG-4 Amendment Announced 30 days	30 days	Mon 02/20/23	Tue 03/20/23																													
TFG-4 Meetings MEP Codes	7 wks	Tue 02/28/23	Thurs 04/13/23																													
Construction Code Modernization Cmt. Meeting TFG-4	1 day	Tue 02/28/23	Fri 03/02/23																													
Construction Code Modernization Cmt. Meetings	20 wks	Mon 02/06/23	Fri 04/20/23																													
Code Legal	20 wks	Tue 02/07/23	Fri 04/20/23																													
Code City Council	0 wks	Tue 02/07/23	Fri 04/20/23																													
Task 4: Training and Technical Memos	20 wks	Mon 02/06/23	Fri 04/20/23																													
Task 5: Implementation Strategy	20 wks	Mon 02/06/23	Fri 04/20/23																													
Task 6: SOP Development	20 wks	Mon 02/06/23	Fri 04/20/23																													
Wrap-Up	1 wk	Mon 02/27/23	Fri 03/03/23																													



Appendix 2 – Website Typical

HOME WEBPAGE

www.houstonpermittingcenter.org/construction-code-modernization

Houston's Construction Code Modernization 2021

Designed to Build a Resilient and Sustainable City.

Now, more than ever, we must be at our strongest and most resilient as we Build Houston Forward. Together we create a strong foundation for Houston to thrive!

Welcome to the City of Houston's Construction Code Modernization project, designed to build a resilient and sustainable City that can shield us from future shocks and stressors in our built environment and help keep Houstonians safe, healthy, and strong.

Construction Codes play a major role in mitigating against hurricanes, storm surges, and extreme weather changes. By staying current in our building codes, we can help our citizens protect their homes and help keep businesses open by providing safer, more resilient construction that will in turn support greater economic security and public safety.

There are several ways to contribute, and we encourage all stakeholders who are interested in the 2021 City of Houston's Construction Code Modernization (CCM) project see below for the ways to participate.

1. Sign up for our CCM newsletter and email updates (YES! Sign me up!) (link to **CONTACT INFORMATION FORM**)
2. Submit a request to serve on a Task Force Group or the Construction Code Modernization Committee (Click here for more information) (YES! Sign me up!) (link to **GET INVOLVED FORM**)
3. Submit a code amendment request (Click here for more information) (LINK TO **CODE AMENDMENT SUBMITTAL FORM**)

To learn more about the Construction Code Modernization (CCM) project (Click here for PPP – link to **PPP report**). In this publication you will find more about the history of the project, the overall CCM timeline, our goals, and objectives for the CCM project, as well as specific tasks and action items. Additionally, there will be information on the code adoption process, examples of the various forms and information required for code recommendations, and corresponding guidelines that will assist everyone in understanding the CCM project's structure and outreach efforts.



Houston's Construction Code Modernization 2021 CONTACT INFORMATION FORM

Sign up for our newsletter to receive current and future code modernization project updates via email.
Tell us about yourself and your organization.

First Name

Last Name

Company / Organization

Work Address (2 street address, city, state, zip)

Work Phone

Work Cell Phone

Work Email

Work Website

Your industry focus: **Click on all that apply**

- Affordable Housing
- Architecture & Design
- Building & Construction
- Code Development & Code Consulting
- Developer Commercial
- Developer Multi-Family
- Developer Residential
- Economic Development
- Emergency Management
- Engineering
- Fire Protection & Life Safety
- Hotel, Restaurant and Travel
- Land Management
- Legal
- MEP (Mechanical, Electrical, Plumbing)
- Real Estate
- Resiliency and Sustainability



Trade and Non-profit Organization Affiliations – [Click on all that apply](#)

- American Society of Civil Engineers (ASCE)
- American Institute of Architects (AIA)
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- American Society of Plumbing Engineers (ASPE)
- Associated Builders and Contractors of Texas (ABC Texas)
- Associated General Contractors (AGC) - Houston Chapter
- Building Officials Association of Texas (BOAT)
- Construction Industry Council - Houston Chapter (HCIC)
- Greater Houston Builders Association (GHBA)
- Greater Houston Texas Restaurant Association (GHTRA)
- Hotel & Lodging Association of Greater Houston (HLAGH)
- Houston Apartment Association (HAA)
- Houston Building Owners & Managers Association (BOMA)
- Houston Business Roundtable (HBR)
- Houston Contractors Association (HCA)
- Houston Housing Collaborative
- Independent Electrical Contractor (IEC)
- Institute of Real Estate Management (IREM) – Houston Chapter
- International Association of Plumbers and Mechanical Officials (IAPMO)
- NAIOP, the Commercial Real Estate Development Association
- Society of Fire Protection Engineers (SFPE)
- Super Neighborhood Alliance
- Texas Institute of Building Design (TIBD)
- Urban Land Institute (ULI)
- US Green Business Council (USGBC) of Houston
- Other (y/n, type in association)

If you are interested in getting involved in the code development process, [please click here.](#)

If you are interested in submitting a code amendment, [please click here.](#)

By completing this form and submitting your name and contact information you agree to receive emails from the City of Houston pertaining to information on construction code and permitting updates.

