

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

CODE AMENDMENT FORM

ITEM NO: _____ (DCA USE ONLY) PAGE _____ OF _____

CODE: _____ SECTION: _____

PROPONENT: _____ DATE: _____

ADDRESS: _____

TELEPHONE NUMBER: () - _____ FACSIMILE NUMBER: () - _____

CHECK _____ Revise section to read as follows:

_____ Add new section to read as follows:

ONE:

_____ Delete section and substitute the following:

_____ Delete without substitution:

~~LINE THROUGH MATERIAL TO BE DELETED:~~

UNDERLINE MATERIAL TO BE ADDED

Approve

Approve as amended

(DCA STAFF ONLY)

Disapprove

Withdrawn

DESCRIPTION:

REASON/INTENT:

FINANCIAL IMPACT OF PROPOSED AMENDMENT:

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

CODE AMENDMENT FORM INSTRUCTION SHEET

1. Do not complete the line entitled “Item No._____”.
2. Use a separate form for each proposed code amendment.
3. “Sheet ____ of _____” indicates the number of sheets for each individual proposed code amendment, not the number of sheets for all the amendments submitted.
4. Identify the code and code section that is the subject of the proposed amendment.
5. The proponent’s name, address, telephone number and fax number must be filled out completely.
6. Be sure to indicate the type of recommended action in the space referred to as “Check One”.
7. If the proposed amendment revises the language of the code section, deletes the entire code section, or deletes the entire code section and offers substitute language, include the language of the present code section and line through the language to be deleted and underline the language of the proposed amendment.
8. Under the “Reason” section, provide the reasoning behind the proposed code amendment. The reason should be clear and concise. Test reports, standards or other supporting information and documentation may be submitted with the proposed amendment and must be attached to the amendment form.
9. **A Statement of Financial Impact must accompany all proposed code amendments.** The statement should be clear and concise. Test reports, standards or other supporting information and documentation may be submitted with the proposed amendment and must be attached to the amendment form.
10. **All proposed amendments must be typed and completed in full and the original submitted to the Codes and Industrialized Buildings Section of the Department of Community Affairs NO LATER THAN DECEMBER 15TH.** The proposed code change shall be submitted for review to the State Codes Advisory Committee at their quarterly meeting in January. An incomplete form will be sent back to the proponent for completion. An amendment submitted after the submittal deadline date will be returned to the proponent.
11. The proponent will be notified when the proposed amendment will be considered by the State Codes Advisory Committee.
12. Information concerning submittal of code amendments, including deadline dates for submittal, can be obtained by contacting the Codes and Industrialized Buildings Section at (404) 679-3118. All proposed code amendments should be submitted to:

The Department of Community Affairs
Codes and Industrialized Buildings Section
60 Executive Park South, NE
Atlanta, Georgia 30329-2231