



Sample Ordinance: Adopt Amendments Administratively

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee
Municipal Technical Advisory Service
1610 University Avenue
Knoxville, TN 37921-6741
865-974-0411 phone
865-974-0423 fax
www.mtas.tennessee.edu

Table of Contents

Sample Ordinance: Adopt Amendments Administratively	3
---	---

Sample Ordinance: Adopt Amendments Administratively

Reference Number: MTAS-1100



Sample 2: Adopting building codes by reference with intent to adopt amendments administratively. **NOTE:** This sample adopts the *International Building Code* and follows the ordinance adoption procedures of the general law mayor-aldermanic charter.⁴⁴ It must be modified for cities adopting a different code or operating under a different charter.

ORDINANCE NO. _____

An ordinance to adopt the *International Building Code* by reference and provide for the adoption of future amendments administratively.

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF _____, TENNESSEE, THAT:

Section 1. *International Building Code* adopted.(1) Pursuant to authority granted by *Tennessee Code Annotated* §§ 6-54-501 through 6-54-506, and for the purpose of establishing the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment, the *International Building Code*, _____ edition, as prepared and adopted by the International Code Council is hereby adopted and incorporated by reference as a part of this code, and is hereinafter referred to as the international building code.

(2) Pursuant to authority granted by T.C.A. § 6-54-502(c), the building official shall adopt administrative regulations to incorporate subsequent amendments to the international building code as published by the International Code Council. These amendments shall be identified by the building official as to date and source and shall take effect as provided in T.C.A. § 6-54-502 unless disapproved by resolution of the board of mayor and aldermen.

Section 2. Modifications. (1) Definitions. Whenever in the *International Building Code* reference is made to the duties of a certain official named therein, that designated official of the City of _____ who has duties corresponding to those of the named official in said code shall be deemed to be the responsible official insofar as enforcing the provisions of the international building code are concerned.

(2) Permit fees. The schedule of permit fees shall be as follows: _____ [Insert building fees here]

Section 3. Available in recorder's office. Pursuant to the requirements of T.C.A. § 6-54-502 one (1) copy of the *International Building Code* has been placed on file in the recorder's office and shall be kept there for the use and inspection of the public. Administrative regulations adopting amendments to the international building code will be placed on file when they are published by the building inspector, and at least fifteen (15) days before their effective date.

Section 4. Violations and penalty. It shall be unlawful for any person to violate or fail to comply with any provision of the international building code as herein adopted by reference and modified. The violation of any section of this chapter shall be punishable by a penalty of up to fifty dollars (\$50). Each day a violation is allowed to continue shall constitute a separate offense.

Section 5. Date of effect. This ordinance shall take effect from and after its final passage, the public welfare requiring it.

Passed 1st reading _____, 20 _____.

Passed 2nd reading _____, 20 _____.

Mayor

Recorder

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

Source URL (retrieved on 02/27/2020 - 7:38am): <https://www.mtas.tennessee.edu/reference/sample-ordinance-adopt-amendments-administratively>



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE