



"Leading the way to excellence in building and life safety"

Annual Business Meeting

July 15-16, 2021

Port Angeles, Washington

Agenda

Thursday, July 15

- 7:30 a.m. Coffee service and Registration – *Olympic*
First Timer's Orientation – *Juan de Fuca*
- 8:00 a.m. Business Meeting Call to Order
Pledge of Allegiance to the Flag
Introductions
Welcome and Announcements
Agenda Approval: *July 15-16, 2021 – Annual Business Meeting*
Minutes Approval: *April 22, 2021 - Spring Business Meeting*
Recognitions, Relocations, Memorials
President's Report
 Executive Board Report
Officers' Reports
Bylaw Committee Report
Nominating Committee Report
Executive Director's Report
- 9:00 a.m. Committee Meetings
- Technical Code Development – *Olympic*
 - State Proposals
 - PCH Proposals
 - DOH WAC Proposal regarding residential treatment facilities
 - CAH Statistics
 - TCD Scholarships
 - Education – *Peninsula*
 - 2022 AEI
- 10:30 a.m. Committee Meetings
- Government Relations – *Olympic*
 - Lobbyist Report
 - Open Floor – New Legislative Announcements
 - Open 2022 Legislative Positions for discussion
 - Volunteers for Legislative Subcommittee
 - C & R – *Peninsula*
 - SIRP Symposium

- 12:00 p.m. Luncheon – *Juan de Fuca*
- 1:00 p.m. Election of WABO Board of Directors
- 1:30 p.m. Guest Reports
- International Code Council
 - ICC Region II
 - ICC Local Chapters
 - IABO
 - WPLBO
 - WABO/SEAW
 - State Agencies
 - State Building Code Council
 - MyBuildingPermit.com
 - Liaison Reports
 - Other
- 3:00 p.m. Outreach Committee – *Olympic*
- Building Official Handbook
 - MRSC Liaison
 - Energy Code Task Force
- 4:00 p.m. Code Forum – *Olympic*
- Please put forum topics for discussion on White Board
- 6:00 p.m. WABO Annual Awards Reception and Banquet – *Juan de Fuca*
Guest Speaker & Board of Directors Installation – Kraig Stevenson, ICC Sr. Regional Manager

Friday, July 16

- 7:30 a.m. Coffee service – *Olympic*
- 8:00 a.m. Business Meeting Reconvenes
Motions and Action Items
- WABO Budget Approval 2021/2022
 - Other Motions
- Reports - Standing Committees:
- Technical Code Development
 - Education
 - Government Relations
 - Outreach Services
 - Certification & Registration
 - Emergency Management
 - Accreditation
 - Finance

Announcements
Unfinished Business
New Business

9:00 a.m. Professional Development – Amena Jones & Libby Wagner, Washington
State Department of Social Health & Services
**“WA State Adult Family Home Local Building
Inspection Checklist” ICC PP #28865**

12:00 p.m. Adjourn

Mark Your Calendar!
October 28-29, 2021 – WABO Fall Business Meeting at Campbell’s Resort
Chelan, Washington



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

"Leading the way to excellence in building and life safety"

Proposed MINUTES – 2021 Spring Quarterly Business Meeting

Zoom Conferencing

April 22, 2021

Call to Order

The spring quarterly business meeting of the voting representatives was called to order by President Kurt Aldworth on April 22, 2021 at 9:05 a.m.

Roll Call

The following executive board officers were present:

Kurt Aldworth	-	President
Lee Kranz	-	1st Vice President
Andy Higgins	-	2 nd Vice President
C. Ray Allshouse	-	Immediate Past President

The following executive board directors were present:

Brian Smith	-	Certification & Registration
Micah Chappell	-	Technical Code Development
Tim Woodard	-	Government Relations
Angela Haupt	-	Finance
Todd Blevins	-	Education
Stacy Criswell	-	Outreach Services
Ray Cockerham	-	Emergency Management
James Tumelson	-	Accreditation
Tom Phillips	-	Past President
Trace Justice	-	Past President
Gary Schenk	-	Past President

The following management personnel were present:

Tara Jenkins	-	Executive Director
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Introductions

Registration list on file at WABO office.

Agenda

The President presented the proposed Agenda for the April 22, 2021, Spring Quarterly Business Meeting.

MOTION: It was moved and seconded that the agenda as presented be approved.

The motion carried.

Minutes

The President presented the proposed Minutes for the WABO Winter Committee Meeting on February 4, 2021.

MOTION: It was moved and seconded that the Minutes be approved as presented.
The motion carried.

President's Report

President Kurt Aldworth announced ICC Code Action Hearings just completed Track 1 (April 11 – 21, 2021) and Track 2 will start on April 25, 2021 and conclude on May 5, 2021. Kurt thanked the TCD committee and their active involvement and dedication to the code development process. Kurt reported the ICC ABM and Public Comment Hearings will be in-person September 19 – 29, 2021 in Pittsburgh, encouraged members to get involved in TCD to experience the hearings. Kurt shared the signed Building Safety Month Proclamation from Governor Inslee for May 2021. Kurt announced WPLBO will be holding a candidate's forum in Las Vegas on July 29-30 and Gary Schenk, Trace Justice, Andy Higgins and he will be in attendance. Kurt reported that he will be establishing an Energy Code Task Force to discuss the 2018 Energy Code and possible programs to assist jurisdictions.

First Vice President

Lee Kranz reported the SB5795 Contractor Accountability Workgroup concluded and submitted their report to the legislature. If the legislature enacts the recommendations from the workgroup, it will create a new consumer tool that provides more contractor information. Lee announced he is still working with ICC and the SBCC to discuss timeline efficiencies on code publishing production. Lee reported TCD will have several public comments in the Fall. Lee Kranz announced his official retirement will be on June 30, 2021 and he expressed his appreciation to WABO and encouraged members to get involved.

Second Vice President

Andy Higgins announced the professional development training that will be offered on April 23, 2021 and encouraged members to attend. Andy requested future professional development topic request be e-mailed to him for scheduling.

Election of Board of Directors Nominations

Ray Allshouse announced that the WABO Board of Director elections will be held at the Annual Business Meeting in July. There will be an open Officer's seat with the upcoming retirement of Lee Kranz. To be eligible for a board position you must be a voting representative. If interested in running, please fill out a Nomination for WABO Leadership Form.

Award Ceremony

Kurt Aldworth presented Joyce Lem and Paul Brallier the 2020 President's Award in appreciation of their continued support of WABO and their commitment to the WAsafe program. Kurt presented Jon Siu and Gary Schenk their 2021 Lifetime Honorary Member Award for their years of dedication and commitment to the organization.

International Accreditation Services Committee (IAS) Volunteer

Tom Phillips announced WABO is looking for a volunteer to replace his position on the IAS committee. Tom provided an overview of the committee makeup and expectations. Tom encouraged anyone who wants to broaden their professional horizons to volunteer.

Ray Allshouse announced that he will be looking for a replacement for his building official seat on the NFPA cultural resource international committee.

Gary Schenk announced that he will be looking for a replacement on his seat for the Construction Underground Economy (CUEAC) since he no longer represents a jurisdiction.

STANDING COMMITTEE UPDATES:

Technical Code Development Committee

Micah Chappell thanked Jon Siu for providing the administrative assistance on the TCD Committee and thanked all the TCD volunteers who just completed 120 hours of code change testimony for Track 1 of the ICC Committee Action Hearings. Track 2 will be starting on April 25, 2021. Micah informed the membership that WA did adopt the IWUIC so please be aware of the new code requirement. The TCD Committee will be having a series of meetings in May for state level changes and encouraged members to attend to have their changes heard. Micah informed the membership of TCD scholarships that are available to assist members to attend Committee Action Hearings and Public Comment Hearings.

Jon Siu provided an update on ICC's Long Term Code Development Process Committee (LTCDP) and an ICC Bylaw proposal regarding voting representatives currently on the table that may be presented to the membership for consideration at the Annual Business Meeting.

Education Committee

Todd Blevins provided a brief overview of the 2021 Annual Education Institute (AEI) and reported the committee has met and started putting together the schedule for the 2022 AEI.

Government Relations Committee

Tim Woodard provided an overview of the 2021 legislative 'virtual day on the hill' and the bills WABO helped successfully defeat. Amy Brackenbury requested member feedback regarding their experience on their virtual legislative meeting and reported legislators had very positive feedback with the meeting format. Amy stated that some elements of the virtual session may remain as options in future legislative sessions.

Outreach Services Committee

Stacy Criswell put a background up that sparked conversation and encouraged members to do the same to communicate with the public through their virtual platform. Stacy reported that you can bring attention to your building department by writing a small blurb to publish in the local paper. Stacy led the discussion on when building departments are going to reopen from the pandemic shutdown and encouraged jurisdictions talk to their neighbors to ensure that everyone is on the same page.

C & R Committee

Brian Smith reported the Weld Advisory Board is continuing to work on updating the standard to include agency requirements and verifying figures and tables are up to date. Brian announced a few violation reports have been received on WABO registered Special Inspection Agencies. The SIRP Advisory Board would like to have a symposium with interested building officials and key individuals from WABO Special Inspection Agencies. The symposium will focus on what is going well and areas that can be improved upon. Brian encouraged building officials that are interested in attending to contact himself or Tara.

Accreditation Committee

James Tumelson announced that Fall 2021 registration is now open for enrollment and classes will begin on September 13, 2021. James reported that there are 15 students currently registered in the 1st year of the program and 7 students in the 2nd year. Dick Bower and Micah Chappell are now contracted as instructors for the program and the committee is developing a mentor program. James mentioned the Accredited Code Officials (ACO's) program and encourages members to visit the website for more information and to apply.

Emergency Management Committee

Ray Cockerham informed the membership that the Emergency Management Council has a new chair, Jason Biermann, who will be developing a new report to submit to the Governor's office. Ray reported the WAsafe Operations Manual for coordinators is completed and a small table-top exercise is currently being planned. Ray announced WAsafe is tied to Cascadia Rising 2022, but Paul Brallier is sworn to secrecy so we do not know if the system will be deployed in the next test.

Finance Committee

Angela Haupt provided the membership with an overview of WABO's 2020/2021 third quarter financials.

GUEST REPORTS:

International Code Council

Kurt Aldworth reported on David Spencer's behalf. Kurt announced the ICC Bylaws committee is continuing to bring items to ICC Board of Directors for consideration and if approved to the membership at this year's ABM. Kurt reported the ICC ABM is going to be held in-person and registration will be available in May. Kurt asked members to provide David Spencer with feedback regarding the virtual code hearings both positive and negative. Kurt announced that David Spencer is hoping to receive ongoing support from WABO for reelection as an ICC Director.

ICC Region II

Trace Justice reported that ICC Region II is the most active region and is financially sound. The Region II Military Veteran Program may have new initiatives coming forward. Trace reported Jim Brown and David Spencer are chairs on the ICC Bylaws committee and if you have any concerns, please make them aware of them.

ICC Local Chapters

No report.

IABO

Gary Schenk reported that IABO has not been active during the pandemic. Nothing to report.

WPLBO

Gary Schenk stated nothing additional to report for WPLBO than what was reported in the President's report.

State Building Code Council

Stoyan Brown introduced himself as the new Managing Director effective February 1, 2021. The SBCC is currently working on 2021 Group 1 (IBC, IFC, WUIC, WSEC-C) and the deadline for code change proposals is May 31, 2021 at 5:00 PM. Stoyan projects Group 2 (IBC structural, IRC, IEBC, IMC, UPC, WSEC-R) will start in October/November 2021. Stoyan announced the SBCC is dealing with editorial mistakes and non-editorial mistakes that need to be fixed with expedited rulemaking on the 2018 codes. Stoyan stated the council has two new council members and hired John McEntyre as their new Code Specialist.

State Agencies

Department of Health

Al Spaulding reported Department of Health (DOH) resources have been pulled during the pandemic. DOH is proposing to adopt rules in WAC 246-337 that would have the effect of classifying the occupancy types for RTF's based on certain criteria. Al encouraged member feedback.

