



Instructions for Submitting Public Comments

Creating an Account

(If you have an account, skip to page 4)



Login

Username*

Password*

[Login](#)

New to IAPMO? [Create An Account](#)

Forgot your password? [Reset Password](#)

Create an account to obtain login credentials.

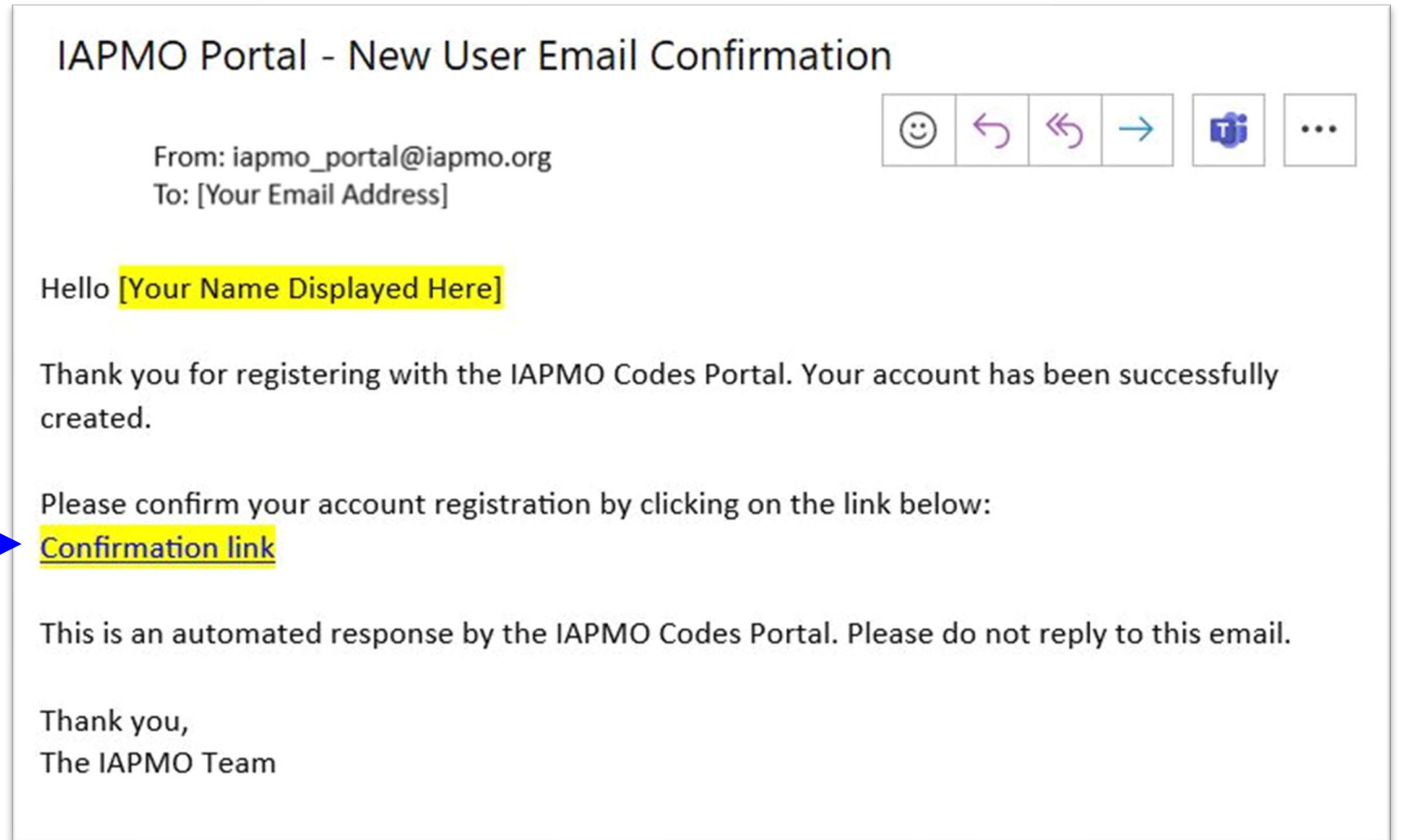
An account is required in order to submit code change proposals.

