



# I-Codes and Certification Study Skills

## **International Code Council**

*500 New Jersey Avenue, NW 6th Floor  
Washington, DC 20001  
Phone: 1-888-ICC-SAFE (422-7233)  
Fax: 202-783-2348*

## **Chicago District Office**

*4051 West Flossmoor Road  
Country Club Hills, IL 60478  
Phone: 708-799-2300  
Fax: 708-799-2651*

## **Birmingham District Office**

*900 Montclair Road  
Birmingham, AL 35213  
Phone: 205-591-1853  
Fax: 205-591-0775*

## **Los Angeles District Office**

*5360 Workman Mill Road  
Whittier, CA 90601  
Phone: 562-699-0541  
Fax: 562-692-3853*



I-Codes and Certification Study Skills  
First Printing: February 2010

Copyright © 2010

ALL RIGHTS RESERVED. This I-CODES AND CERTIFICATION STUDY SKILLS is a copyrighted work owned by the International Code Council, Inc. Without advance written permission from the copyright owner, no part of this book may be reproduced, distributed, or transmitted in any form or by any means, including, without limitation, electronic, optical or mechanical means (by way of example and not limitation, photocopying, or recording by or in an information storage retrieval system). For information on permission to copy material exceeding fair use, please contact: ICC Publications, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Phone 1-888-ICC-SAFE (422-7233).

Trademarks: "International Code Council," and the "International Code Council" logo, are trademarks of the International Code Council, Inc.

PRINTED IN THE U.S.A.

# Table of Contents

Introduction . . . . .	v
Module 1: Effective Study Habits . . . . .	1
Module 2: Test-Taking Strategies for Taking ICC Certification Examinations . . . . .	13
Module 3: Identifying and Locating Information in the International Codes . . . . .	19
Module 4: Creating a Plan for Success in Taking Practice Examinations and Certification Examinations . . . . .	27
Activity Answers . . . . .	35



# Introduction

This seminar presents basic study skills to help candidates successfully prepare for certification examinations, including effective study habits, test-taking strategies and planning. Participants will also determine their personal learning styles, how to manage time and how to combat procrastination.

## Goal

The goal of this seminar is to provide participants with the knowledge and tools to assist them in preparing for certification examinations.

## Objectives

Upon completion, participants will be better able to:

1. Explain the value of certification.
2. Describe effective study habits.
3. Explain test-taking strategies for taking ICC certification examinations.
4. Identify and locate information in the International Codes.
5. Create a plan for success in taking ICC certification examinations.

## Target Audience

All certification candidates.

## The Value of Certification

If you have the drive, ability and dedication it takes to earn certification, you will join a select group of individuals nationwide who have chosen to attain the high level of excellence and achievement validated through the certification process.

Professional credentialing is a distinguished pursuit among those aspiring to demonstrate their capabilities. In addition to being able to demonstrate knowledge in a given area of code enforcement, certification provides the evidence to be respected and considered a professional.

Certification holders enjoy these important benefits:

- Expanded knowledge.
- Validation of technical expertise.
- Professional recognition.
- Increased career advancement opportunities.
- Personal satisfaction in having achieved a professional credential.
- Verification of commitment to protect the public health, safety and welfare.

## Introductions



**Purpose:** This activity will involve you in getting to know your colleagues by introducing them to the rest of the group.

**Directions:** Form pairs, one person to be a newspaper reporter interviewing the other member.

**Reporter:** Ask the interviewee questions that will provide a brief introduction. For example, you might ask where the interviewee works, what he does and what he hopes to get out of the seminar. Ask the interviewee to describe his or her greatest problem when studying for the certification examination (e.g., not enough time; can't get started; can't focus, etc.)

**Interviewee:** Provide the information asked for by the reporter.

When the first interview is completed, change places. The former reporter becomes the interviewee and the former interviewee becomes the reporter.

When all teams have completed the interviews, each reporter introduces his teammate to the rest of the group. The introduction should last no longer than 15 seconds.



# Module 1: Effective Study Habits

Developing good study habits is the single most important thing you can do to ensure that you'll do well on the Certification Examination. The purpose of studying is to master information so that you can automatically recall it when needed. When you study effectively, you are working through a process that transforms information into knowledge. This process requires you to become actively involved with the information. The information becomes knowledge only when you "build" it. Think of information as building materials. In order to end up with a house, you have to use the materials to build it.

**Remember:** To learn it, you have to build it!

Discovering your learning style, your preferred method of understanding information, and setting up a dedicated study area will help you get started.

## Discover your learning style

Your learning style is the way in which you receive information. It is easier for you to learn material if information is presented in your learning style. It doesn't mean that you can't learn any other way; just that material given in your learning style is easier for you to process. There is no right or wrong learning style, but knowing your learning style, can help you process information into knowledge.

The four types learning styles describe how you learn best:

Learning Style	You prefer...
Visual/verbal	Information that is presented visually in a written format. You prefer reading rather than listening.
Visual/nonverbal	Material that is presented visually in a diagram or picture. You prefer to visualize a task or concept rather than listening.
Auditory/verbal	Listening to explanations rather than reading them. You prefer class lectures and discussions rather than reading.
Tactile/kinesthetic	To learn by doing. You prefer touching, manipulating objects and doing things rather than reading or listening.

## MODULES

1 Effective Study Habits

2 Test-taking Strategies

3 Using the I-Codes

4 Plan for Success

Ways you can use the knowledge of your learning style to study more effectively:

<b>Learning Style</b>	<b>You might...</b>
Visual/verbal	Write summaries, highlight text and use flash-cards. Transform diagrams and math formulas into words.
Visual/nonverbal	Devise diagrams and charts. Translate words into symbols and figures.
Auditory/verbal	Recite material out loud when studying, work with others in a group, or tape record lectures.
Tactile/kinesthetic	Incorporate movement into your studying, trace diagrams, build models, or take notes.

## Learning Style Quiz



**Purpose:** This activity will help you identify your personal learning style.

**Directions:** Circle the choice that best describes you. Total your “a” answers, “b” answers, “c” answers and “d” answers. The highest total represents your learning style. If two are the same, it means your learning style is mixed.

1. When you study for a test, you would rather
  - a. Read notes, read headings in a book.
  - b. Look at diagrams and illustrations.
  - c. Have someone ask you questions, or repeat facts silently to yourself.
  - d. Write things out on index cards and make models or diagrams.
2. When you work at solving a problem, you
  - a. Make a list, organize the steps, and check them off as they are done
  - b. Visualize the problem and draw a diagram.
  - c. Make a few phone calls and talk to friends or experts.
  - d. Make a model of the problem or walk through all the steps in your mind.
3. To learn how a computer works, you would rather
  - a. Watch a movie about it.
  - b. Look at a diagram of the computer.
  - c. Listen to someone explain it.
  - d. Take the computer apart and try to figure it out for yourself.
4. You have just entered a science museum. What will you do first?
  - a. Look for a brochure describing the exhibits.
  - b. Look around and find a map showing the locations of the various exhibits.
  - c. Talk to a museum guide and ask about exhibits.
  - d. Go into the first exhibit that looks interesting, and read directions later.
5. When you see the word, “d - o - g”, what do you do first?
  - a. Spell out the word, “dog.”
  - b. Think of a picture of a particular dog.
  - c. Say the word “dog” to yourself silently.
  - d. Sense the feeling of being with a dog (petting it, running with it, etc.).