WABO/SEAW

Lee Kranz announced the WABO/SEAW committee have completed $\frac{3}{4}$ of the white papers to the current code editions and have 3-4 white papers left to update. Lee requested members that are interested in the committee to contact him.

MyBuildingPermit.com (MBP)

Tyler Running Dear announced MBP publications committee has updated most tip sheets to the 2018 codes. Tyler reported the Electrical & Training committee was providing WA Cities Electrical update training seminars provided virtually through Microsoft Teams. Tyler updated the membership on dashboard improvements and the possibility of adding geographic mapping function. Tyler reported Auburn and Federal Way intend to onboard by mid-2021 and the city of Woodway intends to onboard by the 4th Quarter of 2021. MBP's ABM will be delayed to the fall with an attempt to hold an in-person event.

AGC of Washington

Tara Jenkins provided the AGC report on behalf of Celina Venegas-Sanchez.

Tara Jenkins reported AGC of Washington (AGCW) is headquartered in Seattle, but also have offices in Bellingham, Fife, Olympia and Yakima. Their member-centered programs include Government Affairs, Labor Relations, Safety, Group Retro, Future Leadership Forum, Continuing Education and more. AGCW has more than 600 member companies and has significant programs involving government and labor relations, group insurance, workplace safety, workforce development and more. Celina attended the meeting to learn more about WABO and how it relates to AGCW members as many of them come to them with questions regarding classes to take and/or organizations to join. Tara stated Celina looks forward to continue working with us in the future.

Liaison Reports

AIA WA Council –

Ray Allshouse reported the WA Council continues to be active and they strongly support the SBCC.

AIA Seattle Chapter –

Ray Allshouse reported the AIA Seattle Chapter code development committee meets monthly and has good participation throughout this past year.

Tsunami TAG –

Hoyt Jeter reported on the Tsunami zones and Jon Siu referred people to the DNR webpage for tsunami maps and information.

Energy Code

Kurt Aldworth reiterated that he will be establishing an Energy Code Task Force to discuss the 2018 Energy Code and possible programs to assist jurisdictions.

Motion and Action Items

None.

Unfinished Business

None.

New Business

None.

Announcements

Kurt Aldworth announced the spring meeting professional development will be held April 23, 2021 virtually and encouraged the members to attend.

Meeting adjourned at 11:50 a.m.

**WABO Annual Business Meeting
July 15-16, 2021
Attendee List**

KURT ALDWORTH CBO, ACO
CITY OF KIRKLAND

STEVEN BLAKE
CITY OF BURIE

CLIFF BURDICK
CITY OF WENATCHEE

MICAH CHAPPELL MBA, CBO
CITY OF SEATTLE, DCI

SUE COFFMAN CBO, P.E., CFM
CITY OF TACOMA

STEPHANIE DAY
CITY OF KIRKLAND

ANGELA HAUPT CBO
CITY OF KIRKLAND

DANA HERRON CBO
CITY OF MILTON

WILLIAM HILL CBO, ACO
BHC CONSULTANTS

TARA JENKINS
WASHINGTON ASSN OF BUILDING OFFICIALS

CHRISTOPHER JENSEN
UL, LLC

RUTH-ANN JOHNSON
WASHINGTON ASSN OF BUILDING OFFICIALS

TRACE JUSTICE CBO, ACO
SNOHOMISH COUNTY

TIA KLUMPP
4LEAF, INC.

CLELL MASON
CITY OF KIRKLAND

MARY KATE MCGEE CBO, ACO
CITY OF SEATAC

RYAN MUMMA CBO, ACO
CITY OF LAKE STEVENS

C. RAY ALLSHOUSE AIA, CBO, ACO
CITY OF SHORELINE

R. TODD BLEVINS CBO
CITY OF WEST RICHLAND

SEAN CARLSTROM CBO, MCP, CFM, ACO
CITY OF SHELTON

RAY COCKERHAM CBO
CITY OF PUYALLUP

STACY CRISWELL CBO, ACO
CITY OF MONROE

MARTY GILLIS CBO
WEST COAST CODE CONSULTANTS, INC.

NORM HENSON
SIMPSON STRONG-TIE

C. ANDREW HIGGINS MCP, CBO, ACO
CITY OF SEATTLE, DCI

ARDEL JALA PE
CITY OF SEATTLE, DCI

TROY JENKINS
JENKINS MANAGEMENT SOLUTIONS, LLC

HOYT JETER PE
CITY OF TACOMA

AMENA JONES
DSHS/ALTS/RESIDENTIAL CARE SERVICES

JATINDER KHOKHAR
CITY OF SEATTLE

LEE KRANZ CBO, ACO
RETIRED

S. KELLY MAYO CBO, ACO
DEPARTMENT OF LABOR & INDUSTRIES

KRISTINE MUMMA
SNOHOMISH COUNTY

DAVE NAKAGAWARA
CITY OF PORT TOWNSEND

LG NELSON CBO

CITY OF CHEHALIS

GARY SCHENK CBO, ACO

WASHINGTON ASSN OF BUILDING OFFICIALS

S. DEAN SIMPSON

DEPARTMENT OF LABOR & INDUSTRIES

KRAIG STEVENSON CBO

ICC GOVERNMENT RELATIONS

JAMES TUMELSON CBO, MCP, ME, ACO

CITY OF EDGEWOOD

LIBBY WAGNER

DSHS/ALTS/RESIDENTIAL CARE SERVICES

MICHELLE YEE

SIMPSON STRONG- TIE COMPANY, INC

THOMAS PHILLIPS CBO, ACO

TOWN OF WOODWAY

MARC SCHOENBERG CBO

CITY OF PACIFIC

BRIAN SMITH CBO, ACO

CITY OF BELLEVUE

QUYEN THAI

CITY OF TACOMA

TOM USHING CBO

4LEAF, INC.

TIM WOODARD

CITY OF BLAINE

=RELOCATIONS **RECOGNITIONS** **MEMORIALS**



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

"Leading the way to excellence in building and life safety"

Rich LeHew – City of Chewelah – New Building Official

Daniel Hopp – City of Des Moines – New Building Official

Steve Haxton – Town of Oakesdale – New Building Inspector

Kym Williams – Sound Transit – New Director of Regulatory Permitting

Steve Bretveld – City of Colfax – Retired

Bruce Barone – City of Chewelah – Retired

Darryl Brown – Franklin County – Retired

Alan Jongsma – City of Burlington – Retired

Lee Kranz – City of Bellevue – Retired

Terry Beals – Sound Transit - Retired

Lawrence Pickard – City of Des Moines – Retired

Bob Hill – Town of Oakesdale – Passed Away

Please let us know when you learn of code official relocations, recognitions, or memorials.



Platinum Sponsors

CWA Consultants, PS
Interior Technology



Diamond Sponsors

Gold Sponsors

SAFEbuilt
4LEAF, Inc
BHC Consultants



Silver Sponsors

AeroWelding, LLC

Bronze Sponsors

My Building Permit.com

West Coast Code Consultants, Inc

General Code

Bower Associates

National Fire Sprinkler Association

Inspected.com

Clarity Consulting Engineers, PLLC

Oracle

Hoover Treated Wood Products

Camino Technologies Inc

Tenmat Inc

Simpson Strong-Tie

Day & Nite Plumbing & Heating

Western Wood Preservers Institute



SCHEDULE OF EVENTS

YEAR 2021

July 15-16	Annual Business Meeting	Red Lion Hotel, Port Angeles
October 28-29	Fall Business Meeting	Campbell's Resort, Chelan

YEAR 2022

Jan/Feb TBD	Winter Committee Meeting	Lacey/Olympia/Tumwater
March 21-24	Annual Education Institute	Lynnwood Convention Center
April 21-22	Spring Business Meeting	Enzian Inn, Leavenworth
July 28-29	Annual Business Meeting	Kitsap Conf. Center, Bremerton
October 27-28	Fall Business Meeting	Davenport Hotel, Spokane

YEAR 2023

Jan/Feb TBD	Winter Committee Meeting	Lacey/Olympia/Tumwater
March 20-24	Annual Education Institute	Lynnwood Convention Center
April 20-21	Spring Business Meeting	Enzian Inn, Leavenworth

YEAR 2024

March 25-28	Annual Education Institute	Lynnwood Convention Center
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2021 Fall Quarterly Meeting

Where:

Campbell's Resort, Chelan WA

104 W Woodin Ave, Chelan, WA 98816

When:

October 28-29, 2021

8am - 5pm (lunch 12pm)



Washington Association of Building Officials 2021 Fall Quarterly Meeting

October 28-29, 2021

Registration Fee: \$65 (lunch included)

Name: _____

Title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Payment Method: ☐ Check ☐ Visa ☐ MC ☐ PO

CC#: _____ Exp Date: _____ CVV: _____

Signature: _____

Return this form with your check or credit card information to:

WABO

P.O. Box 7310

Olympia, WA 98507

Or register online at www.wabo.org

Call 360-628-8669 for more information



ACCREDITED CODE OFFICIAL

Join your colleagues and become a  Accredited Code Official.
Application forms available on our website at www.wabo.org

Congratulations to the following **A**ccredited **C**ode **O**fficials

Gary Schenk, CBO, ACO

C. Andrew Higgins, MCP, CBO, ACO

Willie Hill, CBO, ACO

Michael Barth, MCP, ACO

Trace Justice, CBO, ACO

Gregory Colvig, CBO, ACO

Mary Kate McGee, CBO, ACO

Dave Cantrell, ACO

Sean Carlstrom, MCP, CBO, CFM, ACO

Dermott Murphy, CBO, MCP, ACO

S. Kelly Mayo, CBO, ACO

C. Ray Allshouse, CBO, AIA, ACO

Tim Nordtvedt, CBO, ACO

Kurt Aldworth, CBO, ACO

David Spencer, CBO, ACO

Jon Siu, PE, SE, ACO

Sheila Salerno, CBO, CFCO, ACO

Lee Kranz, CBO, ACO

Thomas Phillips, CBO, ACO

Dean Giles, AIA, ACO

Gary Lampella, ACO

Stacy Criswell, CBO, ACO

Brian Smith, CBO, ACO

David Swasey, CBO, ACO

Ryan Mumma, CBO, ACO

James Tumelson, CBO, MCP, ME, ACO

WABO
Budget Comparison
07/01/2020 to 06/30/2021

		<u>This Period</u>	<u>Budgeted</u>	<u>Percentage</u>
Member Services				
	Income	\$ 68,885	\$ 61,700	111.6%
	Expense	\$ 161,298	\$ 229,330	70.3%
Bookstore				
	Income	\$ 304,320	\$ 229,647	132.5%
	Expense	\$ 270,557	\$ 219,820	123.1%
Welder Program				
	Income	\$ 519,252	\$ 486,995	106.6%
	Expense	\$ 208,857	\$ 206,525	101.1%
Special Inspection Program				
	Income	\$ 196,419	\$ 140,875	139.4%
	Expense	\$ 157,464	\$ 136,704	115.2%
Education Institute				
	Income	\$ 178,850	\$ 116,250	153.8%
	Expense	\$ 85,258	\$ 130,720	65.2%
Seminars				
	Income	\$ -	\$ 15,000	0.0%
	Expense	\$ 25	\$ 9,550	0.3%
Accreditation				
	Income	\$ 31,620	\$ 12,515	252.7%
	Expenses	\$ 34,364	\$ 27,582	124.6%
Finance				
	Income	\$ -	\$ -	
	Expense	\$ 22,755	\$ 24,200	94.0%
Government Relations				
	Income	\$ -	\$ -	
	Expense	\$ 36,612	\$ 37,650	97.2%
Outreach				
	Income	\$ -	\$ -	
	Expense	\$ -	\$ 4,000	0.0%
Technical Code Development				
	Income	\$ -	\$ -	
	Expense	\$ 50,832	\$ 79,500	63.9%
Emergency Management				
	Income	\$ -	\$ -	
	Expense	\$ 5,857	\$ 21,750	26.9%
Administration				
	Income	\$ 23,352	\$ 10,250	227.8%
	Expense	\$ 40,485	\$ 45,167	89.6%
Total				
	Income	\$ 1,322,697	\$ 1,073,232	123.2%
	Expense	\$ 1,074,364	\$ 1,172,498	91.6%

