

**BFR**

# DIVISION OF BUILDING AND FIRE REGULATIONS

2017 Annual Report



**VIRGINIA DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT**  
*Partners for Better Communities*



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## **Mission**

The development, promotion and uniform enforcement of regulations that achieve safe, affordable buildings in Virginia.

## **Vision**

Safe, affordable buildings for Virginia communities.



Virginia's rank in code strength by the Insurance Institute for Business and Home Safety



# A MESSAGE FROM THE DEPUTY DIRECTOR

Friends and Colleagues,

The Division of Building and Fire Regulations (BFR) within the Virginia Department of Housing and Community Development (DHCD) is pleased to present the 2017 Annual Report highlighting the programs, processes and staff that serve and support both residents and visitors in Virginia. Some of the more significant items detailed inside this year's report include:

- Completion of the 2015 Virginia Code update process
- Overview of code opinions provided
- A new three-day training curriculum for elevator inspections
- A new amusement device mentoring program
- Training of 1,310 Code Academy attendees
- Issuance of 456 new certifications
- The winning design for the Blueprint for the Future competition
- Inaugural awards for the Building Safety Month essay contest and jurisdictional Building Safety Month contest

Also noteworthy in 2017 was welcoming several new staff members to DHCD who bring a wealth of technical skills and talents to the agency. We all look forward to continuing to collaborate with all stakeholders to continue to provide Virginia with a safe, efficient and affordable built environment.

Respectfully,

A handwritten signature in black ink that reads "Cindy L. Davis".

**Cindy L. Davis, C.B.O**

Division of Building and Fire Regulations  
Virginia Department of Housing  
and Community Development

# DIVISION OF BUILDING AND FIRE REGULATIONS

# 2017 AT-A-GLANCE



## NEW CUSTOMER SERVICE

**8,754** customer service calls and emails answered

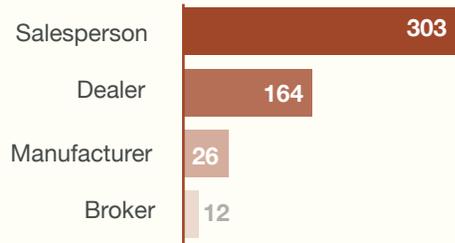
## 513 OPINIONS: BY SUBJECT

71	Residential	70	Construction
125	USBC	66	Other
12	Rehab	13	Mechanical
20	Plumbing	22	Maintenance
8	Electrical	20	Fire
9	Swimming pool/spa	22	Amusement Device
6	Energy	20	Industrialized Buildings
29	Manufactured Housing		

## MANUFACTURED HOUSING (MH)

- **82** dealer lots inspected
- **2** MH board meetings
- **7** complaints resolved

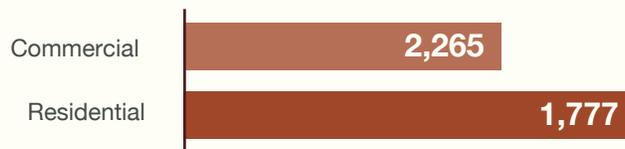
## 505 MH LICENSES ISSUED



## INDUSTRIALIZED BUILDINGS (IB)

- **18** plants inspected in 3 states

## 4,042 IB SEALS SOLD



## JACK A. PROCTOR VIRGINIA BUILDING CODE ACADEMY (JPVBCA)



Classes Held

**51**



Students Trained

**1,325**



Online Modules Completed

**125**



Certifications Issued

**686**



CE Applications Processed

**505**



Courses Developed

**2** launched **11** ongoing



Volunteer Subject Matter Expert (SME) Development Hours

**1,100**

# STATE BUILDING CODE TECHNICAL REVIEW BOARD (SBCTRB)

SBCTRB's primary purpose is to hear appeals from enforcement actions under building, fire and other related regulations. This board also issues formal interpretations on code issues and recommends changes to regulations based on its decisions and interpretations.