## Learning Style Quiz (continued)

6. When you tell a story, you would rather
  - a. Write it.
  - b. Draw a picture of it.
  - c. Tell it out loud.
  - d. Act it out.
7. What is most distracting for you when you are trying to concentrate?
  - a. Typos and misspellings.
  - b. Television.
  - c. Noises.
  - d. Other sensations like hunger, tight shoes or worry.
8. What kind of book would you like to read for fun?
  - a. A book that is mainly text.
  - b. A book on national parks that has lots of pictures in it.
  - c. A novel or mystery with many detailed descriptions or conversations.
  - d. A book with word searches or crossword puzzles.
9. What's the best way for you to study for a test?
  - a. Read the book or your notes.
  - b. Review pictures or charts.
  - c. Have someone ask you questions that you answer out loud.
  - d. Make up index cards that you can review.
10. Of these four classes, which is your favorite?
  - a. Literature class.
  - b. Art class.
  - c. Music class.
  - d. Gym class.

## Learning Style Quiz (continued)



11. What do you like to do to relax?
  - a. Read.
  - b. Watch television.
  - c. Listen to music.
  - d. Go for a walk or run.
  
12. If you won a game at a carnival and you had your choice of these prizes, which would you pick?
  - a. A book.
  - b. A poster.
  - c. A CD.
  - d. A game.

Totals    A \_\_\_\_\_    B \_\_\_\_\_    C \_\_\_\_\_    D \_\_\_\_\_

*Learning style answers: a = visual/verbal; b = visual/nonverbal; c = auditory; d = kinesthetic*

After identifying your learning style, answer the following questions:

1. What is your learning style?
2. Based on your learning style, which study method suits you best?

## MODULES

1 Effective Study Habits

2 Test-taking Strategies

3 Using the I-Codes

4 Plan for Success

## Identify a good place and time to study

A good study environment can make your study time more productive. If possible, dedicate an area for studying that takes into account:

- **Noise level** – Minimize distracting noise. If you work well with music in the background, that’s fine as long as it isn’t deterring you from studying.
- **Interruptions** – Keep these to a minimum. Let everyone know that you are not available during study time. Use a “Do not disturb” sign, if that helps. Put your answering machine on so you’re not tempted to answer the phone.
- **Lighting** – Make sure your study area is well-lit.
- **Temperature** – Check for a comfortable temperature (a little cooler is better than a little warmer) and good ventilation.
- **Neatness** – Keep your study area neat and clear of clutter.
- **Comfort** – use a desk or table and a straight-backed chair. Don’t study in bed—that’s where you sleep.
- **Equipment** – Store things you need (pencils, pens, notepads, code books, coffee) within easy reach. You won’t waste time jumping up to find things.

Some improvements of your study time are under your control:

- **Schedule** – stick to a routine, efficient study schedule, accommodating your daytime/nighttime energy levels.
- **Focus** – before beginning, summarize your objectives for your study session.
- **Rewards** – reward yourself when you successfully complete a task.
- **Breaks** – to avoid becoming fatigued, take regular breaks and do something different from what you’ve been doing—if you’ve been sitting, get up and walk around.

While it's not always possible, it helps to do your studying when you're most alert. For maximum retention, try to identify your prime study time. If you bound out of bed in the morning, ready to go, then putting some time aside then will be effective for you. On the other hand, if it takes you awhile to get going and you're more alert in the afternoon or evening, you'll retain more information if you study then.

Your internal body clock determines your prime study time. Listen to it!

## Process information effectively

### *(creating and reviewing study notes)*

If everything you need to know is already in your book, why take notes? The value of good note-taking is not in recording facts; it's in the process itself. Note-taking is a strategy for making information meaningful to you. The more active you make the process, the more you'll remember and learn. Simply underlining, highlighting and copying information isn't enough to ensure learning. The standard method of studying (reading and rereading) doesn't work well because of the following reasons:

- It's passive.
- It's boring.
- It's ineffective.
- It's not practicing.



You must actively work with the information in order to absorb it and to make it a part of you. It helps if you visualize or imagine yourself explaining the information to someone else or using the information yourself in your daily life. The physical acts of writing, drawing or reciting help you to learn. The more you paraphrase, organize and repeat information, the easier it will be for you to retain and recall it. This process results in making connections in your mind between information you already know and the new information you are trying to learn.

## MODULES

1 Effective Study Habits

2 Test-taking Strategies

3 Using the I-Codes

4 Plan for Success

You'll know you're studying effectively and understand the material when you can:

- Define it in your own words.
- Give your own examples of it.
- Explain its relationships to other concepts.

The most effective way of working through new material is to create study notes. These are notes that are used for reviewing material: something you'll want to do before taking the certification examination.

When you begin reading new information, ask yourself the following questions:

1. What's the purpose of this information?
2. What do I already know about this topic?
3. What's the big picture?
4. What information is important here?
5. How can I paraphrase and summarize this information?
6. How can I organize and picture this information?
7. How does this information fit in with what I already know?

## Use information mapping to organize material

How you create your study notes is your decision. Based on your learning style and how you approach information, one approach may be more effective than another. Finding the best method is a case of trial and error. You may highlight your workbook, create an outline or speak into a recorder, but you may find that these methods aren't engaging and don't make it easier to remember the information.

One method that is particularly helpful for most learners is called information mapping. Information mapping (sometimes called concept mapping or mind mapping) is a method of taking notes and organizing thoughts into key words and pictures and is a technique that can **condense piles of information onto one sheet of paper**. Basically, an information map is a picture that helps you organize facts more effectively, which makes it easier to access, understand and remember. It is a visual outline that forces you to rethink the information you are trying to learn; it is easier to visualize a diagram than to remember a written outline or paragraphs of text.

### Example

If you were studying the common steps in the fire inspection process (which covers five pages in the workbook), you might outline the information like this:



Common steps in fire inspection process:

#### Step 1: Preparing for the inspection

- Step 1.1: Review the file
- Step 1.2: Need appointment? Schedule appointment
- Step 1.3: Consider nature/type of occupancy
- Step 1.4: Ensure proper uniform

#### Step 2: Approaching the inspection

- Step 2.1: Introduce yourself
- Step 2.2: Show picture ID
- Step 2.3: Explain purpose
- Step 2.4: Verify occupant info.

#### Step 3: Conducting the inspection

- Step 3.1: Invite a manager to accompany you
- Step 3.2: Inspect the building

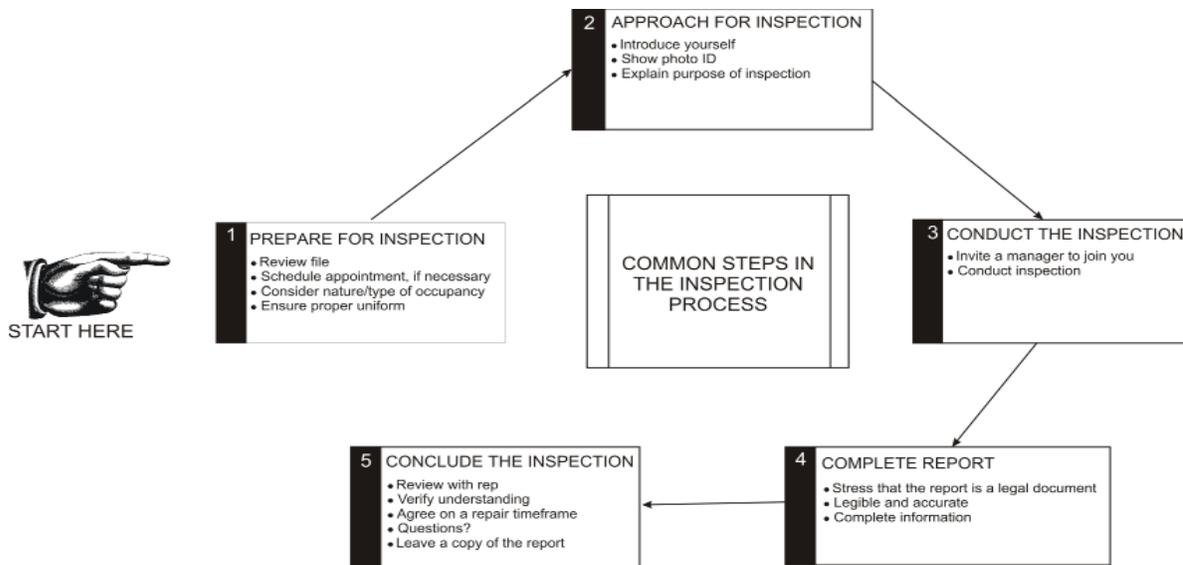
#### Step 4: Completing the report

- Step 4.1: Stress report is a legal document
- Step 4.2: Legible and accurate
- Step 4.3: Complete