Registering a New Account

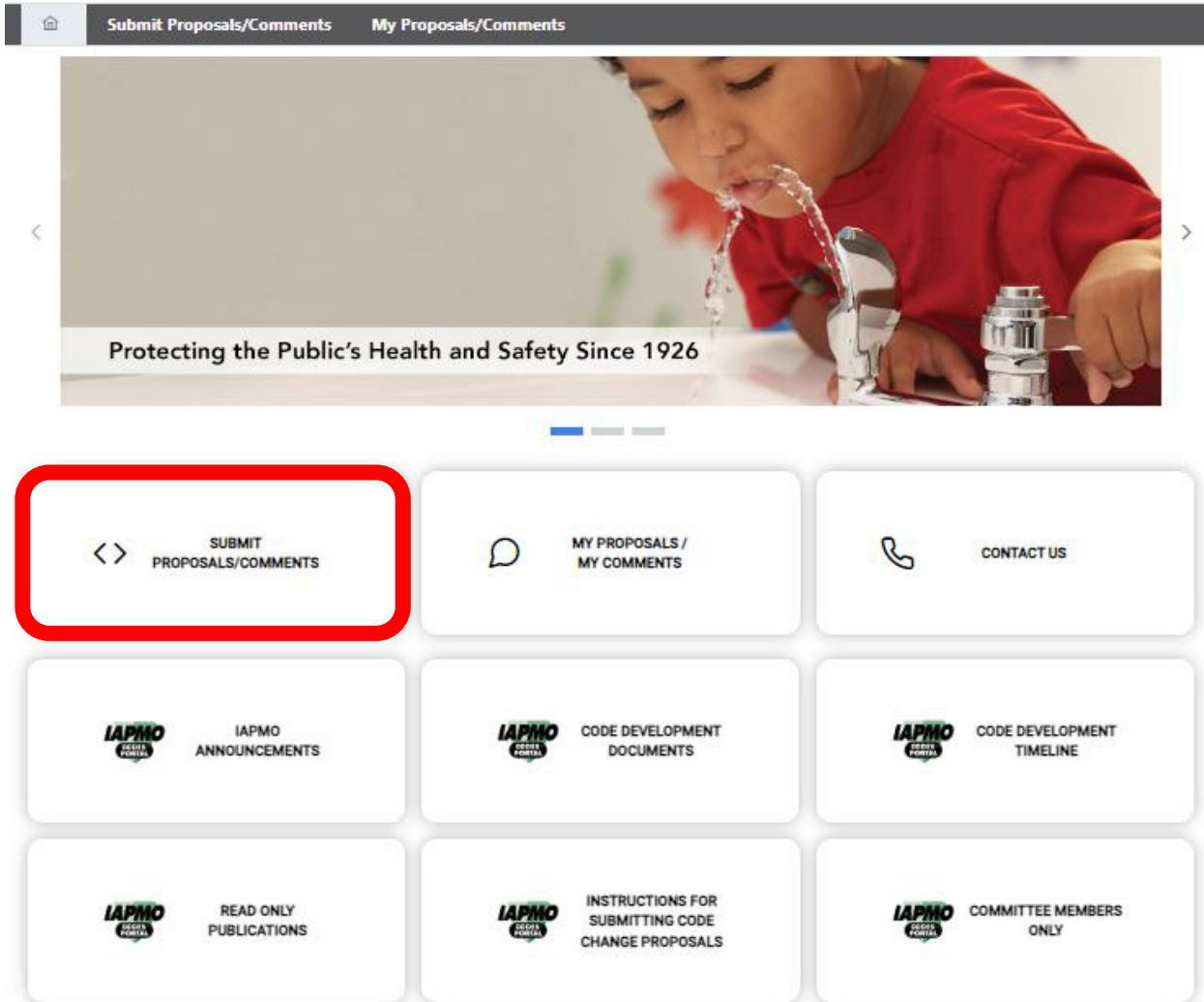
Once the account is created, an autogenerated email will be sent which contains a confirmation link.

Please click on the link to verify your account.

Once verified, your account will be active.