WABO - Summary
Profit & Loss
July 2020 through June 2021

	Jul '20 - Jun 21
Ordinary Income/Expense	
Income	
Accreditation	
Accreditation Renewal	25.00
Accredited Code Official Progra	400.00
Total Accreditation	425.00
Bookstore	
Book Sales	282,768.61
Book Sales - ICC Sales	9,509.86
Restocking Fee	97.55
Shipping & Handling Income	11,943.94
Total Bookstore	304,319.96
Education Institute Income	
Registrations -AEI	175,525.00
Sponsor -AEI	3,300.00
Total Education Institute Income	178,825.00
Interest	
Money Market	45.35
Total Interest	45.35
Investment Income	
Dividends	23,306.16
Market Change	0.00
Total Investment Income	23,306.16
Job Postings on Web Page	8,975.00
Membership Dues	48,544.60
Registrations	
Registrations	25.00
Registrations - Other	35,155.00
Total Registrations	35,180.00
Returned Check Fee	125.00
Special Inspection	
Agency Applications	4,255.00
Agency Audits	12,138.64
Fabricators	
Fabricator Inital Application	2,825.00
Fabricator Renewals	2,200.00
Fabricators - Other	23,884.34
Total Fabricators	28,909.34
Key Personnel	14,410.00
Reciprocal Renewals	43,340.00
Special Inspectors	93,205.73
Special Inspection - Other	160.00
Total Special Inspection	196,418.71
Sponsors Income	7,405.00
Welder Certification	
Weld Agency Apps & Renewals	10,513.05
Weld Agency Audit	6,293.75
Weld Applications and Renewals	495,795.41
Weld Examiner Apps & Renewals	5,820.00
Weld Test Records	705.00
Total Welder Certification	519,127.21
Total Income	1,322,696.99
Gross Profit	1,322,696.99
Expense	
Awards	709.86
B&O Taxes	12,506.11
Bank Charges	0.50
Bookstore Purch - COGS	
Amendments / Codes	3,658.32
Bookstore Purch - COGS - Other	218,243.46
Total Bookstore Purch - COGS	221,901.78

WABO - Summary
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Computer Expenses	
Computer Software	292.70
Web Page Fees	4,915.47
Computer Expenses - Other	1,993.64
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Total Computer Expenses	7,201.81
Credit Card Fees	26,497.65
Dues & Fees	
Membership Fees	1,193.00
Registration Fees	275.00
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Total Dues & Fees	1,468.00
Equipment & Software	25,900.76
Executive Board	
Meetings	60.00
Travel	607.14
	<hr/>
Total Executive Board	667.14
Insurance/Licenses	2,757.00
Legal	2,860.00
Lobbyist	36,000.00
Management Fees	499,812.28
Marketing/ Advertising	
Scholarships	13,375.25
	<hr/>
Total Marketing/ Advertising	13,375.25
Meeting Expenses	
Quarterly Meeting Expenses	
Member Promotions	4,075.12
Quarterly Meeting Expenses - O...	1,505.95
	<hr/>
Total Quarterly Meeting Expenses	5,581.07
Meeting Expenses - Other	929.16
	<hr/>
Total Meeting Expenses	6,510.23
Postage and Shipping Expense	
Postage and Shipping Other NGO	182.80
Postage and Shipping Expense - O...	25,188.85
	<hr/>
Total Postage and Shipping Expense	25,371.65
Printing	5,154.90
Publication Expense	1,377.69
Speaker/Presenters	50,013.75
Supplies	4,007.87
Tech Consultant Services	
Consultant Travel Fee & Expense	28,173.31
Fabricator Consultant	7,690.00
SIRP Consultant	32,511.75
Technical Code Consultant	49,950.00
Welder Consultant	6,725.00
	<hr/>
Total Tech Consultant Services	125,050.06
Telephone and Internet	4,029.04
Travel Expense	1,190.21
Uncategorized Expenses	0.00
	<hr/>
Total Expense	1,074,363.54
Net Ordinary Income	248,333.45
Other Income/Expense	
Other Income	
Unrealized Gain/Loss	128,055.68
	<hr/>
Total Other Income	128,055.68
Net Other Income	128,055.68
Net Income	<hr/> 376,389.13 <hr/>

WABO - Member Services
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
Job Postings on Web Page	8,975.00
Membership Dues	48,544.60
Registrations	3,960.00
Sponsors Income	7,405.00
Total Income	<u>68,884.60</u>
Gross Profit	68,884.60
Expense	
Awards	709.86
B&O Taxes	247.60
Computer Expenses	
Web Page Fees	<u>1,041.63</u>
Total Computer Expenses	1,041.63
Credit Card Fees	980.30
Dues & Fees	
Membership Fees	<u>355.00</u>
Total Dues & Fees	355.00
Executive Board	
Meetings	60.00
Travel	<u>607.14</u>
Total Executive Board	667.14
Management Fees	150,723.98
Meeting Expenses	
Quarterly Meeting Expenses	
Member Promotions	4,075.12
Quarterly Meeting Expenses - Other	<u>1,505.95</u>
Total Quarterly Meeting Expenses	5,581.07
Meeting Expenses - Other	<u>104.88</u>
Total Meeting Expenses	5,685.95
Postage and Shipping Expense	714.22
Printing	67.45
Supplies	<u>104.55</u>
Total Expense	<u>161,297.68</u>
Net Ordinary Income	<u>-92,413.08</u>
Net Income	<u><u>-92,413.08</u></u>

WABO - Bookstore
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
Bookstore	
Book Sales	282,768.61
Book Sales - ICC Sales	9,509.86
Restocking Fee	97.55
Shipping & Handling Income	11,943.94
	<u>304,319.96</u>
Total Bookstore	304,319.96
Total Income	<u>304,319.96</u>
Gross Profit	304,319.96
Expense	
B&O Taxes	1,519.24
Bookstore Purch - COGS	
Amendments / Codes	3,658.32
Bookstore Purch - COGS - Other	218,243.46
	<u>221,901.78</u>
Total Bookstore Purch - COGS	221,901.78
Computer Expenses	
Web Page Fees	756.80
	<u>756.80</u>
Total Computer Expenses	756.80
Credit Card Fees	7,138.83
Dues & Fees	
Membership Fees	350.00
	<u>350.00</u>
Total Dues & Fees	350.00
Management Fees	26,973.16
Postage and Shipping Expense	10,852.38
Printing	107.66
Supplies	767.72
Travel Expense	189.44
	<u>270,557.01</u>
Total Expense	270,557.01
Net Ordinary Income	<u>33,762.95</u>
Net Income	<u><u>33,762.95</u></u>

WABO - Welder Program
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
Returned Check Fee	125.00
Welder Certification	
Weld Agency Apps & Renewals	10,513.05
Weld Agency Audit	6,293.75
Weld Applications and Renewals	495,795.41
Weld Examiner Apps & Renewals	5,820.00
Weld Test Records	705.00
Total Welder Certification	<u>519,127.21</u>
Total Income	<u>519,252.21</u>
Gross Profit	519,252.21
Expense	
B&O Taxes	7,786.62
Credit Card Fees	10,666.38
Dues & Fees	
Membership Fees	163.00
Total Dues & Fees	163.00
Management Fees	151,669.59
Marketing/ Advertising	
Scholarships	9,500.00
Total Marketing/ Advertising	9,500.00
Meeting Expenses	49.64
Postage and Shipping Expense	8,204.12
Printing	2,615.89
Publication Expense	819.00
Supplies	1,807.06
Tech Consultant Services	
Consultant Travel Fee & Expense	8,134.73
Welder Consultant	6,725.00
Total Tech Consultant Services	14,859.73
Travel Expense	715.55
Total Expense	<u>208,856.58</u>
Net Ordinary Income	<u>310,395.63</u>
Net Income	<u><u>310,395.63</u></u>

**WABO - Special Inspection
Profit & Loss
July 2020 through June 2021**

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
Special Inspection	
Agency Applications	4,255.00
Agency Audits	12,138.64
Fabricators	
Fabricator Initial Application	2,825.00
Fabricator Renewals	2,200.00
Fabricators - Other	23,884.34
Total Fabricators	28,909.34
Key Personnel	14,410.00
Reciprocal Renewals	43,340.00
Special Inspectors	93,205.73
Special Inspection - Other	160.00
Total Special Inspection	196,418.71
Total Income	196,418.71
Gross Profit	196,418.71
Expense	
B&O Taxes	2,946.27
Credit Card Fees	3,154.09
Management Fees	89,053.44
Meeting Expenses	41.00
Postage and Shipping Expense	1,330.14
Printing	363.00
Publication Expense	43.17
Supplies	195.89
Tech Consultant Services	
Consultant Travel Fee & Expense	20,038.58
Fabricator Consultant	7,690.00
SIRP Consultant	32,511.75
Total Tech Consultant Services	60,240.33
Travel Expense	96.77
Total Expense	157,464.10
Net Ordinary Income	38,954.61
Net Income	38,954.61

WABO - Education Institute
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
Education Institute Income	
Registrations -AEI	175,525.00
Sponsor -AEI	3,300.00
	<u> </u>
Total Education Institute Income	178,825.00
Registrations	
Registrations	25.00
	<u> </u>
Total Registrations	25.00
Total Income	<u>178,850.00</u>
Gross Profit	178,850.00
Expense	
Credit Card Fees	4,098.25
Dues & Fees	
Registration Fees	200.00
	<u> </u>
Total Dues & Fees	200.00
Equipment & Software	25,900.76
Management Fees	21,578.51
Postage and Shipping Expense	1,937.04
Printing	1,657.97
Speaker/Presenters	29,850.00
Supplies	34.99
	<u> </u>
Total Expense	85,257.52
Net Ordinary Income	<u>93,592.48</u>
Net Income	<u><u>93,592.48</u></u>

Accrual Basis

WABO - Seminars
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Expense	
Dues & Fees	
Registration Fees	<u>25.00</u>
Total Dues & Fees	<u>25.00</u>
Total Expense	<u>25.00</u>
Net Ordinary Income	<u>-25.00</u>
Net Income	<u><u>-25.00</u></u>

WABO - Finance
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Expense	
Management Fees	22,755.21
Total Expense	22,755.21
Net Ordinary Income	-22,755.21
Net Income	<u><u>-22,755.21</u></u>

WABO - Government Relations**Profit & Loss****Accrual Basis****July 2020 through June 2021**

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Expense	
Lobbyist	36,000.00
Management Fees	592.94
Meeting Expenses	19.02
Total Expense	<u>36,611.96</u>
Net Ordinary Income	<u>-36,611.96</u>
Net Income	<u><u>-36,611.96</u></u>

**WABO - Accreditation
Profit & Loss
July 2020 through June 2021**

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
Accreditation	
Accreditation Renewal	25.00
Accredited Code Official Progra	400.00
	<u>425.00</u>
Total Accreditation	425.00
Registrations	31,195.00
	<u>31,620.00</u>
Total Income	31,620.00
Gross Profit	31,620.00
Expense	
B&O Taxes	6.38
Bank Charges	0.50
Credit Card Fees	459.80
Dues & Fees	
Registration Fees	50.00
	<u>50.00</u>
Total Dues & Fees	50.00
Management Fees	9,291.57
Marketing/ Advertising	
Scholarships	3,626.64
	<u>3,626.64</u>
Total Marketing/ Advertising	3,626.64
Meeting Expenses	202.63
Postage and Shipping Expense	37.19
Printing	10.18
Publication Expense	515.52
Speaker/Presenters	20,163.75
	<u>34,364.16</u>
Total Expense	34,364.16
Net Ordinary Income	-2,744.16
Net Income	<u><u>-2,744.16</u></u>

WABO - Outreach
Profit & Loss
July 2020 through June 2021

Accrual Basis

	Jul '20 - Jun 21
Net Income	0.00

WABO - Technical Code Development**Profit & Loss****Accrual Basis****July 2020 through June 2021**

