

# INTERNATIONAL ACCREDITATION SERVICE, INC.

5360 Workman Mill Road · Whittier, CA 90601 USA  
562-364-8201 *local* · 866-427-4422 *toll free* · 562-699-8031 *fax*  
www.iasonline.org *web site* · info@iasonline.org *e-mail*



## RULES OF PROCEDURE FOR BUILDING DEPARTMENTS/CODE ENFORCEMENT AGENCIES ACCREDITATION

### 1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures for accreditation, by the International Accreditation Service (IAS), of building departments providing building department services such as administration, plan review or inspection services.

Accreditation by IAS conveys formal recognition that a building department has demonstrated that it is technically competent to administer an effective system of code enforcement that is fair, equitable and benefits the community it serves. Accreditation attests to compliance by the jurisdiction to the IAS Accreditation Criteria for Building Departments/Code Enforcement Agencies (AC251). Accreditation is no longer valid upon revocation, suspension, or cancellation of the accreditation.

### 2.0 APPLICATION

#### 2.1 General

Applications for accreditation of building departments shall be filed on forms provided for that purpose. Applications will not be accepted unless they are fully executed in the manner required by IAS.

#### 2.2 Fees

##### 2.2.1 Initial Application

2.2.1.1 Each initial application shall be accompanied by the basic new application fee as set forth on the IAS fee schedule.

2.2.1.2 Initial accreditation shall be valid for a three-year period from the accreditation date.

2.2.1.3 The filing fees include issuance of the accreditation certificate.

2.2.1.4 Fees to reinstate expired or canceled accreditation (as opposed to timely reaccreditation applications) shall be the same as the new application fee.

##### 2.2.2 Reaccreditation Application

2.2.2.1 An application for reaccreditation shall be filed at least 15 days prior to the expiration date if continued accreditation is desired and shall be accompanied by the applicable reaccreditation fee as set forth on the IAS fee schedule. Application for reaccreditation will be for a three-year period.

2.2.2.2 Reaccreditations not completed by the renewal date will be subject to cancellation.

**2.2.3 Fee Modifications:** The IAS president may, in his/her sole discretion, modify fees referenced in Section 2.2 for extenuating circumstances.

**2.2.4 Cancellations:** Initial request applications held for more than 180 days, without the applicant's having fulfilled IAS requirements for accreditation, will be subject to cancellation, unless such term is extended by the IAS president or his/her designee.

**2.2.5 Nonrefundable:** All IAS fees are nonrefundable.

**2.2.6 Taxes and Charges:** All sales, use, excise, value-added and similar taxes and charges are the responsibility of the applicant, and the applicant agrees to reimburse IAS for any such taxes and charges imposed on IAS with respect to services provided by IAS to the applicant.

### 3.0 DATA

3.1 One complete set of data and documentation indicating compliance with the IAS Accreditation Criteria for Building Departments/Code Enforcement Agencies (AC251) in hard copy format and one set in electronic format must be submitted with each application. Brochures, pamphlets and other documents which are in commercially-printed format must be submitted as hard copies rather than electronically. Ten copies of commercially-printed documents must be submitted for distribution to evaluation team members and for use in the final evaluation report.

3.2 The name of the responsible officer of the jurisdiction, the headquarters address must be submitted.

### 4.0 PROCESSING

4.1 Upon receipt of the initial application and fee, a file number is assigned and a package consisting of the Rules of Procedure for Building Department Accreditation, Accreditation Criteria for Building Departments and a set of detailed instructions will be provided to the applicant.

4.2 Documentary evidence of compliance with the accreditation criteria (AC251) must be submitted.

4.3 Upon receipt of the documentary evidence, an evaluation team leader is assigned to the project in consultation with the applicant. The IAS team leader reviews the documentation, establishes an evaluation team, and in consultation with the jurisdiction, schedules an on-site evaluation visit.

4.4 Prior to the full evaluation, the IAS team leader and an expert shall conduct a pre-evaluation visit to determine the degree of compliance with the accreditation criteria and will provide the applicant with appropriate findings.

Following the pre-evaluation visit, in consultation with the applicant, the full evaluation will be scheduled at the team leader's discretion, not to exceed 180 days following the pre-evaluation visit.

4.5 At the conclusion of the on-site full evaluation and upon determination by the team leader and IAS that the applicant possesses the expertise, facilities and independence to competently administer effective code enforcement services, a recommendation is forwarded to the IAS Accreditation Review Committee—Building Departments (ARC-BD). The ARC-BD shall render a decision in accordance with the Rules of Operation of the IAS Accreditation Review Committees.

4.6 A favorable action by the ARC-BD results in the issuance of the accreditation certificate.

4.7 The ARC-BD may return the evaluation report to the IAS evaluation team leader if there are areas requiring further review prior to reconsideration. A follow-up on-site evaluation visit may be necessary to verify resolution of IAS evaluation team findings. Upon resolution of the concerns/comments, a new recommendation is provided for ARC-BD consideration.