- Step 5: Concluding the inspection
  - Step 5.1: Review report with rep.
  - Step 5.2: Ensure understanding
  - Step 5.3: Agree on timeframe for repairs
  - Step 5.4: Ask questions
  - Step 5.5: Leave a copy

**How easy do you think it would be to memorize this information?**

If this same information was arranged in an information map, it would look like this:



If you are a visual learner (most of us are), then you will find it easier and more effective to study from an information map. Try it and see if it works for you.

**IMPORTANT NOTE:** You don't need a computer or a computer program to create an information map. Paper and pencil works just as well.

## Create an information map



**Purpose:** This activity will help you practice creating an information map in order to work through information you are trying to learn.

**Directions:** Read the following paragraph about the 2006 Accessibility Code. Create an information map based on the given material below.

Adult dimensions and measures for standard manual wheelchairs form the basis of many ICC/ANSI A117.1 specifications. For example, the specified height of toilet, bathtub and shower seats that are 17 inches (432 mm) minimum to 19 inches (483 mm) maximum approximates the standard seat height of manual wheelchairs to facilitate transfer. Such dimensions can also provide guidance on aspects of design not specifically covered in ICC/ANSI A117.1, such as the standard eye level range of 43 inches (1092 mm) to 51 inches (1295 mm). The standard minimum floor space of 30 inches (762 mm) by 48 inches (1219 mm) is also based upon the needs of a person using a wheelchair.



# Module 2: Test-Taking Strategies for Taking ICC Certification Examinations

While thorough preparation is the best test-taking strategy, you can improve your chances of doing well on the certification examination by understanding how to:

1. Successfully answer multiple choice questions.
2. Control the test environment.
3. Overcome test anxiety.

## 1. Successfully answer multiple choice questions

Certification examinations contain multiple choice questions that are made up of incomplete statements or questions, called a “stem.” The stem is followed by answer choices. Only one of these is correct; the others are referred to as “distractors,” because they are meant to distract you from the correct answer.

Here are some tips for taking a multiple choice test:

- Even if the room has a clock, it’s a good idea to wear a watch.
- Read the test directions carefully and make sure you understand them.
- Estimate how much time you have to answer each question in the allocated time for the exam and try to keep to it. It is important that you finish the exam and not spend too much time on any one question.
- Work quickly. Read each question through carefully just once. After you’ve read the stem and before you look at the possible answers, try to answer the question in your head. Then, read all the answer choices before selecting one.
- Circle, underline or highlight important words in the question. This will help you focus on the information most needed to identify the correct answer choice.
- Cross out answer choices you are certain are not correct. This helps narrow down the choices.
- Do not change your initial answer unless you are sure another answer choice is correct. More often than not, your first choice is correct. If you have second thoughts, mark the question for review and come back to it later, if you have time.

## MODULES

1 Effective Study Habits

2 Test-taking Strategies

3 Using the I-Codes

4 Plan for Success

- Watch for key words. These are important to the meaning of the stem. Some key words are:
  - except
  - which of the following
  - not
  - all of the following
  - more than
  - none of the following
  - less than
  - which is true/which is false
  - maximum
  - words that are underlined, capitalized or boldfaced
  - minimum
  - absolutes like “always” or “never”
- If an answer choice is partly wrong, it is all wrong.
- If an answer choice seems correct but has nothing to do with the stem question, discard it.
- Sometimes, two answer choices are exactly the opposite of the other. In this case, the correct answer is usually one or the other.
- Many times, two of the answer choices are similar. Often, only one or two words differ. Again, the correct answer is usually one or the other.
- Choose “all of the above” only if you are certain all answer choices are correct. Do not choose “all of the above” if even just one of the answer choices is not correct.
- Choose “none of the above” only if you are certain all answer choices are incorrect. Do not choose “none of the above” if even just one of the answer choices is correct.
- If you are unsure of an answer, make an educated guess. Eliminate any obviously incorrect or improbable choices before choosing an answer. This is an effective strategy since you are not penalized for incorrect answers.
- Do not go over any answers until you have finished the test. Then, use all the remaining time to review your answer selections.
  - Go back and review the directions. Make sure you followed them exactly.

- Check that you have entered the answer choice you intended to select.
- Read over the questions and answers that you marked for review.
- If you have time, go over all your other answers and carefully correct errors.

## 2. Control the test environment

Facing an examination, in whatever setting, can be an intimidating experience. You know the importance of how well you do, so you feel apprehensive that you may not pass. These misgivings are natural. The way to curtail negative thoughts, along with test anxiety, is to control the test environment. There are things you can do while preparing for the examination and on the day of the examinations to increase feeling in control.

To prepare for the examination:

- Be sure you know what is to be tested.
- Review the certification examination instructions: Know what to bring (code book) and what you are not allowed to bring.
- Organize your study aids, including your study notes.
- Read through all your notes two weeks before the test.
- Review and repeat until the material has become automatic, and you don't have to stop to think about it.
- Practice by taking practice examinations.
- Prepare flash cards to take with you.
- Get a good night's sleep.
- Prepare all the supplies you'll need (pencils, etc.) before you go to bed.



On the day of the examination:

- Eat a light, high-protein breakfast.
- Arrive early.
- Relax.
- Think positive.

### 3. Overcome test anxiety

Test anxiety is a temporary condition characterized by fears and concerns about taking a test. If unchecked, the anxiety can spiral into the kind of paralyzing fear that makes your mind go blank. Symptoms of test anxiety include some of the following:



- Hard time studying for a test.
- Easily distracted while studying.
- Poor expectations.
- Experience physical symptoms such as sweaty palms, upset stomach, headache, difficulty breathing and dizziness while taking a test.
- Draw a blank, wandering mind, difficulty organizing your thoughts and trouble understanding the directions.
- Recall information after the test that you couldn't remember during the test.

The good news is that there are things you can do before, during and after a test to reduce test anxiety.

Before the test:

1. Prepare thoroughly. The more you prepare, the less test anxiety you'll experience. Using good study techniques to master the material will help increase your confidence.
2. Take a realistic view of the test. Realize that the result of this one test doesn't represent your value as a person.
3. Learn relaxation techniques. Take slow, deep breaths and focus on pleasant thoughts or places. This actually does work.
4. Visualize success. Think of an image of receiving your passing grade or of an image of someone congratulating you for passing the certification examination. Positive visualizations tend to replace images of failure.

During the test:

- Stay as relaxed as possible. Continue to take slow, deep breaths if you begin to feel anxious.
- Don't worry about how the other students are doing. Take all the time you need to do your best.
- Maintain a positive attitude as you work through the test. Think about doing well, not failing.

After the test:

- Do not think about it for awhile.
- When you find out how you performed, learn from your mistakes and from the areas you performed well.



# Module 3: Identifying and Locating Information in the International Codes

You are permitted to bring specific code books and other references (such as workbooks) when you take the certification examination. Many questions on the examination require you to rapidly locate information in the code book in order to determine the correct answer. This doesn't mean that you don't need to study because you can look up the answers! There won't be enough time allotted for you to try to locate the information you need unless you know how to use your code book and where, generally, to find the information.