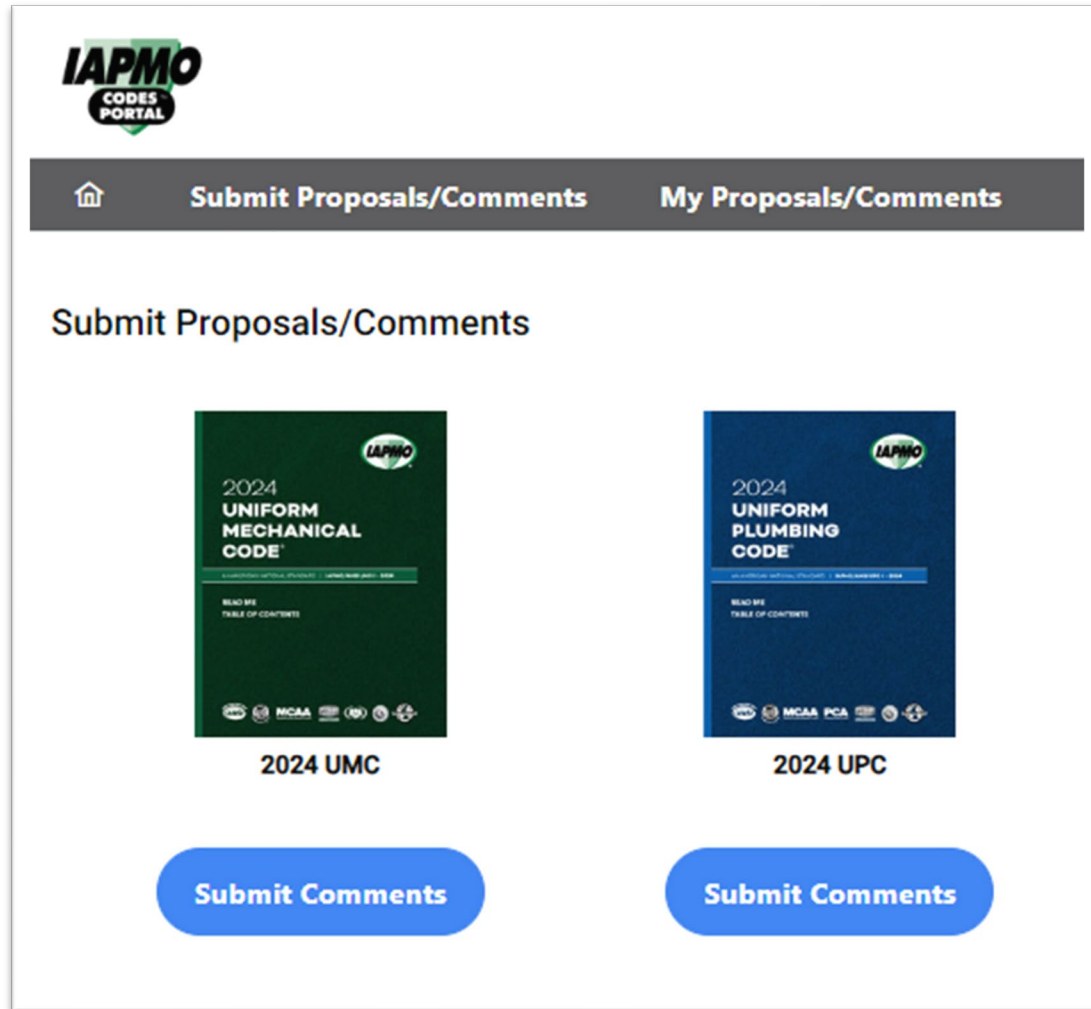


IAPMO Codes Portal Home Page



- Submit new comment
- View all drafts & submitted comments
- Access relevant documents
- Access read-only versions of the Codes
- View IAPMO announcements
- Policies & procedures