[All fields are required.](#)



Houston's Construction Code Modernization 2021 GET INVOLVED FORM

Landing page for 'Get Involved' OR 'Join a Committee'

Interested in being a part of the code development process? We're looking for volunteers with expertise in Houston's construction codes and permitting process that will serve on a Task Force Group (TFG) or the Construction Code Modernization Committee (CCMC).

Our goal is to create inclusive, diverse groups with as many associations and organizations engaged with construction codes so that everyone can be at the table sharing their organization's insights into the codes. Our selection process is to ensure all areas of the development and design community is engaged and represented in the code development process. We will include small to large businesses in both commercial and residential buildings across all channels, including but not limited to; developers, designers, building owners, contractors, and MEP (mechanical, electrical, plumbing) specialists. Additionally, and we will engage economic development groups, hazard mitigation experts, affordable housing interests, and more.

If you are a subject matter expert in a particular code and you belong to an association or nonprofit organization that would like you to represent them, please [sign up here \(link for TFG\)](#).

If you own or work for a company and your company would like you to represent them, [please sign up here \(link for CCMC\)](#).

Thank you for interest in participating in Houston's Construction Code Modernization Project! Please fill out the [contact information below](#) and confirm before submitting your request that you have read through the [Public Participation Plan](#) and understand the structure, process, and timeline.

Each organization can only have one person represented on the CCMC and on a TFG, so if you are interested in joining, choose to serve on either the CCMC or one of four TFGs. All participants will have particular expertise in their field. More information about the structure of the TFGs and the CCMC and be found at [\(Link to the PPP\)](#).

All TFG and CCMC Members will:

- Meet with and consult with internal and external stakeholder concerns.
- Analyze and vet all stakeholder code amendment submittals.
- Finalize stakeholder amendments to be proposed.
- Review significant changes from 2015 to 2021.
- Submit TFG proposed amendments to the CCMC for final review and recommendation to the Houston Code Development Committee.
- Be a City Ambassador and inform and educate the development community on the importance and value of the City's 2021 code process and adoption."



TASK FORCE GROUP SIGN UP

Each Task Force Group will meet weekly, up to three times per week, depending on how many significant changes will be reviewed and the number of amendment proposals are received by the City. Before each meeting you will be notified of the chapters, sections and subsections that will be covered. We ask that you attend the meetings that you are a subject matter expert in. If the meetings cover items that are not specific to your expertise, you do not need to attend. Each TFG will review and vet the codes and code chapters that they are responsible.

Yes, please sign me up! Please complete the following sign-up form. Each TFG will have 15-25 participants.

Please click on Y for Yes for the TFG you wish to join and enter a 1 in the box that signifies your area of expertise. A reminder you can only sign up for one of the four TFG OR to join the CCMC. For a calendar with specific dates and times please click [here](#)

Task Force Group 1: Building & Fire Codes	Y
Please let us know your area of expertise by putting a	
International Building Code (IBC)	
International Fire Code (IFC)	
International Existing Building Code (IEBC)	
Task Force Group 2: Residential & Pool Codes	Y
International Residential Code (IRC)	
International Swimming Pool & Spa Code (ISPSC)	
Task Force Group 3: Performance & Energy Codes	Y
International Energy Conservation Code (IECC)	
International Code Council Performance Code (ICCPC)	
Task Force Group 4 Mechanical, Electrical, Plumbing Codes	Y
Mechanical Code (MC)	
National Electrical Code (NEC)	
Plumbing Code (PC)	

Yes – I have read through the [Public Participation Plan](#) and understand the structure, process, and timeline.



CONSTRUCTION CODE MODERNIZATION COMMITTEE (CCMC) SIGN-UP

Thank you for interest in participating in Houston's Construction Code Modernization Project! Please fill out the [contact information below](#) and confirm before submitting your request that you have read through the [Public Participation Plan](#) and understand the structure, process, and timeline.