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Expense	
Management Fees	121.46
Marketing/ Advertising	
Scholarships	<u>248.61</u>
Total Marketing/ Advertising	248.61
Meeting Expenses	511.99
Tech Consultant Services	
Technical Code Consultant	<u>49,950.00</u>
Total Tech Consultant Services	<u>49,950.00</u>
Total Expense	<u>50,832.06</u>
Net Ordinary Income	<u>-50,832.06</u>
Net Income	<u><u>-50,832.06</u></u>

WABO - Emergency Management**Profit & Loss****Accrual Basis****July 2020 through June 2021**

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Expense	
Computer Expenses	
Computer Software	292.70
Web Page Fees	61.43
	<hr/>
Total Computer Expenses	354.13
Management Fees	4,966.78
Postage and Shipping Expense	
Postage and Shipping Other NGO	182.80
Postage and Shipping Expense - Other	134.56
	<hr/>
Total Postage and Shipping Expense	317.36
Printing	1.45
Supplies	217.13
	<hr/>
Total Expense	5,856.85
Net Ordinary Income	-5,856.85
Net Income	<hr/> <hr/>

WABO - Administration
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
Interest	
Money Market	45.35
Total Interest	45.35
Investment Income	
Dividends	23,306.16
Market Change	0.00
Total Investment Income	23,306.16
Total Income	23,351.51
Gross Profit	23,351.51
Expense	
Computer Expenses	
Web Page Fees	3,055.61
Computer Expenses - Other	1,993.64
Total Computer Expenses	5,049.25
Dues & Fees	
Membership Fees	325.00
Total Dues & Fees	325.00
Insurance/Licenses	2,757.00
Legal	2,860.00
Management Fees	22,085.64
Postage and Shipping Expense	1,979.20
Printing	331.30
Supplies	880.53
Telephone and Internet	4,029.04
Travel Expense	188.45
Uncategorized Expenses	0.00
Total Expense	40,485.41
Net Ordinary Income	-17,133.90
Other Income/Expense	
Other Income	
Unrealized Gain/Loss	128,055.68
Total Other Income	128,055.68
Net Other Income	128,055.68
Net Income	<u><u>110,921.78</u></u>

WABO
Balance Sheet
As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
First Citizens Bank Chg	550,669.87
First Citizens Bank MM	151,394.82
Petty Cash	200.00
Total Equity Market-TRowe Price	550,992.57
US Treasury Int- TRowe Price	632,623.82
Total Checking/Savings	1,885,881.08
Accounts Receivable	
Accounts Receivable	6,726.17
Total Accounts Receivable	6,726.17
Other Current Assets	
Conference Deposit	2,960.00
Inventory	29,902.86
Undeposited Funds	314.02
Total Other Current Assets	33,176.88
Total Current Assets	1,925,784.13
TOTAL ASSETS	1,925,784.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,465.47
Total Accounts Payable	6,465.47
Other Current Liabilities	
Sales Tax Payable	2,342.35
Suspense	320.19
Unclaimed Property Payable	115.00
Total Other Current Liabilities	2,777.54
Total Current Liabilities	9,243.01
Total Liabilities	9,243.01
Equity	
Reserve-Project Impact	11,673.75
Reserve for Apprenticeship Prog	3,134.10
Reserve for WABO ICC Board Cand	9,328.63
Retained Earnings	1,516,015.51
Net Income	376,389.13
Total Equity	1,916,541.12
TOTAL LIABILITIES & EQUITY	1,925,784.13



Budget 2020-2021

July 1, 2020 to June 30, 2021

Actual 2020-2021

July 1, 2020 to June 30, 2021

Proposed Budget 2021-2022

July 1, 2021 to June 30, 2022

Proposed Budget 2022-2023

July 1, 2022 to June 30, 2023

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>MEMBER SERVICES</u>				
Income				
Member Dues	\$ 45,000	\$ 48,545	\$ 49,000	\$ 49,000
Sponsors	\$ 4,000	\$ 7,405	\$ 7,000	\$ 7,000
Quarterly Meeting Registrations	\$ 9,200	\$ 3,960	\$ 11,000	\$ 11,000
Job Postings Web Page	\$ 3,500	\$ 8,975	\$ 7,500	\$ 6,000
Total Income	\$61,700	\$68,885	\$74,500	\$73,000
Expense				
Management Fee	\$ 165,504	\$ 150,724	\$ 154,671	\$ 150,671
Registrations & Dues	\$ 550	\$ 355	\$ 275	\$ 720
Accounting Services	\$ -	\$ -	\$ -	\$ -
Credit Card Fees	\$ 926	\$ 980	\$ 1,118	\$ 1,095
Meetings, Quarterly Business	\$ 28,000	\$ 5,686	\$ 38,000	\$ 38,000
Printing	\$ 500	\$ 67	\$ 550	\$ 550
Postage & Mailing Services	\$ 935	\$ 714	\$ 825	\$ 825
Taxes, B&O	\$ 90	\$ 248	\$ 195	\$ 195
Web Page	\$ 1,025	\$ 1,042	\$ 1,075	\$ 1,075
Awards	\$ 1,300	\$ 710	\$ 650	\$ 650
Supplies, Technical, teleconference	\$ 500	\$ 105	\$ 500	\$ 500
Meetings (other), Travel, Promotion	\$ 25,000	\$ 667	\$ 35,000	\$ 35,000
Donations, Other agcy support	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Total Expense	\$229,330	\$161,298	\$237,859	\$234,281
Net Profit (Loss)	-\$167,630	-\$92,413	-\$163,359	-\$161,281



	Budget 2020-2021	Actual 2020-2021	Proposed Budget 2021-2022	Proposed Budget 2022-2023
	July 1, 2020 to June 30, 2021	July 1, 2020 to June 30, 2021	July 1, 2021 to June 30, 2022	July 1, 2022 to June 30, 2023
	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>BOOKSTORE</u>				
Income				
Sales	\$ 221,575	\$ 292,376	\$ 125,667	\$ 404,434
Shipping & Handling	\$ 8,072	\$ 11,944	\$ 5,308	\$ 17,083
Total Income	\$ 229,647	\$304,320	\$ 130,975	\$ 421,517
Expense				
Management Fee	\$ 26,000	\$ 26,973	\$ 19,200	\$ 23,200
Cost of Sales	\$ 179,476	\$ 221,902	\$ 94,589	\$ 304,415
Shipping & Handling	\$ 6,942	\$ 10,852	\$ 4,820	\$ 15,514
Credit Card Fees	\$ 3,805	\$ 7,139	\$ 3,172	\$ 10,207
Supplies	\$ 1,100	\$ 768	\$ 800	\$ 1,100
Technical/Web Services	\$ 665	\$ 757	\$ 1,355	\$ 1,355
Printing	\$ 100	\$ 108	\$ 100	\$ 100
Travel Expenses	\$ 250	\$ 189	\$ 200	\$ 200
Taxes, Income	\$ -	\$ -	\$ -	\$ -
Taxes, B&O	\$ 1,082	\$ 1,519	\$ 655	\$ 2,108
Insurance/dues & fees	\$ 400	\$ 350	\$ 350	\$ 350
Total Expense	\$219,820	\$270,557	\$125,241	\$358,548
Net Profit (Loss)	\$9,827	\$33,763	\$5,734	\$62,969



	Budget 2020-2021		Actual 2020-2021		Proposed Budget 2021-2022	Proposed Budget 2022-2023
	July 1, 2020 to June 30, 2021		July 1, 2020 to June 30, 2021		July 1, 2021 to June 30, 2022	July 1, 2022 to June 30, 2023
	<u>Approved</u>		<u>Actual</u>		<u>Preliminary</u>	<u>Preliminary</u>
<u>WELDER PROGRAM</u>						
Income						
Weld Applications and Renewals	\$ 467,780		\$ 495,795		\$ 495,900	\$ 495,900
Agency Applications and Audits	\$ 13,900		\$ 16,807		\$ 16,100	\$ 22,335
Examiner Applications and Renewals	\$ 5,115		\$ 5,820		\$ 5,005	\$ 5,005
Welder Income - Other	\$ 200		\$ 830		\$ 200	\$ 200
Total Income	\$486,995		\$519,252		\$517,205	\$523,440
Expense						
Management Fee	\$ 148,568		\$ 151,670		\$ 153,389	\$ 151,389
Tech Consultants	\$ 10,425		\$ 14,860		\$ 12,075	\$ 16,751
Marketing & Scholarships	\$ 15,000		\$ 9,500		\$ 15,000	\$ 15,000
Supplies	\$ 3,000		\$ 1,807		\$ 5,800	\$ 3,000
Meetings, Teleconference	\$ 500		\$ 50		\$ 500	\$ 500
Travel	\$ 750		\$ 716		\$ 750	\$ 750
Postage & Mailing Service	\$ 8,000		\$ 8,204		\$ 8,785	\$ 8,785
Printing	\$ 4,000		\$ 2,616		\$ 4,000	\$ 4,000
Taxes, B&O	\$ 7,305		\$ 7,787		\$ 7,758	\$ 7,852
Publications, general office	\$ 850		\$ 819		\$ 250	\$ 250
Credit Card Fees	\$ 8,027		\$ 10,666		\$ 10,624	\$ 10,752
Dues & Fees	\$ 100		\$ 163		\$ -	\$ 151
Total Expense	\$206,525		\$208,857		\$218,931	\$219,180
Net Profit (Loss)	\$280,470		\$310,396		\$298,274	\$304,260



	Budget 2020-2021	Actual 2020-2021	Proposed Budget 2021-2022	Proposed Budget 2022-2023
	July 1, 2020 to June 30, 2021	July 1, 2020 to June 30, 2021	July 1, 2021 to June 30, 2022	July 1, 2022 to June 30, 2023
	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>SPECIAL INSPECTION PROGRAM</u>				
Income				
Agency Applications	\$ 2,500	\$ 4,255	\$ 5,250	\$ 700
Agency Audits	\$ 11,050	\$ 12,139	\$ 14,325	\$ 1,850
Key Personnel	\$ 10,000	\$ 14,410	\$ 10,000	\$ 10,000
Special Inspectors	\$ 102,000	\$ 136,706	\$ 76,000	\$ 76,000
* Fabricator Applications & Audits	\$ 14,425	\$ 26,709	\$ 12,600	\$ 18,250
* Fabricator Renewals	\$ 900	\$ 2,200	\$ 1,800	\$ 1,350
Total Income	\$140,875	\$ 196,419	\$119,975	\$108,150
Expense				
Management Fee	\$ 72,500	\$ 89,053	\$ 90,063	\$ 87,063
Technical Consultants	\$ 54,941	\$ 60,240	\$ 47,390	\$ 42,719
Meetings	\$ 1,000	\$ 41	\$ 500	\$ 500
Postage & Mailing Services	\$ 1,100	\$ 1,330	\$ 1,175	\$ 1,175
Printing	\$ 900	\$ 363	\$ 600	\$ 600
Publications	\$ 1,000	\$ 43	\$ 500	\$ 500
Marketing	\$ 250	\$ -	\$ 250	\$ 250
Supplies	\$ 600	\$ 196	\$ 1,300	\$ 600
Travel	\$ 250	\$ 97	\$ 250	\$ 250
Credit Card Fees	\$ 2,050	\$ 3,154	\$ 1,927	\$ 1,737
Taxes, B&O	\$2,113	\$ 2,946	\$ 1,800	\$ 1,622
Total Expense	\$136,704	\$157,464	\$145,754	\$137,016
Net Profit (Loss)	\$4,171	\$38,955	-\$25,779	-\$28,866