Selecting a Code

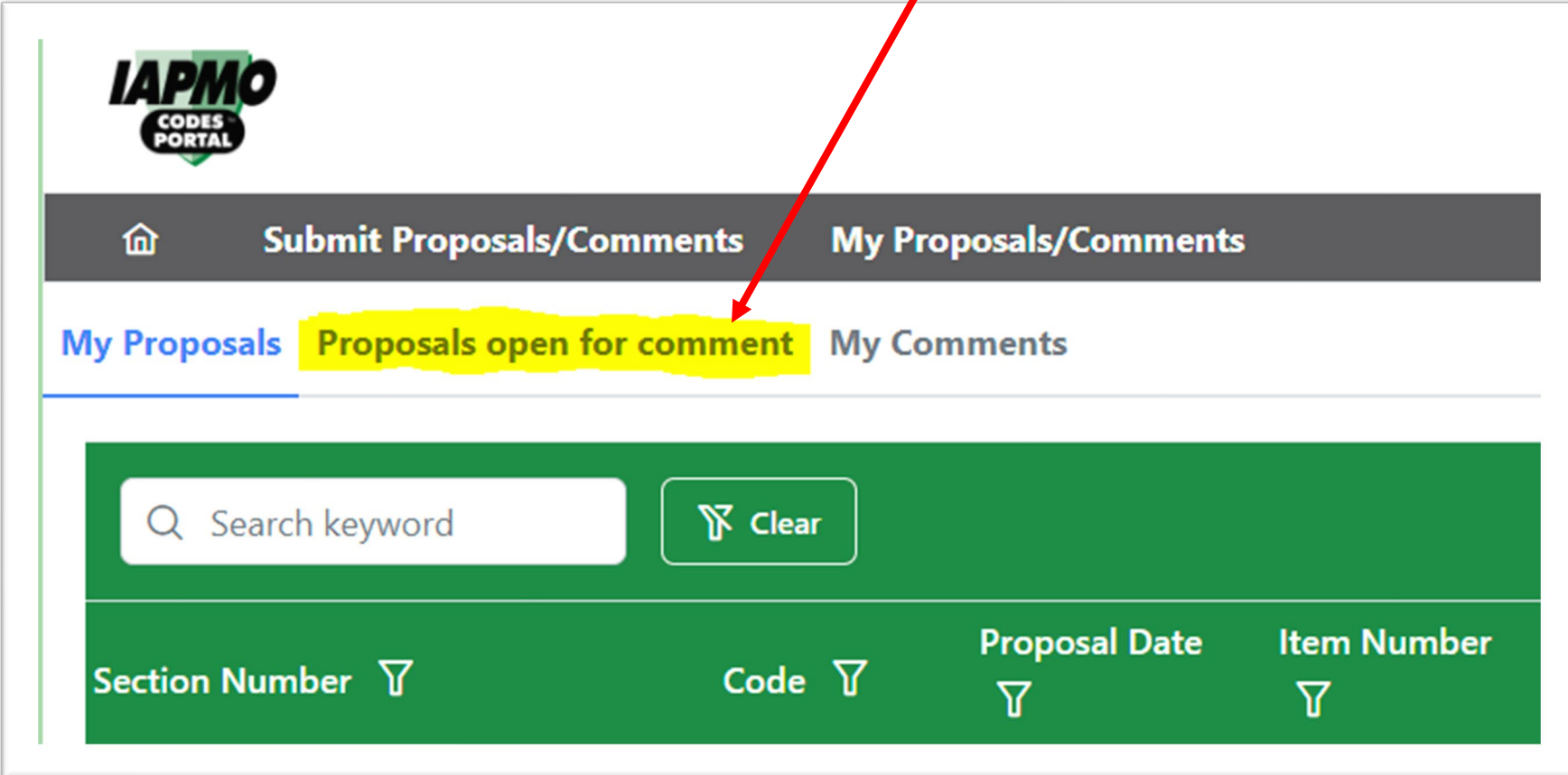


Select **"Submit Comment"** under the respective Code.

The most recent published edition of each Code is displayed.

Selecting a Code (Cont'd)

Select **“Proposals open for Comments”**



The screenshot displays the IAPMO Codes Portal interface. At the top left is the IAPMO CODES PORTAL logo. Below it is a dark grey navigation bar with a home icon, "Submit Proposals/Comments", and "My Proposals/Comments". Underneath is a lighter grey bar with "My Proposals", "Proposals open for comment" (highlighted in yellow), and "My Comments". A red arrow points from the text above to the highlighted "Proposals open for comment" link. Below the navigation is a green search bar with a search icon, "Search keyword" text, and a "Clear" button with a filter icon. At the bottom is a green filter bar with "Section Number", "Code", "Proposal Date", and "Item Number", each followed by a filter icon.