The SBCTRB consists of 14 citizens appointed by the governor. By law, the organizations represented by the board members are: the Virginia Society of the American Institute of Architects, Virginia Society of Professional Engineers, Home Builders Association of Virginia, Virginia Branch of the Associated General Contractors of America, Virginia Building and Code Officials Association, State Fire Chiefs Association of Virginia, Virginia chapters of the National Apartment Association and Virginia Association of Plumbing-Heating-Cooling Contractors.

## Board Membership

- **1** new member
- **2** members resigned

Robert J. Allen, chair  
Matthew Arnold  
W. Keith Brower  
Vince Butler  
Daniel Crigler  
James R. Dawson, vice chair  
Alan D. Givens

Joseph Kessler  
Eric Mays, PE  
E.G. Middleton III  
Joanne Monday  
Patricia S. O'Bannon  
E. Shaun Pharr, Esq.  
Aaron Zdinak, PE

## Board Actions

- **7** meetings held
- **10** appeals processed
- **3** interpretation requests
- **7** informal fact-finding conferences conducted
- **7** final orders issued

## Staff to Board

Justin I. Bell, Esq. | Board Counsel  
Alan McMahan | Board Secretary (January-May)  
Vernon Hodge | Board Secretary (June-December)

# *Departures and New Members*

Robert J. Allen, CBO, resigned as chairman of SBCTRB after 21 years of dedicated service. Allen provided thoughtful, well-reasoned leadership to the board throughout his many years of service. As a plan reviewer for Henrico County with many years of code enforcement experience, Allen brought extensive knowledge in application of the code. Both his approach and his knowledge will be missed. We acknowledge and thank him for his decades of service. Matthew Arnold resigned from SBCTRB after 13 years of service representing AIA Virginia. Arnold was appointed in 2004 to the board by then Gov. Mark Warner.

Richard C. Witt, of North Chesterfield, was appointed to SBCTRB by Gov. Terry McAuliffe as a representative of the Virginia Building and Code Officials Association in December 2017. Witt is currently the director of building inspection for Chesterfield County and has served Chesterfield County for 32 years in various capacities. He has dedicated his professional career to the building codes industry. He serves as an executive committee member for the International Code Council Region VII and is a lifetime member of the Virginia Plumbing and Mechanical Inspectors Association. He was instrumental in the expansion of the Virginia Building Code Academy and the Building Code Academy Advisory Committee. Witt was also the recipient of the 2016 Gerald H. Jones Code Official of the Year award from the International Code Council.



# VIRGINIA MANUFACTURED HOUSING BOARD

VMHB promulgates the licensing regulations to carry out the requirements for licensing of manufactured home manufacturers, dealers, brokers and salespersons.

VMHB is comprised of nine members, appointed by the governor, representing specific groups designated in the enabling legislation. The VMHB adopts and, with assistance of DHCD staff, carries out the enforcement of the Manufactured Housing Licensing and Transaction Recovery Fund Regulations. The board is responsible for licensing manufactured home dealers, brokers, manufacturers and the salespersons working for those companies, and they are authorized to receive consumer complaints on manufactured homes and make case decisions as necessary to resolve certain complaints.

In 2017, only one complaint was unresolved and moved to VMHB. This is a decrease from past years, in part, due to a consistent and thorough audit program and industry cooperation.

Two board members resigned during 2017 prior to the end of their appointed terms. Ben Flores and Dennis Jones both represented manufacturers on the board.

Additionally, one new board member was appointed by Gov. McAuliffe last year. Sean Hicks, an associate from Hirschler Fleischer, was appointed as a public representative to the board.



