

CCAB ORIENTATION

April, 2014

CCAB—Purpose



- Created by SBC Section 105
- Purpose is to:
 - ▣ review proposed code amendments and Director's Rules
 - ▣ act as advisory hearing body to review DPD decisions on permit applications when requested by applicant
- Advisory—Decisions aren't binding, but DPD relies heavily on advice, as do elected officials

CCAB—Membership

- SBC specifies 13 members:
 - architect,
 - structural engineer,
 - electrical engineer,
 - mechanical engineer,
 - general contractor,
 - electrical contractor,
 - commercial building owner or operator,
 - apartment building owner or operator,
 - residential developer,
 - organized labor,
 - 3 general public representatives

How CCAB Operates—Meetings



- Meetings are scheduled for first and third Thursdays every month; members are expected to reserve those times for CCAB meetings
- Frequency of meetings varies depending on work load
- Two-hour meetings—noon until 2 p.m.

Meetings



- DPD prepares agendas and minutes
- CCAB members may suggest agenda items
- Meetings are informal
- CCAB Chair runs the meetings
- CCAB members should question DPD, think critically about DPD's proposals

CCAB Bylaws



- Bylaws are adopted by CCAB, may be amended by CCAB as needed
- Meetings are open to the public
 - Everyone can participate, only CCAB members can vote
- Chair and Vice Chair are elected by the Board
- 5 members make a quorum; Board may conduct business without a quorum, subject to later ratification of votes
- Committees may be formed with non-Board members
 - Past committees include earthquake repair, smoke control, Mechanical Code, Electrical Code, and Elevator Code

“Appeals” to CCAB

- Permit applicants who are dissatisfied with how DPD applies a code to their project may ask to have CCAB review
- CCAB chair appoints 3 or more people to review the project, may include people who are not CCAB members
- Applicant & DPD each present their interpretation
- CCAB makes advisory recommendation to DPD; final decision on project made by DPD
- More information: SBC Sec 103.11; [Tip 332](#)

Innovation Advisory Committee



- ❑ IAC is an opportunity for DPD and project teams to develop solutions to issues raised by innovative energy-efficiency proposals
- ❑ Emerging technologies that could be used in multiple future projects or are being proposed for a specific project
- ❑ Similar to “appeals” but meant to occur in design stage before permit application is submitted
- ❑ Limited to codes that CCAB reviews (e.g. not available for Land Use Code)

<http://www.seattle.gov/dpd/permits/greenbuildingincentives/innovationadvisorycommittee/default.htm>

Code of Ethics

- CCAB members are subject to City Code of Ethics, but are not subject to detailed financial disclosure
- May not work on City projects or activities where you have a financial benefit or interest, direct or indirect, including CCAB matters
- If you represent specific stakeholder group do not need to disqualify yourself from matters in which you have a direct or indirect financial interest due to your stakeholder status.
- Must disclose financial interests not shared by group you represent
- CCAB members should disclose stakeholder interests and other transactions/activities that could appear to impair independence of judgment

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- Use of City resources, such as supplies, computers, and probably parking permits, except for your job as a CCAB member can be a violation of the Code of Ethics.
 - May not ask for or receive gifts, loans, or other things of value from people with whom you do City business.
 - “Appearance” standard applies—should not work on projects or be involved in activities if a reasonable person with the facts would believe that there is a conflict of interest.

Ethics questions

- To discuss an ethics questions, don't hesitate to call (they sincerely enjoy answering questions):
 - Wayne Barnett, SEEC Executive Director, 206.684.8577
 - Gary Keese 206.684.0595
- Seattle Ethics and Elections Commission website
http://www.seattle.gov/ethics/etpub/et_home.htm
- Brochure on ethics rules for Boards and Commissions
<http://www.seattle.gov/ethics/etpub/faqadvisory.htm>

Codes, Rules, Tips



- ❑ **Codes** are adopted by City Council through legislation, mandatory
- ❑ **Rules** are adopted by DPD through administrative process, mandatory
- ❑ **Tips** (fka CAMs, Client Assistance Memos) information only, not mandatory. No process requirements.

Director's Rules



- Used to clarify and interpret codes, to formalize widely-used code alternates
- Cannot be used to change the code
- Available on DPD website

<http://web6.seattle.gov/dpd/dirrulesviewer/default.aspx>

“Tips”

- Explanatory, meant to make requirements or process understandable to the public*
- Not formally adopted
- Not enforceable
- Formerly called Client Assistance Memos or CAMs
- CCAB usually does not review Tips

<http://web1.seattle.gov/DPD/CAMs/CamList.aspx?cs=100>

*Tips are sometimes directed to a knowledgeable segment of the public, e.g. Tip 339 *Emergency and Standby Power Systems*

Model Codes

Most codes enforced by DPD are based on a model code with Seattle amendments

- International Codes (International Code Council—ICC)
 - ▣ *Building, Existing Building, Residential, Energy, Mechanical, Fuel Gas, Fire**
- International Association of Plumbing and Mechanical Officials
 - ▣ *Plumbing Code*
- National Electrical Code (National Fire Protection Association)
 - ▣ *Electrical Code*

*Seattle Fire Code is enforced by the Fire Dept which has a separate advisory board.

Standards

- Many standards are adopted by reference in the model codes.
- Usually codes have scoping provisions; standards have detailed design or manufacturing specifications
- E.g. ICC A117.1 (“Accessible and Usable Buildings and Features”) is adopted in the IBC. IBC specifies “when” or “where” accessible features are required; A117.1 provides details of “how” to design those features.
- Many structural design standards are adopted by reference in the IBC, e.g. ASCE 7 “Minimum Design Loads for Buildings and Other Structures”
- Standards usually adopted without amendment

Code Updates



- New editions of International Codes and National Electrical Code are published every 3 years
 - ICC codes: 2012, 2015, 2018
 - NEC: 2011, 2014, 2017
- Amendments to State codes usually take effect July 1 of the year after new editions of the ICC codes are published
- Seattle attempts to have its codes take effect with the State codes

Process for Adoption of 2015 Seattle Codes

- DPD receives new code edition, staff inserts existing amendments June 2014
- DPD discusses amendments in-house, then with CCAB
- CCAB usually reviews Building and Residential codes as a committee of the whole
- CCAB committees review Mechanical & Fuel Gas, Building Code Chapter 30 (elevators), other topics as desired
 - ▣ Energy Code has extensive public process before CCAB

Seattle Legislative Process



- Takes several months; usually no CCAB meetings during this time
- After CCAB review, DPD prepares legislation & sends it through legislative process
- Legislation is reviewed by City Attorneys, budget office, city clerk.
- Introduced at a meeting of the full City Council
- City Council Committee discusses and votes
- Full Council votes
- Mayor signs
- Takes effect 30 days after Mayor signs
- DPD usually allows 60 day transition period after effective date

State Building Codes

- “State Building Code” is specified in state law (RCW 19.27.031) to consist of:
 - ▣ International Building, Residential, Mechanical and Fire codes
 - ▣ Uniform Plumbing Code
- State also adopts International Fuel Gas Code, International Existing Building Code, and International Energy Conservation Code
- Specific editions are adopted by State Building Code Council every 3 years

State Energy Code



- ❑ RCW 19.27A requires State Building Code Council to adopt an energy code meeting specific minimum standards
- ❑ Different standards for residential and nonresidential buildings
- ❑ 2012 is first time Washington adopted model Energy Code

State Building Code Council

- Washington State Building Code Council is created by RCW 19.27
- Has rulemaking authority
 - ▣ Which model codes is set in legislation; SBCC adopts specific edition & amendments by rule
- Members are part-time volunteers (meet apx 10 times/year)
 - ▣ Eric and Steve are members
- 15 members specified in RCW19.27.070—includes elected officials, building official, fire official, builders, design professionals, labor, manufacturer/installer/distributor, person with disability, general public

Timeline for Adoption of 2015 State Building Codes

2015

- March 1—Code change proposals are due (anyone may submit proposals)
- Mid-March—SBCC forms a Technical Advisory Group (TAG) for each code, and assigns proposals to TAG for review
- March-June—TAGs review new codes and code change proposals

State Timeline



- May & June—SBCC reviews TAG work and decides which proposals go to public review
- August-October—public comment period
- Sept-October—public hearings
- November—SBCC votes on final rules
- State codes are not allowed to take effect until after the next legislative session