**Using the code book properly is a skill that is critical to your success.**

## How the code book is structured

Code books, such as the *International Building Code*® (IBC®) and the *International Fire Code*® (IFC®), contain the following components:

Table of Contents—The table of contents is a good place to find information about general topics.	The code book contains marginal markings that indicate material that has changed since the last edition, been deleted or proposed changes to the code maintained by a different committee. These markings are:
Chapter 1—Administration—The administration chapter provides an overview of the entire code. You should read it in its entirety and understand it.	Material changed since the last edition—■
Chapter 2—Definitions—Studying the definitions chapter will ensure that you don't make mistakes based on misunderstanding terms used in the code. This is an important chapter since definitions can change over time. NOTE: In addition to the definitions in Chapter 2, many individual chapters contain definitions sections.	Material that has been deleted—➔
Index—The Index provides the page numbers for very specific information. The topics in the Index are listed by topic and related code sections. If you can't find what you're looking for in the Table of Contents, check the Index.	Content that is maintained by another code development committee—letter code such as [E], [F], [M], etc.

## Sample page from the 2006 IBC showing marginal markings

<b>SECTION 202 DEFINITIONS</b>	
■ <b>AAC MASONRY.</b> See Section 2102.1.	<b>ANCHORED MASONRY VENEER.</b> See Section 1402.1.
<b>ACCESSIBLE.</b> See Section 1102.1.	<b>ANNULAR SPACE.</b> See Section 702.1.
<b>ACCESSIBLE MEANS OF EGRESS.</b> See Section 1002.1.	[F] <b>ANNUNCIATOR.</b> See Section 902.1.
<b>ACCESSIBLE ROUTE.</b> See Section 1102.1.	<b>APPROVED.</b> Acceptable to the code official or authority having jurisdiction.
<b>ACCESSIBLE UNIT.</b> See Section 1102.1.	<b>APPROVED AGENCY.</b> See Section 1702.1.
➔ <b>ACCREDITATION BODY.</b> See Section 2302.1.	<b>APPROVED FABRICATOR.</b> See Section 1702.1.
<b>ADDITION.</b> An extension or increase in floor area or height of a building or structure.	<b>APPROVED SOURCE.</b> An independent person, firm or corporation, approved by the building official, who is competent and experienced in the application of engineering principles to materials, methods or systems analyses.
➔ <b>ADHERED MASONRY VENEER.</b> See Section 1402.1.	<b>ARCHITECTURAL TERRA COTTA.</b> See Section 2102.1.
➔ <b>ADOBE CONSTRUCTION.</b> See Section 2102.1.	<b>AREA.</b> See Section 2102.1.
<i>Adobe, stabilized.</i> See Section 2102.1.	<i>Bedded.</i> See Section 2102.1.
<i>Adobe, unstabilized.</i> See Section 2102.1.	<i>Gross cross-sectional.</i> See Section 2102.1.
[F] <b>AEROSOL.</b> See Section 307.2.	<i>Net cross-sectional.</i> See Section 2102.1.
Level 1 aerosol products. See Section 307.2.	<b>AREA, BUILDING.</b> See Section 502.1.
Level 2 aerosol products. See Section 307.2.	<b>AREA OF REFUGE.</b> See Section 1002.1.
Level 3 aerosol products. See Section 307.2.	<b>AREAWAY.</b> A subsurface space adjacent to a building open at the top or protected at the top by a grating or guard.
[F] <b>AEROSOL CONTAINER.</b> See Section 307.2.	<b>ASSISTED LIVING FACILITIES.</b> See Section 310.2, "Residential Care/Assisted living facilities."
➔ <b>AGRICULTURAL, BUILDING.</b> A structure designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticultural products. This structure shall not be a place of human habitation or a place of employment where agricultural products are processed, treated or packaged, nor shall it be a place used by the public.	<b>ATRIUM.</b> See Section 404.1.1.
<b>AIR-INFLATED STRUCTURE.</b> See Section 3102.2.	<b>ATTIC.</b> The space between the ceiling beams of the top story and the roof rafters.

## Tips on using the code book

Seasoned practitioners recommend the following when using the code book:

- Read code language carefully and completely. Look for the chapter or section scope for applicability, exceptions, references to other code sections and references to specific reference standards.
- Read tables carefully and completely. Look for the text of the section that sends you to the chart.
- Read all footnotes carefully.

## Identify and Locate Code Information



**Purpose:** This activity will provide you an opportunity to use your code book to identify and locate information to answer questions regarding specific codes.

**Directions:** Choose one set of questions from those below based on the code book you've brought to the seminar with you. Feel free to practice with more than one code book if you have them available.

Answers, including the steps to locate the information, are on page ##.

### 2006 International Building Code

1. You are told that an old house in your town is eligible for listing in the National Register of Historic Places. Using your code book, determine if this building is a historic building.
2. How thick should the walls of a masonry chimney be constructed?
3. The marginal markings for Section 905.3.3 regarding the standpipe system for covered mall buildings indicate that this section has been changed since the last edition of the code and that the content of this section is maintained by the International Plumbing Code Development Committee. Is this correct?
4. What is the maximum total load deflection for aluminum sandwich panels used in roofs or walls of sunroom additions or patio covers?

### 2006 International Existing Building Code

1. You're told that an old house in your town has been certified as eligible for listing in the National Register of Historic Places. Using your code book, determine if this building is a historic building.
2. In buildings that are being demolished, what code section on construction safeguards requires that existing standpipe systems be maintained in an operable condition?
3. The marginal markings for Section 302.2.6 regarding the structural safety due to system installations indicate that this section has been changed since the last edition of the code and that the content of this section is maintained by the International Fuel Gas Code Development Committee. Is this correct?
4. Structural repairs must meet certain IBC level seismic forces. If those seismic forces are associated with the BSE-1 and BSE-2 Earthquake Hazard Levels defined in FEMA 356, they must comply with specific performance levels. What performance level should be used for Occupancy Category III?



## Identify and Locate Code Information (continued)

### 2006 International Fire Code

1. At the local auto repair center, you notice storage racks containing bulk storage of tires. The owner assures you that this represents “low-hazard storage.” Is he correct?
2. Must you post “No Smoking” signs and place a fire extinguisher near a fireworks display in a store?
3. The marginal markings for Section 1411.3 regarding floor number signs in stairways indicate that this section has been changed since the last edition of the code and that the content of this section is maintained by the International Existing Building Code Development Committee. Is this correct?
4. Under what conditions when determining the type of portable fire extinguishers to use for Class A fire hazards can you substitute two 2.5-gallon (9.4L) water-type extinguishers for one 4-A rated extinguisher?

### 2006 International Fuel Gas Code

1. After a recent rainstorm that resulted in widespread flooding, a town councilor proposes that your village be designated a flood hazard area. The village lies on a floodplain that is subject to a 2-percent chance of flooding in any given year. Is the town councilor correct?
2. Your brother-in-law has just installed a sauna room in his one-family house and is showing it off to you. You notice that there is a large sauna heater protected by a barrier to reduce accidents but that there is no notice on the outside of the sauna room warning against using the sauna for more than 30 minutes at a time. You tell your brother-in-law that he should post a notice right away. Are you correct?
3. The marginal markings for Section 306.3.1 regarding electrical requirements supporting the access and service space around installed appliances indicate that this section has been changed since the last edition of the code and that the content of this section is maintained by the International Building Code Development Committee. Is this correct?
4. What should be done when the venting clearance for a single-wall metal pipe connector for a residential boiler is 9 inches (229 mm) but the manufacturer’s installation instructions specify 10 inches (254 mm)?