Each organization can only have one person represented on the CCMC and on a TFG, so if you are interested in joining, choose to serve on either the CCMC or one of four TFGs. All participants will have particular expertise in their field. More information about the structure of the TFGs and the CCMC and be found at [\(Link to the PPP\)](#).

The Construction Code Modernization Committee will meet monthly after each Task Force Group has vetted their group's significant changes and amendment proposals and submitted to the City for review and preparation for the CCMC meeting. Before each meeting you will be notified of the significant changes and amendment proposals that will be covered. We ask that you attend all of the CCMC meetings or that you send a representative as outlined in the [PPP Link](#).

Yes, please sign me up! Please complete the following sign-up form. The CCMC will have 50-75 participants.

A reminder you can only sign up for either one of the four TFG **OR** to the CCMC.

For a calendar with specific dates and times please [click here](#).



Houston's Construction Code Modernization 2021 CODE AMENDMENT SUBMITTAL FORM LANDING PAGE

A code analysis of all Houston construction codes utilizing 2015 Edition of building codes will be completed to achieve the adoption of 2021 Edition of codes. We began the analysis in late June of 2022 with a completion date by December 2022. As the 2021 proposed codes and the comparative analyses are completed, the stakeholder engagement process will begin in December.

In order to achieve our aggressive timeline and to ensure the code amendment process captures the needs of the larger community while protecting the health and safety of Houston's citizens, we ask that you submit your proposed amendment through your technical association or professional organization. All code submittals will be reviewed; however, if the City receives multiple submittals concerning the same code, the TFG will determine one submittal that best represents what is being requested. Code submittals through trade associations and organizations will take precedent in the code review process.

The criteria for all code amendment proposals:

- Each proposal must be written in legislative format.
- The 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. Proposed changes can also include items, materials, methods of construction, etc. that are not covered in the proposed 2021 codes.
- The justification should address safety impact, enforceability, cost effectiveness or unique local conditions.

For more information about how to submit a code amendment submittal form please ([Click here for PPP – link to PPP report](#)).

When you are ready to submit a code amendment submittal [click here](#)



Houston's Construction Code Modernization 2021 CODE AMENDMENT SUBMITTAL FORM

Yes, I Would like to submit a code amendment. Please complete the contact information page before proceeding. [Click here to submit contact information.](#)

Instructions:

Visit the specific Code by TFG [\(drop down box to link to 2021 construction code analysis that will be uploaded separately by code\)](#)

- International Building Code (IBC)
- International Fire Code (IFC)
- International Existing Building Code (IEBC)
- International Residential Code (IRC)
- International Swimming Pool & Spa Code (ISPSC)
- International Energy Conservation Code (IECC)
- International Code Council Performance Code (ICCPC)
- Mechanical Code (MC)
- National Electrical Code (NEC)
- Plumbing Code (PC)

Please follow the steps outlined here to submit your code amendment submittal form.

1. You and your organization will have approximately two weeks to submit a proposed amendment. The ending date is the deadline for any amendment proposals as stated for each group. If you miss the deadline, your organization can still submit a code amendment proposal for up to 30 days from the release date of the code that will be announced via email.
2. Code text in the nationally promulgated codes not specifically addressed in a proposed Houston amendment remains unchanged and shall be adopted as written in the appropriate published document unless specifically excluded by a Houston amendment.
3. Designers, contractors, the public, and other interested parties are encouraged to hold meetings to complete their own analysis of the updated code publications in preparation for submitting public comments or proposed code changes during the public comment period. Public comments or proposed code changes are accepted on code change proposal forms created specifically for this purpose.
4. You must submit a separate code amendment submittal form per code section.
5. Proposed code amendment submittals must be in legislative format.
6. Appropriate justification and supporting documentation shall be provided for each proposed code change. Each proposed code change shall document the need for a code clarification, Houston-specific historical data of physical injuries, loss of life or property, intended increase in effectiveness, increased safety impact, enforceability, and/or unique local conditions that warrant such addition or modification to the 2021 Edition of the codes.



CODE AMENDMENT SUBMITTAL FORM

Yes, I Would like to submit a code amendment. Please complete the contact information page before proceeding. [Click here to submit contact information.](#)

Instructions:

Visit the specific Code by TFG ([drop down box to link to 2021 construction code analysis that will be uploaded separately by code](#))

- International Building Code (IBC)
- International Fire Code (IFC)
- International Existing Building Code (IEBC)
- International Residential Code (IRC)
- International Swimming Pool & Spa Code (ISPSC)
- International Energy Conservation Code (IECC)
- International Code Council Performance Code (ICCPC)
- Mechanical Code (MC)
- National Electrical Code (NEC)
- Plumbing Code (PC)

Please follow the steps outlined here to submit your code amendment submittal form.