Step 1: Finding the Item for Comment

1
Proposal Details

2
Proposed Text

3
Supporting Information

4
Terms & Conditions

The screenshot shows the IAPMO Codes Portal interface. At the top, there is a navigation bar with 'Submit Proposals/Comments' and 'My Proposals/Comments'. Below this, there are tabs for 'My Proposals', 'Proposals open for comment', and 'My Comments'. A search bar is present with a 'Clear' button. The main content area displays a table with columns: Section Number, Code, Proposal Date, Item Number, and Submitted By. The 'Code' column has two entries: '2024 UMC' and '2024 UPC'. The 'Item Number' column has two entries: '001' and '001'. A filter dropdown is open for the 'Item Number' column, showing options: 'Match All', 'Starts with', and a text input field containing 'xxx'. A blue arrow points from the 'Item Number' column header to the filter dropdown, and another blue arrow points from the '2024 UPC' entry to the text input field. A red arrow points from the text input field to the 'xxx' text.

Section Number	Code	Proposal Date	Item Number	Submitted By
	2024 UMC	12/27/2023	001	
	2024 UPC	12/19/2023	001	

Click on "Item Number" symbol



Enter the three-digit Item to make comment to.
(001, 029, 324, etc.)

Select the appropriate Code
(UPC or UMC)

Step 1: Comment Details



Item Number : [XXX](#)

Recommendation [Instructions For Submitting Comments](#)

2024 UMC

Recommendation Code*

Accept the Proposal as Modified

Accept the Code Change Proposal as Submitted

Reject the Code Change Proposal

Please select at least one Section/Definition/Table

Instruction: Check the box(es) next to the section(s) you would like included in the proposal.

"Please check this box if the recommendation DOES NOT require a selection of a Section, Definition, or Table."

Select Section(s)*

Select section(s)

Select Definition(s)*

Select definition(s)

Select Table(s)*

Select table(s)

← Click link to view related proposal.

← Indicate the type of recommendation being proposed.

← Where the selection of a section(s), definition(s), or table(s) is **not** needed for a public comment, please check this box.

← Select any section(s), definition(s), and table(s) to be included in the comment.

Step 1: Comment Details (Cont.)



Instructions: Please confirm all selections for definition(s), section(s), and table(s) prior to continuing to **Step 2**. Only in **Step 1** does the submitter have the capability to remove selections.

Proposed Text Preview:

101.1 Title. This document shall be known as the "Uniform Mechanical Code," may be cited as such, and will be referred to herein as "this code."

101.2 Scope. The provisions of this code shall apply to the erection, installation, alteration, repair, relocation, replacement, addition to, use, or maintenance of mechanical systems within this jurisdiction.

Cancel

Continue

Once all selections are made, and you click on "**Save & Continue**," a pop-up window will appear to confirm your selections.

Step 2: Proposed Text



Instructions:

- For images, copy and paste graphic into the editor box or substantiation box.
- To show "delete text" highlight text and press delete button on keyboard. Text will automatically show strikethrough and a red highlight.
- To show "new text" simply type or paste new text. Text will automatically show as green highlight

Edit Insert Format Table

↶ ↷ **B** *I* ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ✕ ✕

101.0 General.

101.1 Title. This document shall be known as the "Uniform Mechanical Code," ~~may be cited as such,~~ and will be referred to herein as "this code."

101.2 Scope. The provisions of this code shall apply to the erection, installation, alteration, repair, relocation, replacement, addition to, use, or maintenance of mechanical systems within this jurisdiction. **Inserted new text**

p > span 59 words tiny

Substantiation/Resolution

Edit Insert Format Table

↶ ↷ **B** *I* ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡

Instructions for inserting revisions are displayed at the top of the form.

Revisions to text will be shown as tracked changes.

A substantiation, technical in nature, is required to move to **Step 3**.

Step 3: Supporting Information



Indicate if standards are referenced in the comment.

Are you referencing standards in your proposal?
 Yes No

Please note that if a standard(s) is referenced in your proposal you must submit such standard(s) in order for your proposal to be processed. If the standard(s) is not received by the closing date, your proposal is considered incomplete and will not be processed.

Upload or drag copies of standards into the drop box.

+ Choose

Drop Here

Upload Standard

Please list the name(s) of the standard(s) you are attaching in the box below.
Reference Standard(s) being sent to IAPMO:

List all uploaded standards here.