Budget 2020-2021

July 1, 2020 to June 30, 2021

Actual 2020-2021

July 1, 2020 to June 30, 2021

Proposed Budget 2021-2022

July 1, 2021 to June 30, 2022

Proposed Budget 2022-2023

July 1, 2022 to June 30, 2023

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>EDUCATION INSTITUTE</u>				
Income				
Registrations	\$ 112,500	\$ 175,550	\$ 137,500	\$ 171,875
Sponsors	\$ 3,750	\$ 3,300	\$ 7,500	\$ 7,500
Total Income	<u>\$116,250</u>	<u>\$178,850</u>	<u>\$145,000</u>	<u>\$179,375</u>
Expense				
Management Fee	\$ 24,600	\$ 21,579	\$ 24,500	\$ 30,500
Speaker/Presenter	\$ 26,000	\$ 29,850	\$ 30,000	\$ 37,500
Meals / room & equip rental	\$ 70,404	\$ 25,901	\$ 70,404	\$ 70,404
WiFi	\$ -	\$ -	\$ -	\$ -
Printing	\$ 2,000	\$ 1,658	\$ 2,000	\$ 2,000
Postage, shipping & Mailing	\$ 2,000	\$ 1,937	\$ 2,100	\$ 2,100
Travel	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
Meetings	\$ 150	\$ -	\$ 150	\$ 150
Shipping	\$ 100	\$ -	\$ 100	\$ 100
Marketing	\$ 400	\$ -	\$ 100	\$ 100
Supplies	\$ 500	\$ 35	\$ 500	\$ 500
Registration Fees	\$ 160	\$ 200	\$ 200	\$ 200
Bad Debts	\$ -	\$ -	\$ -	\$ -
Credit Card Fees	\$ 2,906	\$ 4,098	\$ 3,323	\$ 4,111
Total Expense	<u>\$130,720</u>	<u>\$85,258</u>	<u>\$134,877</u>	<u>\$149,165</u>
Net Profit (Loss)	-\$14,470	\$93,592	\$10,123	\$30,210



Budget 2020-2021

July 1, 2020 to June 30, 2021

Actual 2020-2021

July 1, 2020 to June 30, 2021

Proposed Budget 2021-2022

July 1, 2021 to June 30, 2022

Proposed Budget 2022-2023

July 1, 2022 to June 30, 2023

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>SEMINARS</u>				
Income				
Registrations	\$ 15,000	\$ -	\$ 5,400	\$ 15,000
Total Income	\$15,000	\$0	\$5,400	\$15,000
Expense				
Management Fee	\$ 1,915	\$ -	\$ 1,500	\$ 1,500
Credit Card Fees	\$ 315	\$ -	\$ 114	\$ 322
Speaker/Presenter	\$ 3,300	\$ -	\$ 1,650	\$ 3,300
Meals	\$ 1,500	\$ -	\$ 600	\$ 1,500
Equipment Rental	\$ 500	\$ -	\$ 250	\$ 500
Room Rental	\$ 750	\$ -	\$ 500	\$ 750
Printing	\$ 300	\$ -	\$ 100	\$ 300
Postage, mailing & shipping	\$ 50	\$ -	\$ 50	\$ 50
Travel	\$ 300	\$ -	\$ 250	\$ 300
Supplies	\$ 250	\$ -	\$ 75	\$ 150
Dues & Fees	\$ 20	\$ 25	\$ 25	\$ 25
Meeting & Teleconference	\$ 100	\$ -	\$ 50	\$ 100
Marketing	\$ 250	\$ -	\$ 100	\$ 250
Total Expense	\$9,550	\$25	\$5,264	\$9,047
Net Profit (Loss)	\$5,450	-\$25	\$136	\$5,953
<u>ACCREDITATION</u>				
Income				
Accredited Code Official Program	\$ 250	\$ 400	\$ 50	\$ 900
COAP Registrations & Renewals	\$ 12,265	\$ 31,220	\$ 25,945	\$ 25,945
Total Income	\$ 12,515	\$31,620	\$ 25,995	\$ 26,845
Expense				
Management Fee	\$ 5,000	\$ 9,292	\$ 10,000	\$ 10,000
Speaker/Presenter	\$ 17,640	\$ 20,164	\$ 30,720	\$ 30,720
Printing & Marketing	\$ 500	\$ 10	\$ 2,500	\$ 2,500
Postage & Mailing Services	\$ 100	\$ 37	\$ 100	\$ 100
Travel	\$ 250	\$ -	\$ 150	\$ 150
Meetings & Teleconference	\$ 200	\$ 203	\$ 300	\$ 300
Scholarships	\$ 3,000	\$ 3,627	\$ 5,400	\$ 5,400
Supplies	\$ 150	\$ -	\$ 150	\$ 150
Credit Card Fees	\$ 288	\$ 460	\$ 586	\$ 606
Taxes, B & O	\$ 4	\$ 6	\$ 1	\$ 14
Dues & Fees	\$ 50	\$ 50	\$ 550	\$ 550
Publications	\$ 400	\$ 516	\$ 400	\$ 400
Total Expense	\$27,582	\$34,364	\$ 50,857	\$ 50,889
Net Profit (Loss)	\$ (15,067)	\$ (2,744)	\$ (24,862)	\$ (24,044)



Budget 2020-2021

July 1, 2020 to June 30, 2021

Actual 2020-2021

July 1, 2020 to June 30, 2021

Proposed Budget 2021-2022

July 1, 2021 to June 30, 2022

Proposed Budget 2022-2023

July 1, 2022 to June 30, 2023

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>FINANCE</u>				
Expense				
Management Fee	\$ 23,950	\$ 22,755	\$ 23,015	\$ 23,015
Meeting & Teleconference	\$ 150	\$ -	\$ 150	\$ 150
Printing	\$ 100	\$ -	\$ 100	\$ 100
Total Expense	\$24,200	\$22,755	\$23,265	\$23,265
<u>GOVERNMENT RELATIONS</u>				
Expense				
Management Fee	\$ 500	\$ 593	\$ 600	\$ 600
Contract Lobbyist (Moved from Member Svc.)	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
Travel	\$ 650	\$ -	\$ 500	\$ 500
Meeting & Teleconference	\$ 250	\$ 19	\$ 250	\$ 250
Printing	\$ 250	\$ -	\$ 150	\$ 150
Total Expense	\$37,650	\$36,612	\$37,500	\$37,500
<u>OUTREACH</u>				
Expense				
Management Fee	\$ 500	\$ -	\$ 500	\$ 500
HS Technical Training	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
Meeting & Teleconference	\$ 250	\$ -	\$ 250	\$ 250
Marketing	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
Travel	\$ 500	\$ -	\$ 500	\$ 500
Supplies, Postage	\$ 250	\$ -	\$ 250	\$ 250
Total Expense	\$4,000	\$0	\$4,000	\$4,000
<u>EMERGENCY MANAGEMENT</u>				
Expense				
Management Fee	\$ 5,000	\$ 1,390	\$ 1,500	\$ 1,500
Other NGO		\$ 3,577	\$ 3,700	\$ 3,700
Other NGO, Non WABO Credentialling	\$ 15,000	\$ 624	\$ 8,000	\$ 8,000
Travel	\$ 500	\$ -	\$ 500	\$ 500
Meetings & Teleconference	\$ 500	\$ -	\$ 500	\$ 500
Supplies, postage, printing, web page	\$ 750	\$ 266		
Supplies			\$ 150	\$ 150
Other NGO			\$ 1,950	\$ 1,950
Postage			\$ 225	\$ 225
Other NGO			\$ 1,950	\$ 1,950
Printing			\$ 25	\$ 25
Other NGO			\$ 100	\$ 100
Webpage / Software / Computer			\$ 350	\$ 350
Other NGO			\$ 3,000	\$ 3,000
Total Expense	\$21,750	\$5,857	\$21,950	\$21,950



Budget 2020-2021

July 1, 2020 to June 30, 2021

Actual 2020-2021

July 1, 2020 to June 30, 2021

Proposed Budget 2021-2022

July 1, 2021 to June 30, 2022

Proposed Budget 2022-2023

July 1, 2022 to June 30, 2023

	<u>Approved</u>	<u>Actual</u>	<u>Preliminary</u>	<u>Preliminary</u>
<u>TECHNICAL CODE DEVELOPMENT</u>				
Expense				
Management Fee	\$ 500	\$ 121	\$ 500	\$ 500
Technical Code Consultant	\$ 50,000	\$ 49,950	\$ 100,000	\$ 65,000
Travel	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
Meetings & Teleconference	\$ 1,000	\$ 512	\$ 1,000	\$ 1,000
TAG travel reimbursement	\$ 3,000	\$ -	\$ 3,000	\$ 3,000
Marketing/Scholarships	\$ 15,000	\$ 249	\$ 15,000	\$ 15,000
Total Expense	\$79,500	\$50,832	\$129,500	\$94,500
<u>ADMINISTRATION</u>				
Income				
Interest & Investment Income	\$ 10,250	\$ 23,352	\$ 14,060	\$ 14,060
Total Income	\$10,250	\$23,352	\$14,060	\$14,060
Expenses				
Management Fee	\$ 22,442	\$ 22,086	\$ 22,340	\$ 21,340
Registrations & Dues	\$ 575	\$ 325	\$ 325	\$ 325
Travel	\$ 250	\$ 188	\$ 250	\$ 250
Legal Fees	\$ 3,500	\$ 2,860	\$ 3,500	\$ 3,500
General Office				
Equipment and postage	\$ 3,500	\$ 1,979	\$ 3,500	\$ 3,500
Computer Expenses	\$ 4,000	\$ 5,049	\$ 5,000	\$ 5,000
Printing	\$ 1,000	\$ 331	\$ 775	\$ 775
Telephone and Internet	\$ 4,400	\$ 4,029	\$ 4,200	\$ 4,200
Insurance	\$ 2,700	\$ 2,757	\$ 2,760	\$ 2,760
Office Supplies	\$ 2,800	\$ 881	\$ 2,600	\$ 2,600
Total General Office	\$18,400	\$15,026	\$18,835	\$18,835
Total Expense	\$45,167	\$40,485	\$45,250	\$44,250
Net Profit (Loss)	-\$34,917	-\$17,134	-\$31,190	-\$30,190
TOTAL INCOME	\$1,073,232	\$1,322,697	\$1,033,110	\$1,361,387
TOTAL EXPENSE	\$1,172,498	\$1,074,364	\$1,180,248	\$1,383,592
Net Profit/Loss	-\$99,266	\$248,333	-\$147,138	-\$22,205



Washington Association of Building Officials Bylaws

ARTICLE I NAME AND OBJECTIVES

Section 1 Name

The organization shall be known as the Washington Association of Building Officials (WABO).

Section 2 Objectives

The association declares that the interest of all the people in the state is paramount in the promulgation and development of building and construction regulations and therefore adopts the following objectives:

1. To promote the health, safety and welfare of the general public with regard to buildings and construction;
2. To formulate building and construction standards and requirements, in terms of performance and nationally accepted standards;
3. To decrease the potentially adverse environmental effects and the development of public nuisances resulting from premature deterioration of new buildings;
4. To advise and inform the association's members in regard to legislative programs relative to these objectives;
5. To advise and assist in the development, and administration of state and model building regulations;
6. To research, develop, and publish educational materials and establish standards of performance of personnel engaged in the administration and enforcement of building regulations;
7. To preserve self-determination by local government consistent with these objectives; and
8. To do such other things as are incidental to or desirable for the attainment of these objectives.

ARTICLE II MEMBERSHIP

Section 1 Active Membership

Active membership shall be restricted to a governmental jurisdiction, or departments thereof, located within the geographic limits of the state of Washington engaged in the administration or formulation of laws or ordinances related to building construction.

Section 2 Associate Membership

Associate membership is available to individuals, firms, associations, or others interested in the objectives of the association.

Section 3 Honorary Membership

Honorary membership may be bestowed, by vote of the voting representatives, upon individuals who have exhibited outstanding service to the association.

Section 4 Forfeiture of Membership

The executive board may declare a membership forfeited for either or both of the following reasons:

1. nonpayment of dues, after a six (6) month period of delinquency; and,
2. conduct, by a member, determined by the executive board to be adverse to the best interests of the association.

ARTICLE III

ACTIVE MEMBER VOTING REPRESENTATIVES

Section 1 Corporate Powers

All corporate powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of a quorum of the voting representatives and a quorum of the Executive Board except as otherwise provided by the laws under which this corporation is formed or in the Articles of Incorporation.