1. You and your organization will have approximately two weeks to submit a proposed amendment. The ending date is the deadline for any amendment proposals as stated for each group. If you miss the deadline, your organization can still submit a code amendment proposal for up to 30 days from the release date of the code that will be announced via email.
2. Code text in the nationally promulgated codes not specifically addressed in a proposed Houston amendment remains unchanged and shall be adopted as written in the appropriate published document unless specifically excluded by a Houston amendment.
3. Designers, contractors, the public, and other interested parties are encouraged to hold meetings to complete their own analysis of the updated code publications in preparation for submitting public comments or proposed code changes during the public comment period. Public comments or proposed code changes are accepted on code change proposal forms created specifically for this purpose.
4. You must submit a separate code amendment submittal form per code section.
5. Proposed code amendment submittals must be in legislative format.
6. Appropriate justification and supporting documentation shall be provided for each proposed code change. Each proposed code change shall document the need for a code clarification, Houston-specific historical data of physical injuries, loss of life or property, intended increase in effectiveness, increased safety impact, enforceability, and/or unique local conditions that warrant such addition or modification to the 2021 Edition of the codes.
7. Cost Impact: Please indicate one of the following regarding the cost impact of any proposed code change to the nationally promulgated codes:
 - a. the code change proposal will not increase the cost of construction.
 - a. the code change proposal will increase the cost of construction
 - a. the code change proposal will decrease the cost of constructionInclude in your submittal information to substantiate either assertion on the code change proposal form. Any code change proposal submitted which does not include the requisite cost information shall be considered incomplete and shall not be processed.



8. Any code amendment submittal forms not received during the public comment period will not be accepted.
9. The proposal form must be completed and submitted electronically. Handwritten forms will not be accepted.

For more information about how to submit a code amendment submittal form please ([Click here for PPS](#))

Complete the following code amendment submittal information:

1. Code ([drop down box](#))(Click only one – Only one code section can be submitted at one time)
 - International Building Code (IBC)
 - International Fire Code (IFC)
 - International Existing Building Code (IEBC)
 - International Residential Code (IRC)
 - International Swimming Pool & Spa Code (ISPSC)
 - International Energy Conservation Code (IECC)
 - International Code Council Performance Code (ICCPC)
 - Mechanical Code (MC)
 - National Electrical Code (NEC)
 - Plumbing Code (PC)

2. Code Section ([fill in](#))
3. Please provide your Code Amendment Submittal in Legislative Format ([fill-in box](#))
4. Please provide justification for your Code Amendment Submittal ([fill-in box](#))
5. Upload any supporting documents that will technically justify for your proposal
6. Upload a document that provide a Cost Impact after answering the following questions:
 - a. the code change proposal will not increase the cost of construction. ([Yes / No](#))
 - b. the code change proposal will increase the cost of construction ([Yes / No](#))
 - c. the code change proposal will decrease the cost of construction ([Yes / No](#))
 - d. Include in your submittal information to substantiate either assertion on the code change proposal form. Any code change proposal submitted which does not include the requisite cost information shall be considered incomplete and shall not be processed.

Please confirm the following before submitting your code amendment proposal:

7. This proposal does not reduce the fire- and/or life-safety of the minimum code. ([click to confirm](#))
8. This proposal is written in legislative format. ([click to confirm](#))
9. The information added is not covered in the proposed 2021 code. ([click to confirm](#))
10. The 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. ([click to confirm](#))
11. The justification addresses safety impact, enforceability, cost effectiveness or unique local conditions. ([click to confirm](#))
12. [Click here to Review and change your Public Input/Comment, then hit submit button below](#)

Upon completion of your submittal, you or your organization will receive a confirmation email. Each code submittal will receive a unique number that will be used to track its progress. You will receive email progress reports to let you know if your request was rejected and the reasons why, it was accepted in full, or if any recommended adjustments were made. You will be notified of the date your



proposed amendment will be reviewed by the TFG and any dates you can attend a Public Participation Meeting.

SUBMIT to CodeAmendments.CCM@HoustonTX.gov

Contact Info:

1. For questions email us at CCMInfo@HoustonTX.gov



Appendix 3 – FAQ Typical

1. WHAT IS HOUSTON'S CODE MODERNIZATION PROJECT?

The Houston Public Works mandate for this code adoption is to adopt the 2021 Code Editions as a base code with local amendments that: help strengthen and ensure long term sustainability and resiliency in Houston; do not reduce the fire- or life-safety provisions without providing an equivalency to what's found in the base code; and comply with the intent of the code in quality, strength, effectiveness, fire-resistance, durability, and safety for the purpose intended.

click here: [Public Participation Plan](#)

2. HOW CAN I PARTICIPATE IN THE 2021 CODE DEVELOPMENT PROCESS?

The Construction Code Modernization Project will host all updates and information on a special web page under Houston Permitting Center at

www.houstonpermittingcenter.org/construction-code-modernization.