Where additional supplementary materials such as tests, research papers or other documents need to be submitted, please provide supporting material electronically. Insert supporting material in the box below. Please note that if supporting material is not received by the closing date, it will not be accepted for review by the Technical Committee.

Supporting material being sent to IAPMO utilize drop box below (Optional):

Upload or drag supporting documentation into the drop box.

+ Choose

Drop Here

Step 4: Terms & Conditions



In order to submit a comment,
you must agree to the
Copyright terms & conditions.



Click **“Submit”** to
finalize the comment.

Once submitted, you will not be
able to edit the comment. You will
only be able to view submitted
comment(s).

Copyright Assignment (This proposal is original material and is considered to be the submitter's own idea based on, or as a result of, research and experience, and is not copied from another source).

I hereby irrevocably grant and assign to IAPMO all and full rights in copyright, in this proposal. I understand and intend that I acquire no rights, including rights as a joint author, in any publication of IAPMO in which this proposal in this or another similar or analogous form is used.

I hereby warrant that I am the author of this proposal and that I have full power and authority to enter into this copyright assignment.

By checking this box I affirm that I am and agree to be legally bound by the above Copyright Assignment and the terms and conditions contained therein. I understand and intend that, by checking this box, I am creating an electronic signature that will, upon my submission of this form, have the same legal force and effect as a handwritten signature.

Note: If you are not the author of this proposal (this text is copied from another source) please do not submit. The author of the proposal must give copyright assignment.

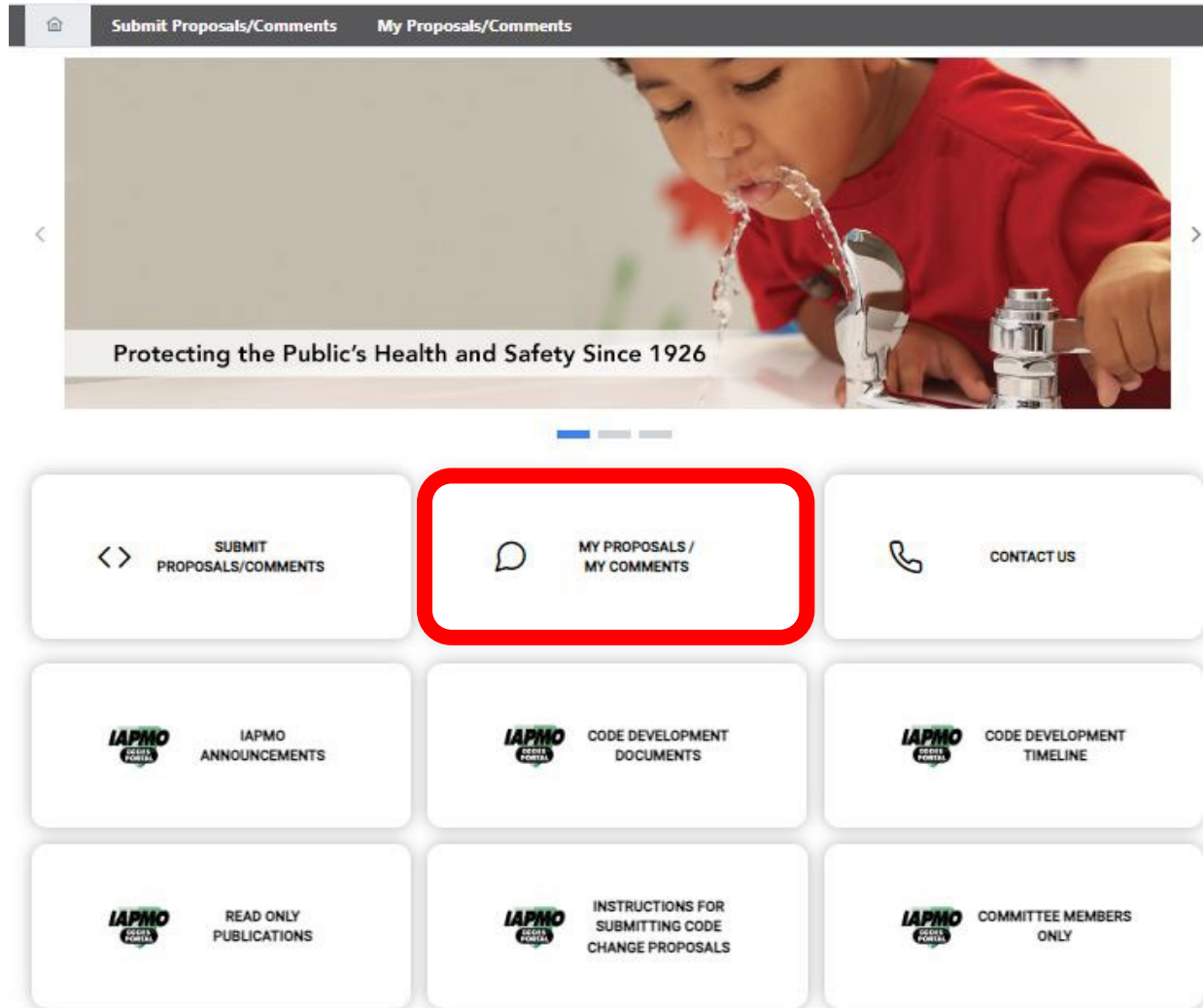
Patent Policy. IAPMO's patent policy is to adhere fully to the ANSI patent policy. Every proponent of a proposed code change should familiarize him or herself with the ANSI patent policy which is available in its entirety at www.ansi.org/essentialrequirements. Upon receipt of a notice of an essential patent claim, IAPMO will coordinate with the claimant to ensure collection of the assurance(s) required by IAPMO's adherence to the ANSI patent policy before the proposal that includes an essential patent claim is introduced into the code development process.