Section 2 Voting Representatives

Each jurisdiction is entitled to have up to two active voting representatives.

An active member shall designate the individual(s) who will act as its voting representative(s) for the purpose of voting, other participatory activities and for committee membership. If the designated individual is not a jurisdictional employee, such designation shall be in writing. Each individual shall have one vote, regardless of the number of jurisdictions they represent.

Voting representative(s) from the jurisdiction, or department thereof, shall be an administrative official engaged in the enforcement of building code regulations. ~~Only active voting representatives may vote on association matters.~~

A bestowed honorary member is designated as a voting representative.

Only active voting representatives may vote on association matters.

Section 3 Rules of Operation

The voting representatives and the officers shall, from time to time, at regular or special meetings, adopt rules for the operation of the association.

ARTICLE IV EXECUTIVE BOARD

Section 1 Corporate Powers

The executive board shall exercise all corporate powers subject to the limitations of the laws of the state of Washington, the association articles of incorporation, bylaws and rules of operation between the regular or special meetings of the voting representatives.

Section 2 Composition

The executive board shall be composed of the officers and standing committee chairs. The WABO appointee to the Washington State Building Code Council (SBCC) shall be an ex-officio, non-voting member of the executive board. If the SBCC appointee is already an officer or standing committee chair, their standing on the Board will be determined by the elected position held.

Up to three past presidents in addition to the immediate past president may be appointed by the president as ex-officio voting members of the executive board. The additional past presidents need not be active voting representatives. However, in no case shall any jurisdiction be entitled to more than two executive board voting members.

Section 3 Management and Program Contracts

The executive board shall have the authority to enter into contracts for the management and program services of an executive director. Contracts shall be reviewed annually by the executive board.

ARTICLE V OFFICERS

Section 1 Officers

The officers of the association shall be the president, first vice president, second vice president and the immediate past president.

Terms of office for the president, first vice president, and second vice president shall be for one year. These officers may be re-elected for one additional year.

The term of office for the immediate past president shall be from the time their term of office as president ends until the next eligible immediate past president takes office.

Any officer's term of office will end immediately if they forfeit their membership.

Section 2 Duties of President

The president shall serve as the chief elected officer of the association and shall preside at all meetings of the voting representatives and the executive board and shall be an ex-officio voting member of all committees.

The president shall serve as the chief spokesperson for the association.

The president shall serve as official liaison to the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC), delegating duties to members and staff as appropriate. The president shall assign liaisons to other associations and groups as deemed necessary.

The president shall review agendas and minutes from previous meetings prior to distribution.

Section 3 Duties of the First Vice President

The first vice president shall preside at all meetings of the voting representatives and the executive board in the event that the president is unable to attend.

The first vice president shall be responsible for monitoring and revision of the current adopted annual budget and preparation of the proposed annual budget for the following year.

Section 4 Duties of the Second Vice President

The second vice president shall preside at all meetings of the voting representative and the executive board in the event that the president and first vice president are unable to attend.

The second vice president shall serve as coordinator of professional development and related activities in conjunction with meetings.

The second vice president shall be responsible for the strategic plan.

Section 5 Duties of the Immediate Past President

The immediate past president shall serve as chair of committees created to prepare proposed bylaws amendments.

The immediate past president shall provide new member orientations at regular meetings of the voting representatives.

The immediate past president shall serve as the nominating committee chair.

The immediate past president shall serve as a resource to officers and committee chairs.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1 Nominations

Nominations for president, first vice president, second vice president and standing committee chairs shall be accepted in writing or from the floor during the regular meeting of the voting representatives preceding the annual business meeting of the voting representatives.

Nominations will be held open until the annual business meeting, at which time a final call for nominations will be held. Nominations will be closed following the final call for nominations.

Section 2 Elections

The election of the president, first vice president, second vice president and standing committee chairs shall be conducted during the annual business meeting of the voting representatives. A simple majority of the voting representatives present at the annual business meeting of voting representatives will be required for a candidate to be elected to office.

The newly elected officers, the immediate past president and the standing committee chairs shall take office before the conclusion of an annual business meeting of the voting representatives. With the election of a new president, the incumbent president will assume the position of immediate past president.

Section 3 Holding Office and Chairs, and Participation

The right to vote, hold office, or hold a committee chair shall be reserved to voting representatives.

Voting representatives, associate members, or their representatives; and honorary members are entitled to participate in association activities at regular or special meetings of the voting representatives and committees.

Section 4 Vacancies

Any vacancy occurring in the office of president, first vice president or second vice president shall be filled by nominations and special election at the next announced regular or special meeting of the voting representatives.

Any vacancy occurring in the position of immediate past president shall be filled by appointment by the president. The president may appoint the most recent previous past president who is still an active voting representative until the new president is elected. If no previous past president is available, the president may appoint an active voting representative.

Any vacancy in standing committee chairs shall be filled by nominations and special election at the next announced regular or special meeting of the voting representatives.

Section 5 Removal of Officers and Committee Chairs

The president, first vice president and second vice president may be removed from office at any regular meeting by petition of a majority of the voting representatives present at two of the last three regular meetings. Nominations and a special election to fill any such vacancy shall occur at the same regular meeting as any removal occurs.

A standing committee chair may be removed from a chair by petition of a majority of the committee members present, if presented to the president and ratified by the voting representatives. Nominations and a special election to fill any such vacancy shall occur at the same regular meeting as any removal occurs.

ARTICLE VII COMMITTEES

Section 1 Standing Committees

The standing committees are: certification and registration; technical code development; outreach services; government relations; finance, emergency management, education, and accreditation.

Terms of office for standing committee chairs shall be for one year. There are no limits on how many terms may be served by an individual chairperson.

A standing committee chair's term will end immediately if they forfeit their membership.

Section 2 Standing Committee Organization

At the annual business meeting of the voting representatives, immediately following the election of the officers, the meeting may be recessed for the organizational meeting of the standing committees which shall be conducted in accordance with rules established by the executive board.

The standing committee chairs shall appoint one or more vice-chairs for their committee. The vice-chair may be any member of the committee. The vice-chair will assume the duties of the chair in the absence of the chair in all committee activities. The vice-chair will not act on behalf of the chair on the Executive Board.

Section 3 Standing Committee Participation

Participation on standing committees may be by appointment. Appointment shall be open to any voting representative, associate member, or their representative, honorary member or jurisdictional employee authorized to serve by the jurisdiction.

Only voting representatives, or jurisdictional employees authorized to serve by the jurisdiction, or associate members, or honorary members, who are members of a standing committee may vote on standing committees.

Section 4 Special Committee Organization

The president may establish special committees, designate the chairperson, appoint the members and assign the committee its charges. Such special committees shall be ratified by the voting representatives or the executive board.

ARTICLE VIII MEETINGS

Section 1 Open and Executive Sessions

All regular or special meetings of the voting representatives, executive board and committees shall be open sessions except that the president may call for an executive session of the executive board to discuss management and/or contract matters. Any action by the executive board, resulting from any discussion during any executive session, shall be taken in open session.

Section 2 Annual Business Meeting of the Voting Representatives

One of the regular meetings of the voting representatives each year shall be known as the annual business meeting. The annual business meeting shall be held at a time and place fixed by the executive board.

Section 3 Regular Meetings of the Voting Representatives

Regular meetings of the voting representatives shall be held quarterly at a time and place fixed by the executive board.

Section 4 Special Meetings of the Voting Representatives

Special meetings of the voting representatives shall be held at the call of the president or upon the petition of twenty-five (25) percent of the voting representatives.

Section 5 Meetings of the Executive Board

Regular or special meetings of the executive board shall be held at the call of the president or upon the petition of a simple majority of the executive board.

Section 6 Standing and Special Committee Meetings

Meetings of standing and special committees shall be held at the call of their respective chair who shall submit reports after each meeting of the voting representatives and at executive board meetings.

ARTICLE IX FINANCES AND DUES

Section 1 Fiscal Year

The association fiscal year shall be July 1 to June 30.

Section 2 Accounting

The executive board shall, through management contracts, provide for accounting, in conformance with generally accepted accounting principles, of all funds of the association.

The executive director shall provide an annual report of accounting showing total association receipts and disbursements and the total cash and securities on hand for the fiscal year. The annual report of accounting is to be presented at the regular meeting following the end of the fiscal year or as otherwise requested after review by the finance committee. A copy of the annual report of accounting will be furnished to any member upon written request.

The executive director shall make detailed expenditure and revenue reports of all financial transactions to the finance committee prior to executive board meetings.

Section 3 Dues Year

The association dues year shall be determined by the executive board.

Section 4 Active Member Dues

Active member (governmental jurisdiction or department thereof) annual dues shall be based on the population of the member's jurisdiction (state, county, city or town) population in accordance with Appendix A, "Annual Membership Dues Structure and Fee Schedule." The dues and fees shall be based on a recommendation of the finance committee and approved by the executive board. County population shall be at the unincorporated population.

Section 5 Benefits to Members

All members shall be eligible to receive all association services.

ARTICLE X QUORUM, PROXIES AND RULES

Section 1 Voting Representatives Meeting Quorum

A quorum to conduct business at a regular or special meeting of the voting representatives shall be a simple majority of the members registered for the meeting.

Section 2 Executive Board Meeting Quorum

A quorum to conduct business at a regular or special meeting of the executive board shall be a simple majority of all executive board members.

Section 3 Active Members Voting Representative Proxies

Voting representatives may designate in writing to the president an individual from the same jurisdiction or department involved in enforcement of building regulations to act as their proxy.

Section 4 Officers and Executive Board Members Proxies

Officers or executive board members may not be represented by proxies.

Section 5 Rules of Order

The rules for the conduct of association meetings and activities, not otherwise provided for herein, shall be Robert's Rules of Order-Revised.

ARTICLE XI AMENDMENTS

Section 1 Amendments

Proposed amendments to the bylaws must be submitted in writing to the chair of the bylaws committee. Proposed amendments will then be presented at the next regular meeting of the voting representatives for discussion and amendment. The resulting bylaws amendments and a written or electronic ballot shall be sent to all active member voting representatives within thirty (30) days of the regular meeting at which the amendments were considered; completed ballots must be returned to the bylaws committee chair through the association office within the time noted on the ballot.

A two-thirds majority of voting representatives voting shall be required for adoption of amendments. Adopted amendments shall take effect at the next regular meeting of the voting representatives.

ARTICLE XII INDIVIDUAL BENEFIT

Section 1 Individual Benefit

No part of the net earnings, if any, of this association shall inure to the benefit of any member, representative or other individual; and no gain, profit or dividends shall ever be distributed to any member, representative or other individual of this association to inure to the benefit of any private person.

(Revised 01/21/72, 04/11/75, 06/09/78, 03/05/82, 01/15/84, 09/11/84, 09/12/85, 05/14/87, 06/16/94, 10/22/98, 06/22/01, 01/11/02, 10/17/02, 09/23/10, 02/27/12, 07/17/15, 1/25/18, 10/11/18)

APPENDIX A
Washington Association of Building Officials
Annual Membership Dues Structure and Fee Schedule
Effective date: January 1, 2011

WABO Voting Member

Building Official (or designee) from governmental jurisdictions in Washington State.
Fees are based on population (county fees based on unincorporated population).

Population under 50,000	\$ 95.00
Population 50,000 - 100,000	\$185.00
Population over 100,000	\$275.00
Government Employee (working for a member jurisdiction)	\$ 45.00

Associate Member

Individuals, firms, associations, nonprofits, fire departments, fire districts, and state agencies or others that are interested in the mission and goals of WABO.