## Board Actions

- **2** meetings held
- **1** final order issued
- **1** interpretation Notice of Intended Regulatory Action (NOIRA) in the Transaction Recovery Funds Regulations
- **\$5,000** paid to consumers through the Transaction Recovery Fund



## Board Membership

David C. Bridges	Keith W. Hicks
Shawna J. Cheney	Sean Hicks
Walter Cleaton, vice chair	Dennis Jones
Ben Flores	James W. Roncaglione
	Cindy Tomlin, chair

## Staff to Board

Justin I. Bell, Esq. | Board Counsel  
Eric Leatherby | Board Secretary

# MANUFACTURED HOUSING

The Virginia Department of Housing and Community Development (DHCD) regulates Virginia's manufactured housing industry through the Virginia Manufactured Home Safety Regulations (MHSR) and the Virginia Manufactured Housing Licensing and Transaction Recovery Fund Regulations (MHLTRFR).

All licenses, except temporary or special licenses, are issued for a one-year period and must be renewed annually.

**505**

**Manufactured Housing  
licenses issued**

**\$79,075** collected for all Manufactured Housing Licensing fees

**\$19,308** collected from HUD for State Administrative Agency (SAA) functions

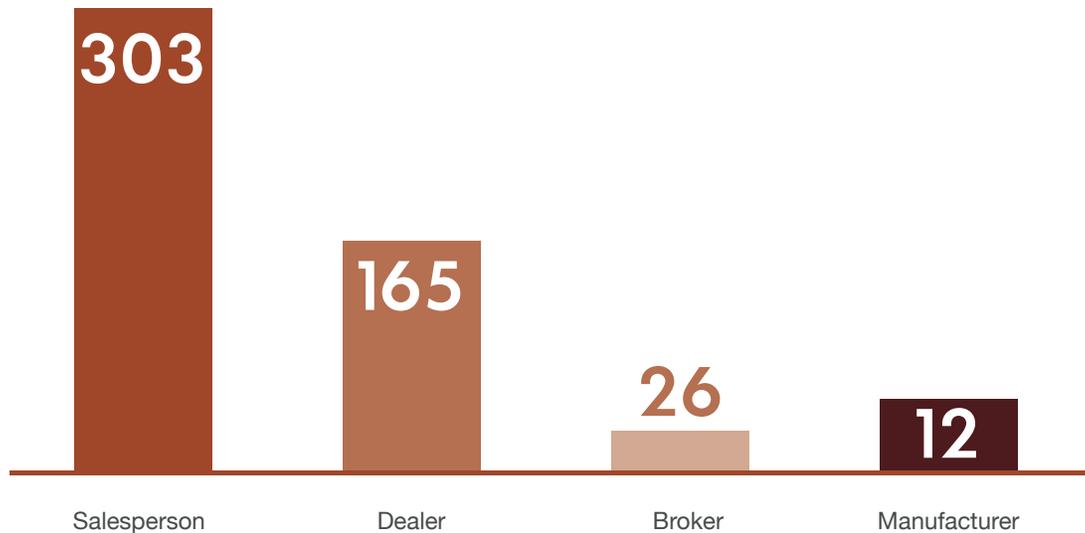
**\$34,800** DMV revenue received

**82** dealer lots inspected

**6 of 7** complaints closed

**4** Subpart I Record reviews conducted

## MH LICENSES ISSUED TO



# INDUSTRIALIZED BUILDING SAFETY REGULATIONS (IBSR)

IBSR regulates industrialized buildings (IB), often referred to as modular buildings. IBSR provides for the administration and enforcement of uniform statewide standards. The Virginia Department of Housing and Community Development is the building official for IBs. DHCD accredits third-party Compliance Assurance Agencies (CAA) to review designs, inspect construction and certify the buildings through the application of a Virginia Registration Seal, and the performance of the CAA is monitored by DHCD.

