

MICHIGAN CODE CHANGE PROPOSAL REQUEST

Be sure to format your proposal and include all information as indicated in instructions below.

Indicate appropriate Michigan Code(s) associated with this Proposal.

Note: All code change proposals will receive an acknowledgment. Please contact the Office of Administrative Services at (517) 241-6312 if you do not receive an acknowledgment.

Proposals may be sent via regular mail, facsimile, or email. An e-mail submittal is preferred, including an electronic version in PDF. **Send to:**

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Attn: Shannon Matsumoto
P.O. Box 30254
Lansing, MI 48909
Fax: (517) 241-9570
Email: matsumotos@michigan.gov

Graphic materials (graphs, maps, drawings, charts, photographs, etc.) must be submitted as separate electronic files in .TIF or .JPG format (300 DPI minimum resolution; 600 DPI or more preferred) even though they may also be embedded in your PDF submittal. **Please indicate on the submission if a separate graphic file is provided.**

PROPOSAL FORMATTING:

Draft the proposal using ~~strikeout~~ / **bold underline (new language)** format (see sample on page 2). At the beginning of each section, one of the following instruction lines is also needed:

- Add new text as follows:
- Delete and substitute as follows:
- Delete without substitution:

The only formatting that is needed is **BOLDING, STRIKEOUT AND UNDERLINING**. Please do not use additional formatting such as tabs, columns, etc. as this will be done by BCC. **DO NOT USE TRACK CHANGES, AUTOMATIC NUMBERING OR ANY OTHER ADVANCED FORMATTING TOOLS PROVIDED BY WORD.**

SUBMISSION REQUEST:

The following items are **requested** to be included in your proposal:

1. Reproduce the entire section for which an amendment is proposed.
2. Sufficient supporting information to indicate how the proposal is intended to affect the intent and application of the Code.
3. Clearly state the purpose of the proposed code change, (i.e., clarifies the Code; revises outdated material; substitutes new or revised material for current provisions of the Code; adds new requirements to the Code; deletes current requirements, etc.).
4. Justify changing the current Code provisions, stating why the proposal is superior to the current provisions of the Code. Proposals which add or delete requirements must be supported by a logical explanation which clearly shows why the current Code provisions are inadequate or overly restrictive, specifies the shortcomings of the current Code provisions, and explains how such proposals will improve the Code.
5. Substantiation for the proposed code change based on technical information.
6. A bibliography of any substantiating material submitted with the code change proposal.

COST IMPACT:

Provide a statement on the cost impact of the code change proposal:

1. The code change proposal will increase the cost of construction; or
2. The code change proposal will not increase the cost of construction.
3. The code change proposal will reduce the cost of construction.
4. Provide a detailed analysis of the cost increase or cost decrease.

This information will be included in the published code change proposal.

PROPOSED CODE CHANGE REQUEST

Log No.: Agenda Date: Committee Action: AS AM D

Date: _____

Name: _____ Representing: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-Mail: _____ Telephone: _____ Facsimile: _____

Indicate for which code you are proposing the change: _____

Revision to: Section _____ Table _____ Figure _____

Show proposed text in accordance with the following format: ~~Strikeout~~ **Bold & underline proposed added text**

Reason: (Thoroughly explain the need and reason for the proposed change including any anticipated benefits, and economic cost or savings realized by the proposed change, as well as any other information appropriate to assist the Bureau and committee in a clear understanding of the issue. During the rulemaking process, the Bureau must defend the need and reasonableness of all proposed rule changes; therefore, a detailed explanation is necessary to ensure the committee thoroughly considers all aspects of the proposal.)