

Code Adoption Process Video Script

So, you have decided to adopt new building codes or code amendments for your city but don't know where to start? This video will make it easy!

If possible, have this disclaimer scroll across the screen

*If your municipality has a population over 100,000, please review Sections 214.217 and 214.218 of the Texas Local Government Code for additional requirements. *

1. Add the code adoption item to City Council (workshop) agenda for discussion.
 - a. Discuss with the Council the need for updated construction codes and possible amendments to address local or regional concerns.
 - b. Discuss the recommended amendments published by NCTCOG Regional Codes Coordinating Committee.
2. Place an item on the City Council regular agenda for adoption of each code or as a group of codes.
 - a. At least 21 days prior to your city council meeting, advertise to the public that your city intends to adopt new codes along with code amendments and encourage public comment. You can use:
 - i. Notices
 - ii. Flyers
 - iii. Bill Inserts
 - iv. Website
3. Prepare packets for the City Council meeting.
 - a. Ordinance adopting each code or the group of codes.
 - i. Ordinance should include all desired amendments.
 - b. Letter from the North Central Texas Council of Governments Executive Board
 - c. (Optional) Memo from the building code official explaining significant changes to the code from the previously adopted codes
4. Present your codes or code amendment items to the City Council, answer any questions they may have and get your code or code amendment items passed.
5. Congratulations! You have now adopted new building codes or building codes amendments for your city!