## Identify and Locate Code Information (continued)



### 2006 International Mechanical Code

1. The builder of your new house reports that you can save some money by installing a factory-built fireplace rather than a masonry fireplace. What's the difference?
2. Your brother-in-law has just installed a sauna room in his one-family house and is showing it off to you. You notice that there is a large sauna heater protected by a barrier to reduce accidents but that there is no notice on the outside of the sauna room warning against using the sauna for more than 30 minutes at a time. You tell your brother-in-law that he should post a notice right away. Is this correct?
3. The marginal markings for Section 304.4.2 regarding mechanical ventilation indicate that this section has been changed since the last edition of the code and that the content of this section is maintained by the International Building Code Development Committee. Is this correct?
4. Mechanical system piping must be supported by pipe hangers at specified intervals. Table 305.4 indicates that the maximum horizontal spacing of pipe hangers for cast-iron pipe is 5 feet (1524 mm). Under what conditions would that spacing increase?

### 2006 International Plumbing Code

5. 1. As you are waiting for a red light to change, a large tanker truck pulls up alongside you. On the side of the truck you see "Potable Water" in large letters. What is the truck carrying?
6. 2. An old friend is opening a restaurant in a nearby college town. He's trying to stay on a budget and has heard that, if a restaurant serves water to its customers, it doesn't have to install a drinking fountain, as well. What advice do you give your friend?
7. 3. The marginal markings for Section 314.2.3.1 regarding water level monitoring devices indicate that this section has been changed since the last edition of the code and that the content of this section is maintained by the International Building Code Development Committee. Is this correct?
8. 4. An outdoor restaurant serves about 150 customers at a time throughout most of the year, but serves between 250 and 300 customers at a time in the summer months. According to Table 403.1 (Minimum Number of Required Plumbing Fixtures), the restaurant needs to provide two toilets for men and two toilets for women. Is this correct?



## Identify and Locate Code Information (continued)

### 2006 International Property Maintenance Code

1. While viewing a chimney that is leaning 10 degrees from vertical and swaying in a high wind, a building inspector declares it an “imminent danger.” How fast should you step out of the way?
2. Your friend has just installed an in-ground swimming pool in his backyard. The pool is 2 feet deep at the shallow end and 7 feet deep at the deep end. He’s thinking about putting in a 3-foot (914 mm) fence with a gate. What’s your advice about the fence and gate?
3. The marginal markings for Section 304.18.1 regarding doors for building security indicate that some content has been deleted from the previous edition and that some content has been changed since the last edition of the code. Is this correct?
4. Is the content of Section 702, Means of Egress, maintained by the International Building Code Development Committee?

### 2006 International Residential Code

1. As you are waiting for a red light to change, a large tanker truck pulls up alongside you. On the side of the truck you see “Potable Water” in large letters. Would you be interested in what the truck is carrying?
2. How thick should the walls of a masonry chimney be constructed?
3. The marginal markings for Sections R319.1.3 regarding geographical areas and R319.1.4 regarding wood columns indicate that some content has been deleted from the previous edition and that some content has been changed since the last edition of the code. Is this correct?
4. How long must you wait to apply finish coat plaster to interior portland cement base coats?

### 2006 International Wildland-Urban Interface Code

1. You live in a fire-prone area and are considering replacing your old roof with a new roof using slate shingles because you’ve heard they are a noncombustible roof covering. Is this correct?
2. How often is the designation of a wildland-urban interface area reviewed by the code official?
3. The marginal marking for Section 504.3 regarding the protection of eaves indicates that some content has been deleted from the previous edition. Is this correct?
4. Under what circumstances can the required defensible space distance be increased?

## Identify and Locate Code Information (continued)



### 2006 International Zoning Code

1. During a break, you walk down to an area adjacent to your office building bounded on two sides by the walls of the building. This area contains some benches and various plantings. You and your colleagues refer to the area as the “court.” Is this correct?
2. What is the minimum width of a private driveway?
3. The marginal marking for Section 801.1 regarding off-street parking indicates that some content has been deleted from the previous edition. Is this correct?
4. Under what circumstances can the required size of a free-standing sign used for a commercial or industrial complex be increased?



# Module 4: Creating a Plan for Success in Taking Practice Examinations and Certification Examinations

Creating a plan for success improves your chances that you will meet your objectives. Think of it as a game plan. A plan for success consists of you doing the following:

1. Set realistic goals.
2. Set priorities for tasks and activities.
3. Create a schedule to manage time.
4. Combat procrastination.

## 1. Set realistic goals

Your goals identify what you hope to achieve. In the case of taking practice examinations and certification examinations, your goal might be to complete a practice examinations with less than 5 errors and to complete a timed trial within the allotted time with less than 7 errors; however, it is you who will determine your goals.

Here are some tips for setting realistic goals:

- Set goals that are realistic and attainable. Unrealistic goals result in frustration and decreased self-confidence.
- Make goals that involve behavior within your control. Take ownership of your goals. Make sure the goals you choose are yours, and not the goals of anyone else. It's easier to commit to goals that you've chosen yourself.
- Use the SMART way to set goals. specific, measurable, attainable, relevant and time-bound.

**S**

**Specific**

**Set specific goals.** Your goals must be clear and well-direction. Goals should show you the way, not send you on a wild-goose chase.

**M**

**Measurable**

**Set measurable goals.** Include amounts, dates or other tangible measures in your goal so that you'll know when you've successfully completed the goal. The goal, "To reduce expenses," doesn't tell you very much, but the goal, "To reduce expenses on office supplies by 1 percent per month" tells you exactly what you want to accomplish.

## MODULES

1 Effective Study Habits

2 Test-taking Strategies

3 Using the I-Codes

4 Plan for Success

### A **Attainable**

Set **attainable** goals. Make sure that your goal is something that you can accomplish. If you set a goal you can't achieve, you'll only demoralize yourself and lose confidence.

### R **Relevant**

Set **relevant** goals. Make sure your goals match the overall purpose of the project. Inconsistent goals divert you from accomplishing your task.

### T **Time-bound**

Set **time-bound** goals. Your goals must have a deadline—or the procrastinators among you will never finish them! An additional benefit of a deadline is that it lets you know when to celebrate the completion of the task.

- Make sure to celebrate when you successfully complete a goal.

## Write SMART Goals



**Purpose:** This activity will help you practice writing goals following the SMART method.

**Directions:** Write three SMART goals that pertain to your study skills and exchange them with your partner. Rate your partner's goals based on the SMART method. Provide your partner with your comments.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MODULES

1 Effective Study Habits

2 Test-taking Strategies

3 Using the I-Codes

4 Plan for Success

## 2. Set priorities for tasks and activities

Priorities are the tasks and activities you need to do, ranked from most important to least important, in order to accomplish your goal.

Create a To-Do list. A prioritized To-Do list is important to an efficient project. It ensures that you:

- Remember to complete all the necessary tasks.
- Complete the most important tasks first, without wasting time on trivial tasks.
- Do not get stressed or overwhelmed.

## 3. Create a schedule to manage time

The best way to control time is to develop a schedule. An effective schedule can reduce stress and maximize your effectiveness.



To create a schedule from your To-Do list:

1. Identify the time you have available.
2. Estimate the length of time needed for each task.
3. Schedule the tasks within the time available.
4. Remember to schedule priority tasks before dependent tasks.
5. Block in contingency time to handle the unexpected.

## 4. Combat procrastination

Procrastination is the inclination to intentionally put off or excessively postpone tasks that are supposed to be completed. Procrastination may be an infrequent reaction for you or it may be a long-standing bad habit.



