



**CONSTRUCTION CODES AND LICENSING DIVISION (CCLD)
COMMITTEE PROCESS AND RULE CHANGE POLICY**

This policy provides all committee members with a common understanding of the procedures to propose and make changes to the code for review by the committee. The following policy will be followed:

CCLD will provide the committee with timeline expectations for the committee to follow. It is important for committees to adhere to timeline expectations so that rules that affect each other can be adopted at the same time.

CCLD tracks potential changes that have occurred since the rule was last amended. CCLD will provide those changes to the committee as concepts for discussion, proposals, and/or a preliminary draft for the committee's consideration as well as the committee's own proposed changes to the rule.

To be included in the final rule draft, proposed rule changes must be provided on a form provided by the CCLD. The proposals must contain a 'statement of need and reasonableness' (SONAR) as a justification of the proposal and the proposed language in strikeout/underline format so that the change and the reason for the change can be discussed by the committee.

Proposed rule changes will be submitted to the committee chair electronically at least 1 week prior to the scheduled meeting to enable the chair to disseminate the proposals to all committee members for their review prior to a meeting.

All proposed rule changes submitted at least one week prior to the scheduled meeting will be included on the committee meeting agenda for discussion and due consideration by the committee.

Committee members submitting a change on behalf of a group or association will indicate this information on the "Requestor" portion of the rule change form.

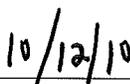
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Last
Updated,
Approved:



DLI, Commissioner, Steve Sviggum



Date



DLI Assistant Commissioner, Tom Joachim



Date