Associate Member	\$195.00
Active Students	\$ 45.00



Board Committee on the
**LONG TERM CODE
DEVELOPMENT PROCESS**

LTCDP PROPOSED REVISIONS TO THE ICC BYLAWS

(Approved May 17, 2021)

ARTICLE II — MEMBERSHIP

2.1 Categories of Membership - The Council shall have the following categories of voting membership:

2.1.1 Governmental Member - A Governmental Member shall be a governmental unit, department or agency actively engaged in the the administration, ~~formulation, implementation or enforcement~~ of laws, ordinances, rules or regulations that use ICC Codes and Standards as part of their development process. ~~relating to the public health, safety and welfare.~~ Each Governmental Member shall designate its Primary Representative who will receive benefits of membership in the Council on behalf of the Governmental Member as determined by the Board of Directors from time to time.

2.1.1.1 Governmental Member Voting Representatives - Each Governmental Member shall exercise its right to vote through its designated Governmental Member Voting Representatives, and shall be entitled to the number of Governmental Member Voting Representatives as specified in Table 2.1.1.1 and Section 2.1.1.2. Governmental Member Voting Representatives shall be designated in writing, by the Governmental Member, and shall be employees or officials of the Governmental Member or departments of the Governmental Member, provided that each of the designated voting representatives shall be an employee or a public official actively engaged either full or part time, in the administration, ~~formulation, implementation or enforcement~~ of laws, ordinances, rules or regulations that use ICC Codes and Standards as part of their development process. ~~relating to the public health, safety and welfare.~~ The designation of a Governmental Member Voting Representative may be changed by the Governmental Member, in writing, from time to time.

2.1.1.2 Maximum Number of Voting Representatives per Jurisdiction- Each jurisdiction is entitled to multiple Governmental Members, however, the maximum number of Voting Representatives for a jurisdiction shall not exceed three times the number of Voting Representatives a Governmental Member specified in Table 2.1.1.1. If a jurisdiction has more than three Governmental Members, the allotment of Voting Representatives shall be divided evenly between the members with the longest continuously active Governmental Members receiving any remaining positions. (e.g. A town with a population of 40,000 and five Governmental Members (maximum 12 voting representatives), the two senior members shall have 3 voting representatives and the 3 newest members shall have 2 each).

Table 2.1.1.1		
Population	Voting Representatives <u>Per</u> <u>Governmental Member</u>	<u>Maximum Voting</u> <u>Representatives per</u> <u>Jurisdiction</u>
0 to 50,000	4	<u>12</u>
50,001 to 150,000	8	<u>24</u>
<u>Over 150,001 to 500,000</u>	12	<u>36</u>
<u>Over 500,000</u>	<u>16</u>	<u>48</u>

PROCESS RESTRUCTURE RECOMMENDED BY THE LTCDP 2 – CAH WORK GROUP

Based on IAC feedback to the Board 10/5/2016

Group A and B Codes listed based on 18/19 & 21/22 Cycles

Revisions/clarifications to IAC feedback in blue

	Year One	Year Two	Year Three	Remarks
	Group A Codes Committee Action Hearings IBC- E, IBC - FS, IBC -G, IFC, IFGC, IMC, IPC, IPMC, IPSDC, IRC – M, IRC- P, ISPSC, IWUIC, IZC	Group B Codes Committee Action Hearings Admin, IBC-S, IEBC, IgCC (Ch. 1), IRC - B	Group A and Group B Codes Membership Hearing & Final Action via online voting	Add third opportunity to hear code change proposals.
EDITION OF I-CODES PUBLISHED	-	-	-	Publishing of I-Codes to be determined by ICC.
DEADLINE FOR RECEIPT OF APPLICATIONS FOR ALL CODE COMMITTEES	-	-	-	Receipt of applications for all code committees to be determined by ICC.
DEADLINE FOR cdpACCESS ONLINE PROPOSALS OR PUBLIC COMMENTS	Group A Proposals January	Group B Proposals & Group A Public Comments for Year 3 Membership Consideration (limited to items that were considered at the CAH2 Group A hearings) January	Group B Public Comments for Membership Consideration (limited to items that were considered at the CAH2 Group B hearings) January	Public comment hearing moved to spring of third year. Group A PC's due in year 2 so that ICC staff can finish Group A changes with no PC's
WEB POSTING OF PROPOSALS OR PUBLIC COMMENTS	March (Proposals)	March (Proposals)	March (Group A and B Public Comments)	
1st COMMITTEE ACTION HEARING ON PROPOSALS (CAH1); PCH IN YEAR THREE	April	April	MEMBERSHIP PUBLIC COMMENT HEARING (PCH-A/B - limited to items that were considered at the CAH2 Group A & B hearings) April	
cdpACCESS ONLINE GOVERNMENTAL CONSENSUS VOTING *	N/A	N/A	Starts approx. one week after last day of PCH. Open for 2 weeks. Group A and B Validation process follows OGCV	On-Line Government Consensus voted moved to third year.
WEB POSTING OF “REPORT OF THE COMMITTEE ACTION HEARING”	June	June	N/A	
DEADLINE FOR cdpACCESS ONLINE RECEIPT OF PUBLIC COMMENTS	CAH Public Comments for 2nd committee action hearings July	CAH Public Comments for 2nd committee action hearings July	N/A	First and second year public comments in preparation for 2nd committee action hearings
WEB POSTING OF "2ND COMMITTEE ACTION HEARING AGENDA"	August	August	N/A	
2nd COMMITTEE ACTION HEARING ON PROPOSALS (CAH2)	September/October (Agenda limited to ONLY items receiving a public comment disagreeing with first hearing committee recommendation)	September/October (Agenda limited to ONLY items receiving a public comment disagreeing with first hearing committee recommendation)	N/A	Propose second committee action hearings for first and second years.
ANNUAL BUSINESS MEETING (ABM)	September/October	September/October	September/October	
ABM EDUCATION ON NEXT CODE EDITION	N/A	N/A	September/October	Education at fall ABM. No code change hearings.



2022 WABO Legislative Positions

- **Funding for State Building Code Council:** The Washington State Building Code Council (SBCC) is mandated by state law to develop the construction codes used in Washington and that effort requires adequate funding to accomplish their mission. WABO supports continued adequate funding for the SBCC and clarification for consistent fee application by local jurisdictions.
- **Protect Local Authority:** WABO supports protecting local authority to amend, adopt and administer construction codes.
- **Code Cycle:** WABO supports keeping Washington consistent with the national model code adoption cycle.
- **Consumer Protection:** WABO supports measures to protect the public from unqualified and illegal contractors, such as requiring contractor training and education, and establishing minimum qualification standards for contractors and Building Officials.
- **Electrical Code:** WABO supports legislation that provides jurisdictions with equal authority to develop and adopt the Washington State Electrical Code.
- **Unfunded Mandates:** WABO recognizes that jurisdictions have limited fiscal capacity and opposes unfunded and under-funded mandates.
- **Seismic Retrofit:** WABO supports legislation to assist building owners to retrofit existing seismically vulnerable buildings, in order to protect the public during an earthquake from collapsing structures, and to reduce the impact of seismic events by focusing on promoting economic resiliency of our communities.
- **IPC (International Plumbing Code):** WABO supports legislation to reduce barriers for jurisdictions to use the International Plumbing Code.
- **Certification and Training:** WABO supports improving the efficiency of the construction permit and inspection process with training and certification for code officials and code technicians.
- **Affordable Housing:** WABO supports efforts to create more affordable housing as long as that housing complies with minimum codes to ensure a safe built environment.

Adult Family Home (AFH) LOCAL BUILDING INSPECTION CHECKLIST

Code References: 2018 IRC Section R330 (WAC 51-51)

APPLICATION NUMBER: _____

SECTIONS 1, 2, 3, AND 4 MUST BE COMPLETED BY APPLICANT BEFORE INSPECTION WILL BE PROCESSED

SECTION 1 – PROPERTY INFORMATION

SITE ADDRESS: _____ ASSESSOR'S TAX/PARCEL#: _____

SECTION 2 – APPLICANT INFORMATION

PROPERTY OWNER NAME: _____ DAYTIME PHONE: _____

AFH LICENSEE NAME (IF DIFFERENT): _____ DAYTIME PHONE: _____

SECTION 3 – FLOOR PLAN

On a separate sheet of paper (8 ½ x 11) draw a floor plan (including all floors) of your prospective AFH. Include all sleeping rooms (bedrooms) indicating which bedroom is: A, B, C D, E and F.

Label all components for exiting i.e., stairs, ramps, platforms, lifts and elevators.

SECTION 4 – DISCLAIMER/SIGNATURE BLOCK

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge, and that I am requesting or I am authorized by the owner of the above premises to request inspection for the operation of an Adult Family Home at this location. I agree to hold harmless the jurisdiction conducting such inspections, at my request, as to any claim (including costs, expenses, and attorneys' fees incurred in the investigation of such claim), which may be made by any person, including the undersigned, and filed against the jurisdiction, but only where such claim arises out of the reliance of the jurisdiction, including its officers and employees, upon the accuracy of the information supplied to the jurisdiction as a part of this application.

NAME/TITLE: _____ DATE: _____

☐ PROPERTY OWNER

☐ APPLICANT

☐ LICENSEE

Implementation Date: 2021 February 01

Updated: 2021 February

SECTION R330 ADULT FAMILY HOMES

R330.1 General. This section shall apply to all newly constructed adult family homes and all existing single family homes being converted to adult family homes. This section shall not apply to those adult family homes licensed by the state of Washington department of social and health services prior to July 1, 2001.

R330.2 Reserved.

R330.3 Sleeping room classification. Each sleeping room in an adult family home shall be classified as:

1. Type S - Where the means of egress contains stairs, elevators or platform lifts.
2. Type NS1 - Where one means of egress is at grade level or a ramp constructed in accordance with R330.9 is provided.
3. Type NS2 - Where two means of egress are at grade level or ramps constructed in accordance with R330.9 are provided.

R330.4 Types of locking devices and door activation. All bedroom and bathroom doors shall be openable from the outside when locked.

Every closet shall be readily openable from the inside.

Operable parts of door handles, pulls, latches, locks and other devices installed in adult family homes shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist. Pocket doors shall have graspable hardware available when in the closed or open position.

The force required to activate operable parts shall be 5.0 pounds (22.2 N) maximum. Required exit doors shall have no additional locking devices.

Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing reentry into the adult family home without the use of a key, tool or special knowledge.

R330.5 Smoke and carbon monoxide alarm requirements. All adult family homes shall be equipped with smoke and carbon monoxide alarms installed as required in Sections R314 and R315.1. Alarms shall be installed in such a manner so that the detection device warning is audible from all areas of the dwelling upon activation of a single alarm.

R330.6 Escape windows and doors. Every sleeping room shall be provided with emergency escape and rescue windows as required by Section R310. No alternatives to the sill height such as steps, raised platforms or other devices placed by the openings will be approved as meeting this requirement.

R330.7 Fire apparatus access roads and water supply for fire protection. Adult family homes shall be served by fire apparatus access roads and water supplies meeting the requirements of the local jurisdiction.

R330.8 Grab bar general requirements. Where facilities are designated for use by adult family home clients, grab bars for water closets, bathtubs and shower stalls shall be installed according to this section.

R330.8.1 Grab bar cross section. Grab bars with a circular cross section shall have an outside diameter of 1 1/4 inches minimum and 2 inches maximum. Grab bars with noncircular cross section shall have a cross section dimension of 2 inches maximum and a perimeter dimension of 4 inches minimum and 4 5/8 inches maximum.

R330.8.2 Grab bar installation. Grab bars shall have a spacing of 1 1/2 inches between the wall and the bar. Projecting objects, control valves and bathtub or shower stall enclosure features above, below and at the ends of the grab bar shall have a clear space of 1 1/2 inches to the grab bar.

EXCEPTION: Swing-up grab bars shall not be required to meet the 1 1/2 inch spacing requirement.

Grab bars shall have a structural strength of 250 pounds applied at any point on the grab bar, fastener, mounting device or supporting structural member. Grab bars shall not be supported directly by any residential grade fiberglass bathing or showering unit. Acrylic bars found in bathing units shall be removed.

Fixed position grab bars, when mounted, shall not rotate, spin or move and have a graspable surface finish.