If you're a procrastinator, you're not alone. It is a natural reaction to being overwhelmed, of not knowing how or where to begin. Procrastinators often respond to the person whose demands are loudest or most recent. This behavior not only results in delay, it can also make the task harder. You'll have less time to complete the task and you may have to work so quickly that quality is diminished. The cost of procrastination is very high, indeed.

*Remember:* It takes more energy to get started than it does to keep going.

The best way to combat procrastination is to recognize that you're doing it. You probably realize when you're procrastinating, but here are some symptoms to look out for:

- You fill your day with low-priority tasks.
- You read the task on your To-Do list, but make no effort to begin.
- You sit down to begin a task, and immediately go get a cup of coffee or check your phone messages.
- You leave a high-priority task on your To-Do list way past its due date.
- You jump at requests from others, filling your time with tasks that are not on your To-Do list.

It's helpful to identify the reason for your procrastination. Often, there are two main causes—you find the task unpleasant, or you find the task overwhelming.

Recognizing and understanding the cause of your procrastination isn't enough to defeat it. Regardless of the reason, you need an action plan to overcome it and get back to work. Begin by reviewing your To-Do list. If some of the tasks seem overwhelming, break them down into smaller, more manageable tasks. Start with the easiest part of a task, and then do the harder parts.



## Develop a Schedule

**Purpose:** This activity will help you practice prioritizing tasks and developing a schedule.

**Directions:** Review the following list of tasks related to taking the certification examination. Prioritize the tasks and develop a simple schedule using the form below. Remember to identify those tasks which must be completed first.

- Choose a certification title
- Review your prerequisites
- Determine your eligibility
- Complete the application
- Choose a test site
- Choose a test date
- Submit the application
- Create a study plan
- Review the test instructions (what to bring)
- Complete the study plan
- Take the examination

Goal	Prioritized Tasks	Due Date

## Final Reflection



**Purpose:** Take a few minutes to reflect on today's seminar and document your key learnings.

**Directions:** Answer the questions below. Include additional observations, if you have them.

*What (Happened)?*

What was the most important thing you learned today?

*So What (Does it Mean to You)?*

Why is this information important for you to know?

*Now What (Are You Going to Do)?*

How will you use this information at work?

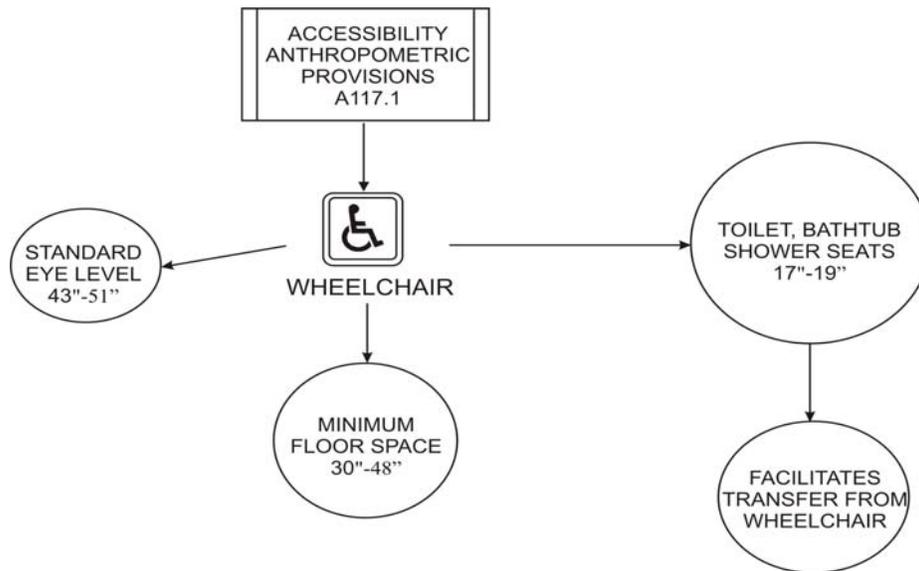


# Activity Answers

## Page 11—Create an information map

Here is a sample information map for the information in the activity. Because information maps are personal and individual, your information map may look different.

## Page 19—Code lookup practice



## 2006 International Building Code

1. Check Chapter 2 Definitions. The definition of “Historic buildings” is:

**HISTORIC BUILDINGS.** Buildings that are listed in or eligible for listing in the National Register of Historic Places, or designated as historic under an appropriate state or local law (see Sections 3407 and 3409.9).

Yes, the old house in your town is a historic building because it is eligible for listing in the National Register of Historic Places.

2. Check the Table of Contents under Masonry—Masonry Chimneys or the Index under Masonry—Chimneys. The Table of Contents indicates the Section (2113) and the page number (page 411) where you can find information on masonry chimneys. The Index indicates the Section (2113). Both references will direct you to the appropriate entry:

**2113.10 Wall thickness.** Masonry chimney walls shall be constructed of concrete, solid masonry units or hollow masonry units grouted solid with not less than 4 inches (102 mm) nominal thickness.

The masonry chimney must be at least 4 inches (102 mm) thick.

3. Partially. The marginal markings for Section 905.3.3 do indicate that the section has been changed since the last edition of the code (as indicated by the solid vertical line to the right of the code). However, the content of this section is maintained by the International Fire Code Development Committee, as indicated by the [F] preceding the section, not by the International Plumbing Code Development Committee (that would be indicated by a [P] preceding the section).

4. Check the Index under Deflections. The Index directs you to Section 1604.3.1. This section directs you to Table 1604.3. Buried in the footnotes, you will find that footnote “h” indicates that the total load deflection for aluminum sandwich panels used in roofs or walls of sunroom additions or patio covers shall not exceed 1/120.

## 2006 International Existing Building Code

1. Check Chapter 2 Definitions. The definition of a “Historic building” is:

**HISTORIC BUILDING.** Any building or structure that is listed in the State or National Register of Historic Places; designated as a historic property under local or state designation law or survey; certified as a contributing resource within a National Register listed or locally designated historic district; or with an opinion or certification that the property is eligible to be listed on the National or State Register of Historic Places either individually or as a contributing building to a historic district by the State Historic Preservation Officer or the Keeper of the National Register of Historic Places.

Yes, the old house in your town is a historic building because it has been certified as eligible for listing in the National Register of Historic Places.

2. The Table of Contents under Chapter 14 Construction Safeguards directs you to page 67 where the section containing the information about Standpipe Systems is located. The index under Construction Safeguards directs you to Section 101.6 in Administration (which then refers you to Chapter 14), and to Chapter 14. Either reference will direct you to the appropriate entry:

**1406.2 Buildings being demolished.** Where a building or portion of a building is being demolished and a standpipe is existing within such a building, such standpipe shall be maintained in an operable condition so as to be available for use by the fire department. Such standpipe shall be demolished with the building but shall not be demolished more than one floor below the floor being demolished.

The existing standpipe is to be maintained in operable condition so it can be used by firefighters in the case of a fire.

3. Partially. The marginal markings for Section 302.2.6 do indicate that the section has been changed since the last edition of the code (as indicated by the solid vertical line to the right of the code). However, the content of this section is maintained by the International Building Code Development Committee, as indicated by the [B] preceding the section, not by the International Fuel Gas Code Development Committee (that would be indicated by a [FG] preceding the section).

4. Check the Index under Repairs or the Table of Contents under Repairs. Both will eventually direct you to Chapter 5 where Section 506.1.1.2 (IBC level seismic forces) includes Table 506.1.1.2—FEMA 356 and ASCE 31 PERFORMANCE LEVELS. Buried in the footnotes, you will find that footnote a indicates that performance levels for Occupancy Category III shall be taken as halfway between the performance levels specified for Occupancy Category II and IV.