**4,042**  
Industrialized Building  
seals sold

### IB SEALS SOLD



**\$258,700** collected for seals sold

**18**  
Industrialized Building  
plants audited

### Plant Audits

- 8 North Carolina
- 6 Virginia
- 4 Pennsylvania

### Approved Third Party Agencies

- 12 existing
- 120 Plan reviews audited

# CODE DEVELOPMENT PROCESS

DHCD prides itself on its building code development process. The implementation of cdpVA software has fostered inclusion and transparency in the code development process throughout the state. Through the platform, stakeholders can submit, view and comment on code change proposals anytime, anywhere. A new feature was added to cdpVA allowing public comments to proposals. This gives the public the ability to directly comment on any proposal submitted through the system.

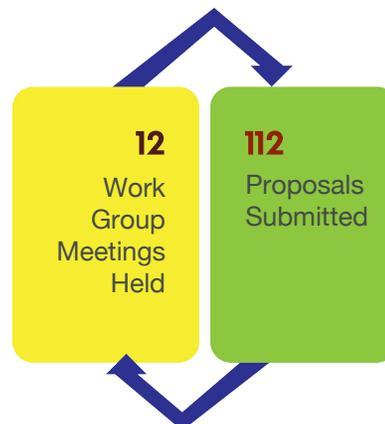
Several sub-workgroups were convened and various stakeholders collaborated to work on the following issues that resulted in successful code change proposals:

**Energy:** The most notable provision is the removal of the visual option for duct testing. Other items include providing mechanical ventilation for multifamily dwelling units, maintaining the simplified solar heat gain coefficient fenestration requirements and incentivizing the use of the Energy Rating Index by allowing on-site renewable energy to be included in the calculation and raising the index score.

**Special Inspections:** This will allow the local building official to waive special inspections and tests. Also, it provides a threshold based on size and height rather than the requirement of professional design.

**Wireless Communication:** This clarifies the existing language concerning support structures controlled by the electric power companies and adds an exemption for direct-burial poles used for wiring of communication, information or cable television services.

**Manufactured Housing:** This adds a provision to the Virginia Maintenance Code addressing legislation passed by the General Assembly concerning manufactured home park tenant notification.



# JACK A. PROCTOR VIRGINIA BUILDING CODE ACADEMY



**51**

live classes held

**1,325**

students trained

**125**

online modules  
completed

**686**

certifications issued



**Launched**

- Train the Trainer (Aug. 28-Sept.1)



**New in development**

- Elevator Inspection Technical Training (Release Date: Oct.21-Nov.2)