Note: In order to proceed with this submission, you must check the box above.

Previous

Submit

Viewing Drafts & Submitted Comments



Navigate to the **Codes Portal Home Page**.

Click **“My Proposals/My Comments”** to view all saved drafts and submitted proposals/comments.

Editing Comments (Saved Drafts)

IAPMO
CODES PORTAL

Submit Proposals/Comments My Proposals/Comments

My Proposals Proposals open for comment My Comments

Search keyword Clear

Section Number	Code	Comment Date	Comment Number	Item Number	Submitted By	Action
101.0 General., 101.1 Title., 101.2 Scope.	2024 UMC	07/03/2023			Taylor Duran	Edit

1 of 1 << < 1 > >> 10

Click the trash can icon to delete a draft.

Click **“Edit”** to open a draft comment.
You will be taken back to **Step 1** on the comment form.

Viewing Comments (Submitted)

The screenshot shows the IAPMO Codes Portal interface. At the top, there are navigation links for 'Submit Proposals/Comments' and 'My Proposals/Comments'. Below this, there are tabs for 'My Proposals', 'Proposals open for comment', and 'My Comments'. A search bar is present with a 'Clear' button. The main content is a table with the following columns: Section Number, Code, Comment Date, Comment Number, Item Number, Submitted By, and Action. The table contains one row of data. The 'View' button in the 'Action' column is highlighted with a red circle, and a red arrow points from it to the text below.

Section Number	Code	Comment Date	Comment Number	Item Number	Submitted By	Action
101.0 General., 101.1 Title., 101.2 Scope.	2024 UMC	07/03/2023			Taylor Duran	View

Click **“View”** to see submitted comment(s).

A print preview of the submitted comment will be generated.

The screenshot shows the 'My Comment' print preview page. It includes the IAPMO logo and navigation links. The page is titled 'My Comment' and contains the following information:

- Item Number #:** 101.0 General., 101.1 Title., 101.2 Scope.
- Submitter Name:** Taylor Duran
- Organization Name:** IAPMO
- Recommendation Text:** Revise text
- Sections(s):**
 - 101.0 General.
 - 101.1 Title.
 - 101.2 Scope.
- Are you referring to a Standard Yes/No:** No
- Proposed Text:**
 - 101.0 General.
 - 101.1 Title. This document shall be known as the "Uniform Mechanical Code," ~~may be cited as such,~~ and will be referred to herein as "this code."
 - 101.2 Scope. The provisions of this code shall apply to the erection, installation, alteration, repair, relocation, replacement, addition to, use, or maintenance of mechanical systems within this jurisdiction. Inserted text here.
- Substantiation/Resolution:** Inserted substantiation.

For additional assistance please contact us at:

codes-dept@iapmo.org