## 2006 International Fire Code

1. Check Chapter 2 Definitions. The definition of “Low-hazard storage” is:

**Low-hazard storage, Group S-2.** Includes, among others, buildings used for the storage of noncombustible materials such as products on wood pallets or in paper cartons with or without single thickness divisions; or in paper wrappings. Such products may have a negligible amount of plastic trim such as knobs, handles, or film wrapping. Storage uses shall include, but not be limited to, storage of the following: [a list of low-hazard storage follows].

No, bulk storage of tires is not listed as low-hazard storage. It is listed, however, as moderate-hazard storage, Group S-1.

2. Check the Table of Contents under Explosives and Fireworks—Fireworks Display or the Index under Fireworks—Retail display and sale. The Table of Contents indicates the Section (3308) and the page number (page 303) where you can find information on fireworks in a retail setting. The Index indicates the Section (3308.11). Both references will direct you to the appropriate entry:

**3308.11 Retail display and sale.** Fireworks displayed for retail sale shall not be made readily accessible to the public. A minimum of one pressurized-water portable fire extinguisher complying with Section 906 shall be located not more than 15 feet (4572 mm) and not less than 10 feet (3048 mm) from the hazard. “No Smoking” signs complying with Section 310 shall be conspicuously posted in areas where fireworks are stored or displayed for retail sale.

Yes, you must both post “No Smoking” signs and place at least one fire extinguisher near a fireworks display in a store.

3. Partially. The marginal markings for Section 1411.3 do indicate that the section has been changed since the last edition of the code (as indicated by the solid vertical line to the right of the code). However, the content of this section is maintained by the International Building Code Development Committee, as indicated by the [B] preceding the section, not by the International Existing Building Code Development Committee (that would be indicated by a [EB] preceding the section).

4. Check the Index under Fire Extinguishers, Portable or the Table of Contents under Fire Protection Systems—Portable Fire Extinguishers. Both will eventually direct you to Chapter 9 where Section 906.10 (Size and distribution) includes Table 906.3(1)—FIRE EXTINGUISHERS FOR CLASS A FIRE HAZARDS. Buried in the footnotes, you will find that footnote a indicates that two 2.5-gallon water-type extinguishers shall be deemed the equivalent of one 4-A rated extinguisher for extra (high) hazard occupancy.

### 2006 International Fuel Gas Code

1. Check Chapter 2 Definitions. The definition of Flood Hazard Area is:

**FLOOD HAZARD AREA.** The greater of the following two areas:

1. The area within a floodplain subject to a 1 percent or greater chance of flooding in any given year.
2. This area designated as a flood hazard area on a community’s flood hazard map, or otherwise legally designated.

Yes, the town councilor can recommend that the village be legally designated as a flood hazard area.

2. Check the Table of Contents under Specific Appliances—Sauna Heaters or the Index under Sauna Heaters. The Table of Contents indicates the Section (615) and the page number (page 118) where you can find information on putting a warning notice outside the sauna room. The index indicates the Section (615). Both references will direct you to the appropriate entry:

**615.7.1 Warning notice.** The following permanent notice, constructed of approval material, shall be mechanically attached to the sauna room on the outside:

WARNING: DO NOT EXCEED 30 MINUTES IN SAUNA. EXCESSIVE EXPOSURE CAN BE HARMFUL TO HEALTH. ANY PERSON WITH POOR HEALTH SHOULD CONSULT A PHYSICIAN BEFORE USING SAUNA.

The words shall contrast with the background and the wording shall be in letters not less than ¼ inch (6.4 mm) high.

**Exception:** This section shall not apply to one- and two-family dwellings.

No, you are wrong. Because your brother-in-law's house is a one-family dwelling, he is not required to post a warning notice on the outside of his new sauna room.

3. Partially. The marginal markings for Section 306.3.1 do indicate that the section has been changed since the last edition of the code (as indicated by the solid vertical line to the right of the code). However, the content of this section is maintained by the International Mechanical Code Development Committee, as indicated by the [M] preceding the section, not by the International Building Code Development Committee (that would be indicated by a [B] preceding the section).

4. Check the Index under Vents, General or the Table of Contents under Chimneys and vents—venting of appliances. Both will eventually direct you to Chapter 5 where Section 503.7.7 (Clearances) includes Table 503.7.7—CLEARANCES FOR CONNECTORS. Buried in the footnotes, you will find that footnote a indicates that, if the manufacturer's installation instructions specify a clearance distance that is different from Table 503.7.7, the manufacturer's instructions should be followed.

## 2006 International Mechanical Code

1. Check Chapter 2 Definitions. The definition of "Fireplace" is:

**FIREPLACE.** An assembly consisting of a hearth and fire chamber of noncombustible material and provided with a chimney, for use with solid fuels.

**Factory-built fireplace.** A listed and labeled fireplace and chimney system composed of factory-made components, and assembled in the field in accordance with manufacturer's instructions and the conditions of the listing.

**Masonry fireplace.** A field-constructed fireplace composed of solid masonry units, bricks, stones, or concrete.

The factory-built fireplace will be assembled from factory-made components, while the masonry fireplace will be built onsite.

2. Check the Table of Contents under Specific Appliances—Sauna Heaters or the Index under Sauna Heater. The Table of Contents indicates the Section (914) and the page number (page 77) where you can find information on putting a warning notice outside the sauna room. The Index indicates the Section (914). Both references will direct you to the appropriate entry:

**914.5.1 Warning notice.** The following permanent notice, constructed of approval material, shall be mechanically attached to the sauna room on the outside:

WARNING: DO NOT EXCEED 30 MINUTES IN SAUNA. EXCESSIVE EXPOSURE CAN BE HARMFUL TO HEALTH. ANY PERSON WITH POOR HEALTH SHOULD CONSULT A PHYSICIAN BEFORE USING SAUNA.

The words shall contrast with the background and the wording shall be in letters not less than 0.25-inch (6.4 mm) high.

**Exception:** This section shall not apply to one- and two-family dwellings.

No, you are wrong. Because your brother-in-law's house is a one-family dwelling, he is not required to post a warning notice on the outside of his new sauna room.

3. Partially. The marginal markings for Section 304.4.2 do indicate that the section has been changed since the last edition of the code (as indicated by the solid vertical line to the right of the code). However, the content of this section is maintained by the International Fuel Gas Code Development Committee, as indicated by the [FG] preceding the section, not by the International Building Code Development Committee (that would be indicated by a [B] preceding the section).

4. Check the Index under Piping, Support or the Table of Contents under General Regulations—Piping Support. Both will eventually direct you to Chapter 3 where Section 305.4 (Interval of support) includes Table 305.4—PIPING SUPPORT SPACING. Buried in the footnotes, you will find that footnote a indicates that the maximum horizontal spacing of cast-iron pipe hangers shall be increased to 10 feet (3048 mm) where 10-foot (3048 mm) lengths of pipe are installed.

The required horizontal spacing increases to 10 feet (3048 mm) if you use 10-foot (3048 mm) lengths of pipe.

## 2006 International Plumbing Code

1. Check Chapter 2 Definitions. The definition of “Potable water” is:

**POTABLE WATER.** Water free from impurities present in amounts sufficient to cause disease or harmful physiological effects and conforming to the bacteriological and chemical quality requirements of the Public Health Service Drinking Water Standards or the regulations of the public health authority having jurisdiction.

If you’re thirsty, you’d be very interested!

2. Check the Table of Contents under Fixtures, Faucets and Fixture Fittings—Drinking Fountains or the Index under Drinking Fountains. The Table of Contents indicates the Section (410) and the page number (page 30) where you can find information on the requirements for drinking fountains in restaurants. The Index indicates the Section (410). Both references will direct you to the appropriate entry:

**410.1 Approval.** Drinking fountains shall conform to ASME A112.19.1M, ASME A112.19.2M or ASME A112.19.9M and water coolers shall conform to ARI 1010. Drinking fountains and water coolers shall conform to NSF 61, Section 9. Where water is served in restaurants, drinking fountains shall not be required. In other occupancies, where drinking fountains are required, water coolers or bottled water dispensers shall be permitted to be substituted for not more than 50 percent of the required drinking fountains.