R330.8.3 Grab bars at water closets. Water closets shall have grab bars mounted on both sides. Grab bars can be a combination of fixed position and swing-up bars. Grab bars shall meet the requirements of R330.8. Grab bars shall mount between 33 inches and 36 inches above floor grade. Centerline distance between grab bars, regardless of type used, shall be between 25 inches minimum and 30 inches maximum.

R330.8.3.1 Fixed position grab bars. Fixed position grab bars shall be a minimum of 36 inches in length and start 12 inches from the rear wall.

R330.8.3.2 Swing-up grab bars. Swing-up grab bars shall be a minimum of 28 inches in length from the rear wall.

R330.8.4 Grab bars at bathtubs. Horizontal and vertical grab bars shall meet the requirements of R330.8.

R330.8.4.1 Vertical grab bars. Vertical grab bars shall be a minimum of 18 inches long and installed at the control end wall and head end wall. Grab bars shall mount within 4 inches of the exterior of the bath tub edge or within 4 inches within the bath tub. The bottom end of the bar shall start between 36 inches and 42 inches above floor grade.

EXCEPTION: The required vertical grab bar can be substituted with a floor to ceiling grab bar meeting the requirements of R330.8 at the control end and head end entry points.

R330.8.4.2 Horizontal grab bars. Horizontal grab bars shall be provided at the control end, head end, and the back wall within the bathtub area. Grab bars shall be mounted between 33 inches and 36 inches above floor grade. Control end and head end grab bars shall be 24 inches minimum in length. Back wall grab bar shall be 36 inches minimum in length.

R330.8.5 Grab bars at shower stalls. Where shower stalls are provided to meet the requirements for bathing facilities, grab bars shall meet the requirements of R330.8.

EXCEPTION: Shower stalls with permanent built-in seats are not required to have vertical or horizontal grab bars at the seat end wall. A vertical floor to ceiling grab bar shall be installed within 4 inches of the exterior of the shower aligned with the nose of the built-in seat.

R330.8.5.1 Vertical grab bars. Vertical grab bars shall be 18 inches minimum in length and installed at the control end wall and head end wall. Vertical bars shall be mounted within 4 inches of the exterior of the shower stall or within 4 inches inside the shower stall. The bottom end of vertical bars mount between 36 inches and 42 inches above floor grade.

R330.8.5.2 Horizontal grab bars. Horizontal grab bars shall be installed on all sides of the shower stall mounted between 33 inches and 36 inches above the floor grade. Horizontal grab bars shall be a maximum of 6 inches from adjacent walls. Horizontal grab bars shall not interfere with shower control valves.

R330.9 Ramps. All interior and exterior ramps, when provided, shall be constructed in accordance with Section R311.8 with a maximum slope of 1 vertical to 12 horizontal. The exception to R311.8.1 is not allowed for adult family homes. Handrails shall be installed in accordance with R330.9.1.

R330.9.1 Handrails for ramps. Handrails shall be installed on both sides of ramps between the slope of 1 vertical to 12 horizontal and 1 vertical and 20 horizontal in accordance with R311.8.3.1 through R311.8.3.3.

R330.10 Stair treads and risers. Stair treads and risers shall be constructed in accordance with R311.7.5. Handrails shall be installed in accordance with R330.10.1.

R330.10.1 Handrails for treads and risers. Handrails shall be installed on both sides of treads and risers numbering from one riser to multiple risers. Handrails shall be installed in accordance with R311.7.8.1 through R311.7.8.4

R330.11 Shower stalls. Where provided to meet the requirements for bathing facilities, the minimum size of shower stalls for an adult family home shall be 30 inches deep by 48 inches long.

[Statutory Authority: RCW [19.27.031](#) and chapters [19.27](#) and [34.05](#) RCW. 13-04-068, § 51-51-0325, filed 2/1/13, effective 7/1/13. Statutory Authority: Chapter [19.27](#) RCW. 10-18-036, § 51-51-0325, filed 8/25/10, effective 9/25/10. Statutory Authority: RCW [19.27.190](#), [19.27.020](#), and chapters [19.27](#) and [34.05](#) RCW. 09-04-023, § 51-51-0325, filed 1/27/09, effective 7/1/10. Statutory Authority: RCW [19.27.074](#), [19.27.020](#), and chapters [19.27](#) and [34.05](#) RCW. 07-01-090, § 51-51-0325, filed 12/19/06, effective 7/1/07. Statutory Authority: RCW [19.27.031](#) and [19.27.074](#). 04-01-109, § 51-51-0325, filed 12/17/03, effective 7/1/04.][Statutory Authority: RCW [19.27.031](#) and [19.27.074](#). WSR 20-03-023, § 51-51-0330, filed 1/6/20, effective 7/1/20.]

SECTION 5 **MUST** BE COMPLETED BY THE BUILDING DEPARTMENT IN THE JURISDICTION THE HOME WILL BE LOCATED.
PLEASE CHECK ALL APPLICABLE BOXES; MATCH THE LIST BELOW TO THE APPLICANT'S FLOOR PLAN – USING THEIR PROSPECTIVE
 RESIDENT BEDROOM DESIGNATIONS OF **A B C D E** AND **F** AND CLASSIFICATION CODE **S, NS1 OR NS2**.

SECTION 5 – BUILDING INSPECTOR'S INSPECTION CHECKLIST

R330.3 Sleeping Room Classification: Each sleeping room in an Adult family Home shall be classified as:

Type S – where the means of egress contains stairs, elevators or platform lifts to evacuate residents to public area.

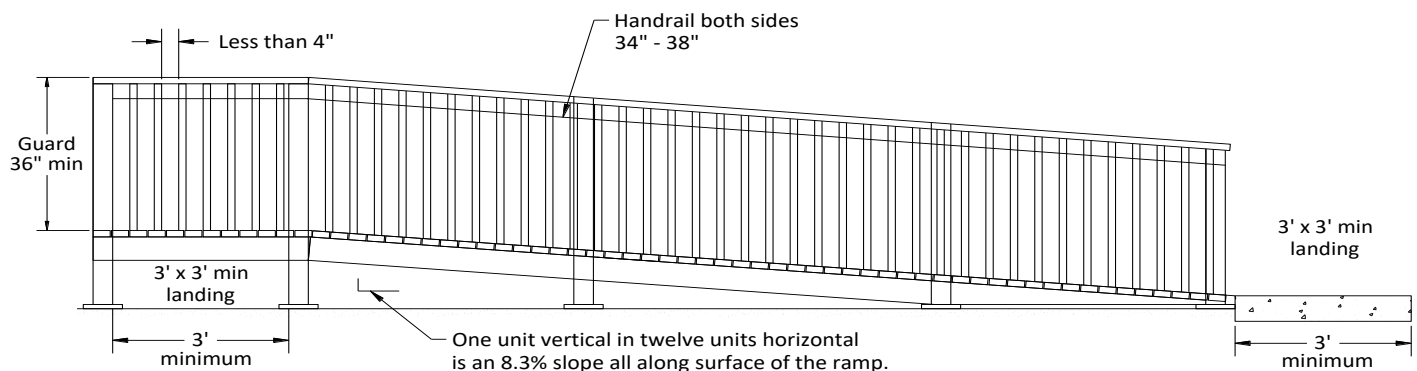
Type NS1 – where 1 means of egress at grade level (has no stairs) or ramp constructed compliant with R330.9 is provided to evacuate residents to public area.

Type NS2 – where 2 means of egress at grade level (both have no stairs) or ramps constructed compliant with R330.9 are provided to evacuate residents to public area.

SLEEPING ROOM A			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM B			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM C			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM D			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM E			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM F			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>

GENERAL		YES	NO
Bathroom doors are easily and quickly openable from the outside when locked		<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide alarms are installed as required in R315 on each level of the home.		<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarms are installed on all levels of the dwelling, in each resident sleeping room, outside each separate sleeping area in the immediate vicinity of sleeping rooms (R314).		<input type="checkbox"/>	<input type="checkbox"/>
Smoke and Carbon Monoxide alarms are installed in such a manner so that the audible warning may be heard in all parts of the dwelling upon activation of a single device.		<input type="checkbox"/>	<input type="checkbox"/>
Access road and water supply meet local fire jurisdictional requirements.		<input type="checkbox"/>	<input type="checkbox"/>
R330.4 Operable parts of door handles, pulls, latches, locks and other devices installed in AFH shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist (lever-type).		<input type="checkbox"/>	<input type="checkbox"/>
Pocket doors shall have graspable hardware available when in the closed or open position.		<input type="checkbox"/>	<input type="checkbox"/>

R311.8 Ramps		YES	NO
Inside Ramp	N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R311.8.1 Maximum Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AFH (R330.9))		<input type="checkbox"/>	<input type="checkbox"/>
R311.8.2 Landing Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp changes directions.		<input type="checkbox"/>	<input type="checkbox"/>
R330.9.1 Handrails required on both sides of ramp.		<input type="checkbox"/>	<input type="checkbox"/>
Outside Ramp	N/A <input type="checkbox"/>	YES	NO
R311.8.1 Maximum Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AFH (R330.9))		<input type="checkbox"/>	<input type="checkbox"/>
R311.8.2 Landing Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp changes directions.		<input type="checkbox"/>	<input type="checkbox"/>
R330.9.1 Handrails required on both sides of ramp.		<input type="checkbox"/>	<input type="checkbox"/>
R312.1.1 Guards shall be located along open-sided walking surfaces, that are located more than 30 inches measured vertically to the floor or grade below at any point within 36 inches horizontally to the edge of the open side. Guards below are depicted vertically as an example only.		<input type="checkbox"/>	<input type="checkbox"/>



R311.2 Means of Egress		YES	NO
R311.2 Door must be side-hinged with min. width of 32 inches between face of door and stop. Height not less than 78 inches.		<input type="checkbox"/>	<input type="checkbox"/>
R330.4 Operable parts of door handles, pulls, latches, locks and other devices installed in AFH shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist (lever-type).		<input type="checkbox"/>	<input type="checkbox"/>
R330.4 Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing re-entry without use of key, tool or special knowledge.		<input type="checkbox"/>	<input type="checkbox"/>
R311.7 Stairways	N/A <input type="checkbox"/>	YES	NO
R311.7.5.1 Riser Height: Max riser height shall be 7 ¾ inches (8 inches in structures built prior to July 1, 2004)		<input type="checkbox"/>	<input type="checkbox"/>
R311.7.5.2 Tread Depth: Min. tread depth shall be in 10 inches (9 inches in structures built prior to July 1, 2004)		<input type="checkbox"/>	<input type="checkbox"/>
R330.10.1 Handrails for Treads and Risers shall be installed on both sides of treads and risers numbering from one riser to multiple risers. Handrails shall be installed in accordance with R311.7.8.1 – R311.7.8.4		<input type="checkbox"/>	<input type="checkbox"/>
R330.8 Grab Bars in Bathrooms	N/A <input type="checkbox"/>	YES	NO
Grab bars shall be installed for all water closets (toilets), bathtubs and showers according to R330.8.		<input type="checkbox"/>	<input type="checkbox"/>
Water Closets (toilet) shall have grab bars installed on both sides according to R330.8.3		<input type="checkbox"/>	<input type="checkbox"/>
Bathtubs shall have two vertical and three horizontal grab bars installed according to R330.8.4		<input type="checkbox"/>	<input type="checkbox"/>
Shower stalls have two vertical and horizontal grab bars mounted on all sides of shower according to R330.8.5		<input type="checkbox"/>	<input type="checkbox"/>
Shower stalls must be minimum size of 30 inches deep by 48 inches long (R330.11)		<input type="checkbox"/>	<input type="checkbox"/>

☐ **PASSED**

NAME OF AFH: _____

Adult Family Home Project Address

BUILDING DEPT. INSPECTOR'S NAME (PRINT)

BUILDING DEPT. INSPECTOR'S SIGNATURE _____ **DATE:** _____

BUILDING DEPT. OFFICE ADDRESS _____ **OFFICE PHONE NUMBER:** _____

Application and inspection checklist developed by Washington Association of Building Officials (WABO), in cooperation with Department of Social and Health Services (DSHS) for use by both departments and licensors in accordance with WAC 388-76-10700.

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