



Sample Administrative Regulations to Adopt Amendments

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

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Reference Number: MTAS-1105



Sample 7: Administrative regulations to adopt amendments to building codes.

ADMINISTRATIVE REGULATIONS OF THE BUILDING INSPECTOR, CITY OF _____

The building inspector of the City of _____ adopts the following amendments and modifications to the *International Building Code*, _____ edition (if amendments to another code are being adopted, insert that code name). The *International Building Code*, _____ edition, was adopted by reference by Ordinance # _____ (or "by the City of _____ Municipal Code, _____").

Section 1. Amendments adopted. _____

Section 2. Modifications. The _____ revisions to the *International Building Code*, _____ edition, are modified as follows:

(Insert modifications here with references to the building code, if modifications are made.)

Section 3. Effective date. These administrative regulations shall become effective upon the expiration of ninety (90) calendar days or after the second official meeting of the municipal governing body following the publication of the regulations, whichever is later, unless within that period of time a resolution disapproving such administrative regulation has been adopted by the municipal governing body, provided they have been on file 15 days in the recorder's office for public inspection prior to that time.

Date of publication: _____, 20 _____.

Date of first board meeting after publication: _____, 20 _____.

Date of second board meeting after publication: _____, 20 _____.

Date on file in recorder's office: _____, 20 _____.

Effective Date: _____, 20 _____.

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