2016

- July 1—New editions of codes take effect

Implementation of State Codes in Seattle



- Seattle's amendments are more extensive than State's
- Review of Seattle & State codes progresses independently but concurrently
- State amendments are reviewed for adoption in Seattle
- New editions of Seattle codes take effect as close as possible to the effective date of State Codes (usually within 6 months)
- DPD staff participates in SBCC process

Department of Labor and Industries



- Some codes are under the jurisdiction of the Dept of Labor and Industries (L&I)
 - ▣ Electrical Code
 - ▣ Boiler Code
 - ▣ Elevator regulations (Building Code Chapter 30 is in the purview of SBCC, so coordination is necessary)
- Amendments aren't done on a set schedule

Local Amendments—“Mini-Max”



- All Washington jurisdictions are required to enforce state codes
- Some provisions of state codes are “mini-max”—no amendments are allowed.
 - Accessibility
 - Residential sections of Energy Code

Footnote on ADA & Fair Housing Act

- Local jurisdictions do not enforce the Americans with Disabilities Act (ADA) or the Federal Fair Housing Act (FHA)
- The International Code Council, US Dept of Justice and HUD work together to make the IBC and ICCA117.1 Accessibility Standard as close as possible to the federal standards.

Local Amendments—Residential

- Residential amendments (not Energy Code) must be approved by SBCC if they affect construction of:
 - single-family buildings
 - multifamily buildings with:
 - four or fewer units
 - no more than 2 stories
 - less than 5000 sf
 - one-hour fire resistive occupancy separation between units
- Amendments not approved are “null and void”
- All Seattle’s amendments have been approved

Review of Residential Amendments

- Criteria that may be used to justify local residential amendments (WAC 51-40-030)
 - ▣ Unique climatic, geographic, or seismic condition
 - ▣ Unique environmental impacts such as noise, dust
 - ▣ Life, health or safety conditions unique to jurisdiction
- Amendments to administrative provisions are not subject to review

Other Local Amendments: RCW 19.27.060



- ❑ Amendments “shall not result in a code that is less than the minimum performance standards and objectives contained in the state building code”
- ❑ SBCC has no enforcement authority or process to review amendments other than residential amendments

What does DPD do—Overview



DPD develops, administers, and enforces standards for land use, design, construction, and housing within the Seattle city limits. DPD is also responsible for long-range planning.

What does DPD do—Specifics

- ❑ Long-range planning
- ❑ Permit issuance and inspections
- ❑ Building plan review
- ❑ Land use and zoning review
- ❑ Construction and electrical inspections
- ❑ Sign inspections
- ❑ Code development
- ❑ Licensing of boiler operators, refrigeration mechanics and contractors, gas piping installers
- ❑ Annual inspections of elevators, refrigeration systems, boilers
- ❑ Code enforcement based on complaints from the public
- ❑ And the soon-to-be-implemented Rental Registration and Inspection program (RIO) for rental housing

Which codes does DPD enforce?

(These are the codes CCAB reviews)

<http://www.seattle.gov/dpd/codesrules/codes/default.htm/>

- ❑ Seattle Building Code
- ❑ Seattle Existing Buildings Code
- ❑ Seattle Residential Code
- ❑ Seattle Mechanical Code
- ❑ Seattle Fuel Gas Code
- ❑ Seattle Energy Code
- ❑ Seattle Electrical Code
- ❑ Boiler & Pressure Vessel Code
- ❑ Grading Code
- ❑ Seattle Plumbing Code (enforced by Public Health-Seattle & King County)

More Codes

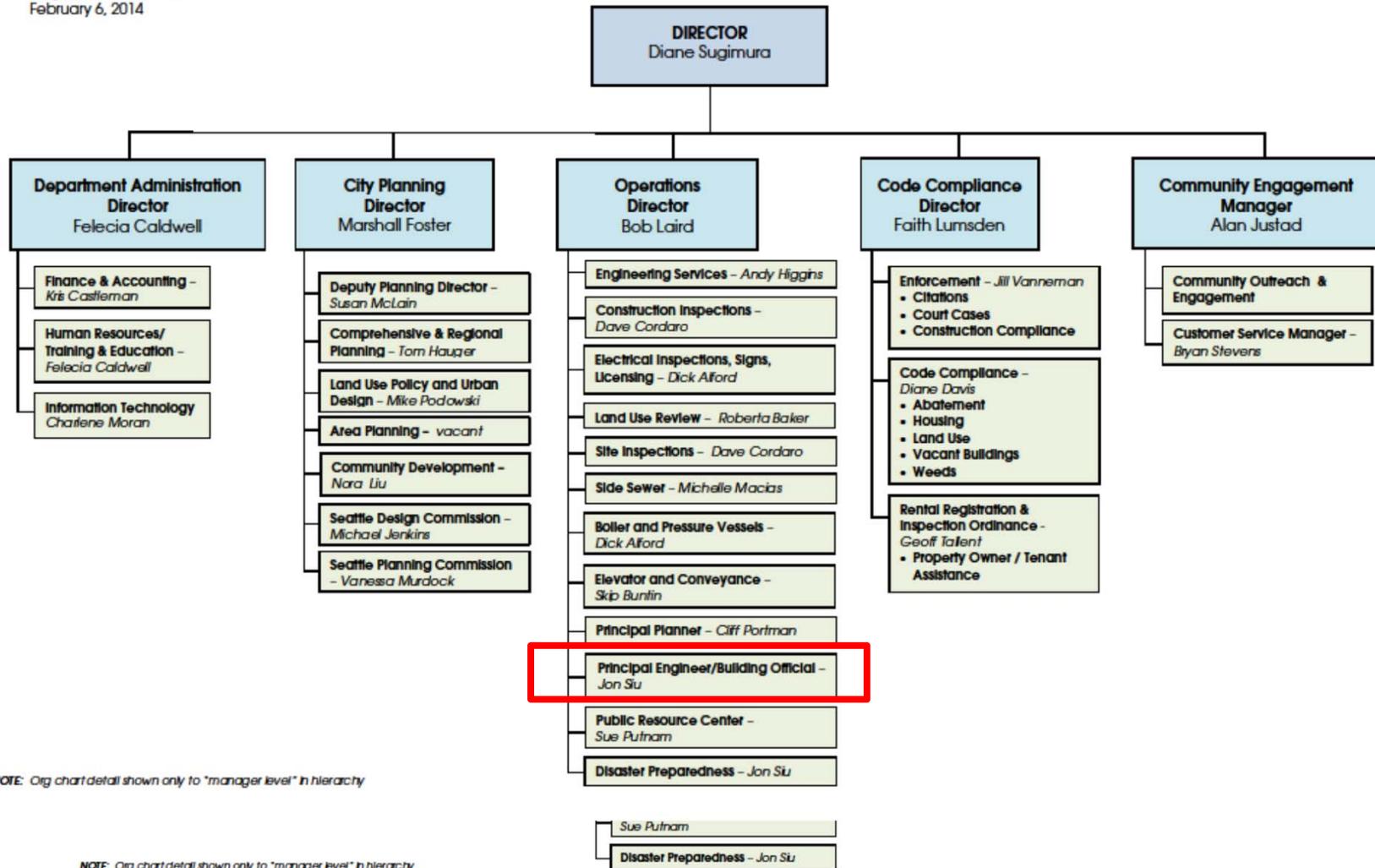


- DPD also enforces:
 - Seattle Land Use Code
 - Environmentally Critical Areas Regulations
 - Stormwater Code
 - Side Sewer Code
 - Seattle Noise Ordinance
 - Licensing laws for boiler operators, refrigeration contractors & mechanics, gas piping installers

Seattle Department of Planning and Development

Organization Chart

February 6, 2014



NOTE: Org chart detail shown only to "manager level" in hierarchy

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Primary Contacts for CCAB

- Staff Support—Code Development
 - Maureen Traxler 206-233-3892
- Subject Experts
 - Jon Siu—Principal Engineer
 - Duane Jonlin—Energy Code
 - Dave Cordaro—Chief Building Inspector
 - Dick Alford—Chief Electrical Inspector
 - Skip Buntin—Chief Elevator Inspector
 - Larry Leet—Chief Boiler Inspector

More Information about DPD

- DPD Web Site <http://www.seattle.gov/dpd/>
- “Contact Us”
<http://www.seattle.gov/dpd/aboutus/contactus/location/>
- City employee phone list
<http://www.seattle.gov/directory/departments.asp>
- “Stay Connected” (DPD’s blogs, social media, email subscriptions, etc.)
<http://www.seattle.gov/dpd/aboutus/news/default.htm>



**Thank you for volunteering
for CCAB!**