Tell you friend that he can save money because, as he plans to serve water to his customers, he is not required to install a water fountain in the restaurant.

3. Partially. The marginal markings for Section 314.2.3.1 do indicate that the section has been changed since the last edition of the code (as indicated by the solid vertical line to the right of the code). However, the content of this section is maintained by the International Mechanical Code Development Committee, as indicated by the [M] preceding the section, not by the International Building Code Development Committee (that would be indicated by a [B] preceding the section).
4. Check the Index under Plumbing Fixtures—Minimum facilities or the Table of Contents under Fixtures, Faucets and Fixture Fittings—Minimum Plumbing Facilities. Both will eventually direct you to Chapter 4 where Section 403 (Minimum Plumbing Facilities) includes Table 403.1—MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES. Buried in the footnotes, you will find that footnote d indicates that the occupant load for seasonal outdoor seating and entertainment areas shall be included when determining the minimum number of facilities required.

The outdoor restaurant should provide at least four toilets for men and four toilets for women.

## 2006 International Property Maintenance Code

1. Check Chapter 2 Definitions. The definition of “Imminent danger” is:

**IMMINENT DANGER.** A condition which could cause serious or life-threatening injury or death at any time.

As fast as you can!

2. Check the Table of Contents under General Requirements—Swimming Pools, Spas and Hot Tubs or the Index under Swimming—Swimming Pools. The Table of Contents indicates the Section (303) and the page number (page 9) where you can find information on masonry chimneys. The Index indicates the Section (303). Both references will direct you to the appropriate entry:

**303.2 Enclosures.** Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching.

You should advise your friend to put in a 4-foot (1219 mm) fence (or higher) completely around the swimming pool, and to include a gate that is self-closing and self-latching.

3. Yes. The black arrows in the margin of Section 304.18.1 indicate that an entire section, paragraph, exception or table has been deleted. The vertical black bar in the margin indicates that this material has been revised.
4. No, the marginal marking [F] indicates that this section is maintained by the International Fire Code Development Committee. The marginal marking for the International Building Code Committee is [B].

## 2006 International Residential Code

1. Check Chapter 2 Definitions. The definition of “Potable water” is:

**POTABLE WATER.** Water free from impurities present in amounts sufficient to cause disease or harmful physiological effects and conforming to the bacteriological and chemical quality requirements of the Public Health Service Drinking Water Standards or the regulations of the public health authority having jurisdiction.

The truck is carrying water.

2. Check the Table of Contents under Chimneys and Fireplaces—Masonry Chimneys or the Index under Chimneys—Wall thickness. The Table of Contents indicates the Section (R1003) and the page number (page 305) where you can find information on masonry chimneys.

The Index indicates the Section (R1003.10). Both references will direct you to the appropriate entry:

**R1003.10 Wall thickness.** Masonry chimney walls shall be constructed of solid masonry units or hollow masonry units grouted solid with not less than 4 inches (102 mm) nominal thickness.

The masonry chimney must be at least 4 inches (102 mm) thick.

3. Yes. The black arrow in the margin between Section R319.1.3 and Section R319.1.4 indicates that an entire section, paragraph, exception or table has been deleted. The vertical black bar in the margin opposite the Exceptions for Section R319.1.4 indicates that this material has been revised.

4. Check the Index under Plaster or the Table of Contents under Wall Covering—Interior. Both will eventually direct you to Chapter 7 where Section R702 (Interior Covering) includes Table R702.1(3)—PORTLAND CEMENT PLASTER. Buried in the footnotes, you will find that footnote h indicates that finish coat plaster may be applied to interior Portland cement base coats after a 48-hour period.

You'll have to wait 48 hours to apply the finish coat plaster.

### 2006 International Wildland-Urban Interface Code

1. Check Chapter 2 Definitions. The definition of “Noncombustible roof covering” is:

**NONCOMBUSTIBLE ROOF COVERING.** One of the following:

1. Cement shingles or sheets.
2. Exposed concrete slab roof.
3. Ferrous or copper shingles or sheets.
4. Slate shingles.
5. Clay or concrete roofing tile.
6. Approved roof covering of noncombustible material.

Yes, slate shingles are among the roof coverings designated as noncombustible.

2. Check the Table of Contents under Wildland-Urban Interface Areas—Wildland-Urban Interface Area Designations or the Index under Wildland-Urban Interface Area Designations—Review. The Table of Contents indicates the Section (302) and the page number (page 9) where you can find information on masonry chimneys. The Index indicates the Section (302.3). Both references will direct you to the appropriate entry:

**302.3 Review of wildland-urban interface areas.** The code official shall reevaluate and recommend modification to the wildland-urban interface areas in accordance with Section 302.1 on a 3-year basis or more frequently as deemed necessary by the legislative body.

The code official reviews the wildland-urban interface area designation at least every 3 years.

3. No. The vertical black bar in the margin of Section 504.3 indicates that this material has been revised. A deletion of material is indicated by a black arrow in the margin.

4. Check the Index under Defensible Space—Fuel modification or the Table of Contents under Fire-Protection Requirements—Defensible Space. Both will eventually direct you to Chapter 6 where Section 603.2 (Defensible Space) includes Table 603.2—REQUIRED DEFENSIBLE SPACE. Buried in the footnotes, you will find that footnote a indicates that distances are allowed to be increased due to site-specific analysis based on local conditions and the fire protection plan.

The defensible space distance can be increased if indicated by a site-specific analysis of local conditions and the fire protection plan.

## 2006 International Zoning Code

1. Check Chapter 2 Definitions. The definition of “Court” is:

**COURT.** A space, open and unobstructed to the sky, located at or above grade level on a lot and bounded on three or more sides by walls of a building.

No. A court must be bounded by walls on at least three sides.

2. Check the Table of Contents under General Provisions—off-street parking or the Index under Driveway. The Table of Contents indicates the Section (801) and the page number (page 23) where you can find information on driveways. The Index indicates the Sections (202, 801.4). Both references will direct you to the appropriate entry:

**801.4.1 Driveway width.** Every parking facility shall be provided with one or more access driveways, the width of which shall be the following:

1. Private driveways at least 9 feet (2743 mm).

2. Commercial driveways:

Twelve feet (3658 mm) for one-way enter/exit.

Twenty-four feet (7315 mm) for two-way enter/exit.

The minimum width of a private driveway is 9 feet (2743 mm).

3. No. The vertical black bar in the margin of Section 801.1 indicates that this material has been revised. A deletion of material is indicated by a black arrow in the margin.

4. Check the Index under Sign Regulations or the Table of Contents under Sign Regulations—Specific Sign Requirements. Both will eventually direct you to Chapter 10 where Section 1008.1.2 (Free-standing signs) includes Table 1008.1.2—IDENTIFICATION SIGN STANDARDS—FREE-STANDING SIGNS. Buried in the footnotes, you will find that footnote c indicates that, for any commercial or industrial development complex exceeding 1,000,000 square feet (92903 m<sup>2</sup>) of gross leasable area, or 40 acres (161874 m<sup>2</sup>) in size, such as regional shopping centers, auto malls or planned industrial parks, one free-standing sign per street front shall be permitted to be increased in sign area by up to 50 percent.

The area of a free-standing sign can be increased by 50 percent if the complex exceeds 1,000,000 square feet (92903 m<sup>2</sup>) of leasable area or 40 acres (161874 m<sup>2</sup>) in size.