**505**

continuing education  
applications processed

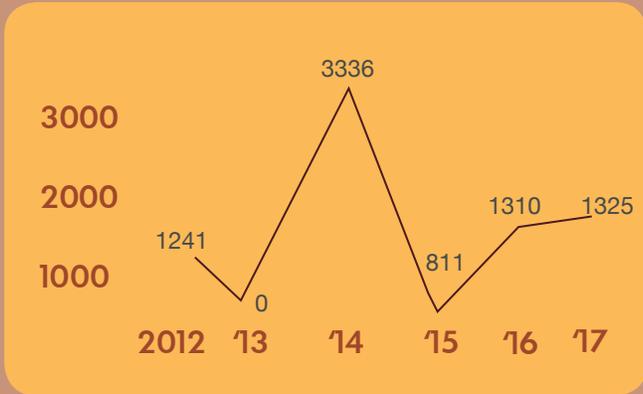
**Relaunches under development**

- Fire Protection System Inspection

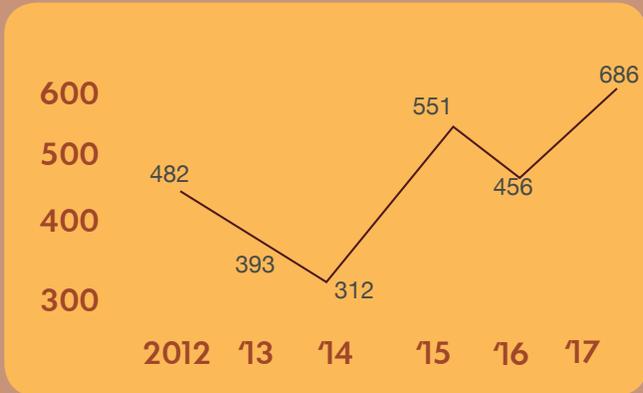
**1,100**

**VOLUNTEER SUBJECT MATTER EXPERT  
DEVELOPMENT HOURS**

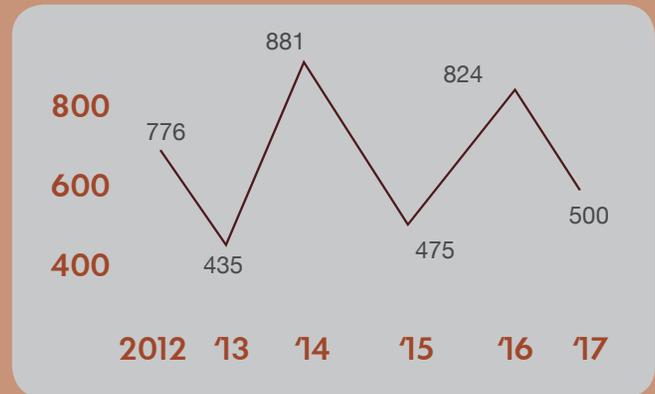
## TOTAL ATTENDANCE



## CERTIFICATIONS ISSUED



## CE APPLICATIONS



# Train the Trainer Program

Working with VCU's PMG, the academy offered its 11-day Train the Trainer course to subject-matter experts throughout the commonwealth. Thirteen students completed the five-day classroom experiential learning, followed by an additional six days of intense presentation skills evaluation. The course graduated new apprentice instructors in the disciplines of electrical, mechanical, plumbing, fire systems and building inspections, as well as plan review.



# VA Code Education Conference (VCEC)

Staff were directly involved in the planning and management of the inaugural Virginia Code Education Conference held in Charlottesville in July 2017. This was a collaborative effort with Virginia code and professional organizations actively participating. More than 220 code officials, design professionals and others attended this three-day event featuring training sessions, networking events and keynote speakers.

# PUBLIC RELATIONS AND OUTREACH

## Stakeholder Support

The Division of Building and Fire Regulations maintains positive relationships with various stakeholder and client groups across the country, state and region. This involvement provides benefits to staff, the agency, our stakeholders and the residents of Virginia.

Stakeholder support includes serving on Boards of Directors, providing training and scholarship opportunities, collaborating with industry to find solutions to problems and concerns, serving as officers in various organizations, serving on national code, professional development, certification and testing Councils and committees, collaborating with organizations to find subject matter experts for training and curriculum development and providing technical code collaboration and presentations specific to industry needs.

Stakeholders supported include:

- International Code Council (ICC)
- National Institute of Building Sciences (NIBS)
- American Institute of Architects (AIA)
- Virginia Building and Code Officials Association (VBCOA)
- Virginia Plumbing and Mechanical Inspectors Association (VPMIA)
- Virginia Chapter of the International Association of Electrical Inspectors (IAEI)
- Home Builders Association of Virginia (HBAV)
- Virginia Manufactured/Modular Housing Association (VAMMHA)
- Virginia Elevator Safety Association (VAESA)
- Women in Code Enforcement and Development (WICED-National + Virginia Chapter)
- Virginia Association of Realtors (VAR)
- Virginia Fire Prevention Association (VFPA)
- Apartment and Office Building Association (AOBA)
- Virginia Retail Merchants Association (VRMA)
- Interstate Industrialized Buildings Commission
- Blueprint for the Future Design Competition Team
- National Certification Program for Construction Code Inspectors (NCPCCI)
- 2018 Richmond ICC Conference Committee
- Modular Homebuilders Association
- Virginia Code Education Conference (VCEC) Committee
- Viridiant
- Housing Opportunities Made Equal (HOME)

59

Stakeholder meetings  
attended

## Agency Support

- Supported training effort with the Division of Community Development
- Commonwealth of Virginia Campaign (CVC) annual fundraising; DHCD raised more than \$17,956 for charity in 2017
- Learning Management System (LMS) Evaluating options and providing recommendations for a system to be used and shared across the division
- Partnered with other state agencies including:
  - Virginia Department of Fire Programs (VDFFP) for the development of the Statewide Fire Prevention Code (SFPC).
  - Virginia Department of Environmental Quality (VDEQ) for collaboration on regulations for alternative water supplies.
  - Virginia Department of Health (VDH) to collaborate on waterworks regulations and provide training through the Consumer Products Safety Commission on Swimming Pools.
  - Virginia Department of Emergency Management (VDEM) for collaboration on a statewide effort to update the Virginia Emergency Operations Plan, including Mass Care and Hazard Mitigation plans.
  - Virginia Department of Social Services (VDSS) to convene a stakeholder group to facilitate a new form for building official use in approving DSS licensed facilities.
  - Virginia Department of Mines, Minerals and Energy (DMME) and Viridiant to provide DHCD staff support for field investigations specific to a Department of Energy grant.
  - Virginia Department of Agriculture and Consumer Services (VDACS) to provide a presentation to VDACS staff on backflow prevention and cross connection code requirements.

# Building Safety Month

As part of the annual celebration of Building Safety Month in May, DHCD established a new essay contest. For its first year, Chantilly High student Meghan Chudasama was awarded a \$1,500 scholarship for her essay “Code Officials: Partners in Community Safety and Economic Growth.” The winning essay can be found online at [dhcd.virginia.gov](http://dhcd.virginia.gov).



## “Nikki Dee Can You Be Me?”

Richmond’s CBS6 morning news featured code officials for their segment, “Nikki Dee, can you be me?” This segment challenges meteorologist Nikki Dee Ray to try her best to do a job, and during the month of May, the segment followed Ray and Chesterfield County Building Inspector Jason Laws through a typical building inspection. To view the entire segment, visit <http://wtvr.com/2017/05/19/nikki-dee-ray-building-inspector/>.

## Blueprint for the Future

Greg Simon was named the 2017 Blueprint for the Future winner during the 2017 Virginia Governor’s Housing Conference. DHCD partnered with the city of Norfolk, Easy Living Virginia, Home Builders Association of Virginia, Viridian, Virginia Building Code Officials Association and the Virginia Plumbing and Mechanical Inspectors Association for the design competition.



# VIRGINIA BOARD OF HOUSING AND COMMUNITY DEVELOPMENT (BHCD)

BHCD was integral to the completion of the code update process during 2017. The board reviewed a total of 112 proposed changes to the various DHCD construction and safety regulations. The proposals were vetted through various BHCD committee meetings prior to final approval by the board. The process for the board included:

- Two meetings of the Statewide Fire Prevention Code Development Committee
- Two meetings of the Codes and Standards Committee
- One joint meeting with the Virginia Fire Services Board and BHCD
- Final approval of the final regulations on Oct. 16, 2017

We acknowledge and thank our BHCD members for their hard work, support and efforts in maintaining the quality of codes Virginia is known for. We also want to thank Virginia Fire Programs for the work that the Fire Services Board contributed to the process.

## 2017 Members

- Abigail Johnson
  - John Ainslie
  - Jeff Sadler
  - Helen Hardiman
  - Richard Napier
  - Earl Reynolds
  - Tommy Shields
  - Patricia Shields
  - Steve Semones
  - John Patrick Carr
  - Shekar Narasimhan
  - Robby Dawson
  - Susan F. Dewey
  - Sean Farrell
-



**VIRGINIA DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT**

*Partners for Better Communities*

Main Street Centre  
600 East Main Street, Suite 300  
Richmond, VA 23219

(804) 371-7000 | [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)