Visit this site to sign up to receive updates via our newsletter and by direct emails. You will also be able to sign up to serve on a Task Force Group (TFG) or to serve on the Construction Code Modernization Committee (CCMC).

3. WHAT IS A TASK FORCE GROUP (TFG), WHAT IS THE CONSTRUCTION CODE MODERNIZATION COMMITTEE (CCMC) AND HOW DO I SIGN-UP TO SERVE?

Four (4) specialty Task Force Group work teams will be established with broad expertise in the four (4) code groupings listed below that cover the proposed 2021 Edition of construction codes. The Task Force Group (TFG) members will be selected for their industry expertise in a Code Category. Those that participate on a TFG will be on the front lines with the Houston Construction Code Committee made up of City staff and meet 1- 3 days per week while focused on your area of expertise. There will be 15-25 participants per TFG.

The CCMC is made up of 50-70 subject matter experts from City and industry including but not limited to: building owners, developers, design professionals, contractors, flood control engineers, energy experts, and affordable housing advocates, along with appropriate members of the Houston Code Development Committee comprised of employees from multiple City departments including but not limited to, Houston Public Works, Planning, the Department of Housing and Community Development, the Mayor's Office of Recovery, Mayor's Offices of Resilience and Sustainability, Houston Emergency Center, General Services Administration, Police and Fire Departments, and Mayor's Development Office. The Construction Code Modernization Committee will review and advise the Houston Code Development Committee on the technical merits updated construction codes and any CCMC code change recommendations.

For more information click here [Structure and Process](#) and view pages 22-30 of the PPP.



4. HOW DO I KNOW IF I HAVE BEEN SELECTED TO SERVE ON A TFG OR THE CCMC?

In order to achieve the aggressive timeline and to ensure the code amendment process captures the needs of the larger community while protecting the health and safety of Houston's citizens, we will accept all submittals to participate and will then select subject matter experts that can also represent various organizations.

Our selection process is to ensure the entire development and design community is engaged and represented. Our goal is to create inclusive, diverse groups with as many associations and organizations engaged with construction codes so that everyone can be at the table sharing their organization's insights into the codes as well as their specific interest. Small to large business will be included in both commercial and residential buildings across all channels including developers, designers, building owners, contractors, and MEP specialists. Economic development groups, hazard mitigation, affordable housing and other specialty groups will additionally be invited.

You will receive a phone call or an email from the City to confirm your type of participation. Everyone, whether on a committee or not, can submit a code amendment proposal.

5. WHEN AND WHERE ARE THE TFG MEETINGS?

If you are selected to serve you will receive calendar notices of the meetings. We will additionally keep you informed about the meeting dates for specific codes and code subsections so that you can attend the meetings specific to your areas of expertise. For more information about general meeting dates please click here [Appendix 4 – TFG Meeting Schedule](#) and visit Appendix 4.

6. WHEN AND WHERE ARE THE CCMC MEETINGS?

If you are selected to serve you will receive calendar notices of the meetings. We will additionally keep you informed about the meeting dates for specific codes and code subsections so that you can attend the meetings specific to your areas of expertise. For more information about general meeting dates please click here [Appendix 4 – TFG Meeting Schedule](#) and visit Appendix 4.

7. ARE THE MEETINGS IN PERSON OR ONLINE?

The meetings are held both in-person and online. You can choose either in-person or online via MS Teams. If you are selected to serve you will receive calendar notices of the meetings. We will additionally keep you informed about the meeting dates for specific codes and code subsections so that you can attend the meetings specific to your areas of expertise.

8. HOW MAY I GET ACCESS TO THE PROPOSED 2021 CONSTRUCTION CODES?

Click here www.houstonpermittingcenter.org/construction-code-modernization to visit our webpage where we will post the proposed 2021 construction codes.



9. HOW DO I SUBMIT AN AMENDMENT PROPOSAL?

Click here www.houstonpermittingcenter.org/construction-code-modernization to visit our webpage where you can submit a code amendment proposal. To learn more about the process visit page 18 of the PPP.

10. WHO DO I CONTACT FOR MORE INFORMATION?

Please contact us at Info.CCM@houstontx.gov.



Appendix 4 - Contributors

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