#### **4.8 Annual Reports and Evaluations**

4.8.1 Prior to accreditation, whether on initial application or upon reaccreditation, on-site evaluations are conducted by IAS certified evaluators or authorized representatives that comprise the IAS evaluation team, to evaluate the expertise of the jurisdiction and its compliance with the accreditation criteria (AC251). On-site evaluations are conducted at the jurisdiction's headquarters. Construction sites will also be visited to evaluate the performance of the inspection process. IAS representatives shall be permitted to conduct evaluations of the offices of any jurisdiction it accredits.

4.8.2 All accredited jurisdictions shall be subject to an on-site surveillance evaluation at the conclusion of the initial year of accreditation.

4.8.3 At the end of the first and second years of accreditation of each three-year accreditation cycle, the jurisdiction shall complete and forward an IAS Building Department Surveillance Checklist to IAS.

4.8.4 Jurisdictions accredited under these rules shall notify IAS in writing within thirty days if there are changes in:

4.8.4.1 Jurisdiction name or address.

4.8.4.2 The jurisdiction's principal code enforcement officer or key supervisory personnel.

4.8.4.3 Facilities, policies or procedures that might affect the jurisdiction's accreditation.

4.8.5 In case the annual report reveals substantial changes in the manner of code adoption or enforcement, an on-site surveillance evaluation may be necessary to maintain the jurisdiction's accredited status.

4.8.6 IAS will conduct on-site re-evaluation of accredited jurisdictions at a minimum of once every three years from the date of the initial accreditation for verification of continued compliance with IAS accreditation requirements. The ARC-BD shall have the authority to require additional on-site evaluations as it deems necessary.

#### **5.0 EXPENSE REIMBURSEMENT**

Expenses incurred by IAS for pre-evaluations, full evaluations, follow-up evaluations, surveillance evaluations and re-evaluations of building departments are reimbursable to IAS by the jurisdiction as set forth on the IAS fee schedule.

#### **6.0 RIGHT TO APPEAL DENIAL OF ACCREDITATION**

The applicant seeking issuance of an accreditation may appeal a written decision of IAS involving the cancellation of the application or the issuance of or refusal to issue the accreditation for which the applicant has submitted an application. This appeal right shall apply to applicants for initial accreditations and applicants seeking reaccreditation of existing accreditation. Only the affected applicant may appeal the decision of IAS regarding the subject application.

Procedures for appeals of denial of accreditation shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions.

#### **7.0 REVOCATION/MODIFICATION/SUSPENSION/ CANCELLATION OF ACCREDITATION WITH RIGHT TO APPEAL**

7.1 Any accreditation of a building department may be revoked, modified, suspended or cancelled (including but not limited to imposition of further or revised conditions) for any of the following reasons:

7.1.1 Failure to comply with any provision of these rules of procedure;

7.1.2 Failure to comply with any condition to the issuance of the accreditation;

7.1.3 Failure to comply with any rule for issuance of accreditation as adopted or amended from time to time by IAS;

7.1.4 Any misstatement, whether intentionally or unintentionally made, in the application or any data or documentation submitted in support thereof;

7.1.5 Failure to comply with any provision in the approved application form;

7.1.6 Failure to comply with new, existing or revised accreditation criteria adopted by IAS following public hearing; or

7.1.7 Any other ground considered as adequate cause in the judgment of IAS.

7.2 The revocation, modification, suspension or cancellation of accreditation may only be appealed by the holder of the accreditation.

7.3 Procedures for appeals of revocation, modification, suspension or cancellation of accreditation shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions. The IAS president or his/her designee, or the Board of Directors, as the case may be, may shorten any of the time periods set forth in the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions, if such action is deemed necessary, in their discretion, in the interest of public safety and welfare.

#### **8.0 REVOCATION/MODIFICATION/SUSPENSION/ CANCELLATION WITHOUT RIGHT TO APPEAL**

Notwithstanding anything in these rules to the contrary, any initial application, or accreditation may be revoked, modified, suspended or canceled by the IAS president or his/her designee for any of the following reasons with no right of appeal:

8.1 Required fees having not been received by IAS within 30 days from the date of the mailing by IAS of a written demand for payment.

8.2 Failure to furnish any material or data relating to jurisdiction's accreditation required by IAS within the specified time limit, unless extended by the IAS president or his/her designee.

8.3 Failure to respond in the allotted time to an IAS evaluation deficiency report.

8.4 Failure to permit or submit to an on-site evaluation as set forth in Section 4.

#### **9.0 PROPRIETARY DATA**

Data in any accreditation file or application are considered proprietary to the applicant. The data may be disclosed by IAS only upon the written consent of the applicant or pursuant to subpoena or other order issued by a court or other governmental agency of competent jurisdiction.

Proprietary information may also be disclosed to the ARC-BD in executive session.

However, the name of the applicant jurisdiction may be posted on the IAS website.

#### **10.0 ACCREDITATION DOCUMENTS AND LISTINGS**

A certificate of accreditation shall be issued to each jurisdiction upon satisfactory completion of the requirements. For each jurisdiction, a listing shall be published and entered into the electronic listings on the IAS web site.

#### **11.0 JURISDICTION REFERENCE TO ITS ACCREDITED STATUS**

An accredited jurisdiction may make reference to its IAS accreditation in reports, in its general literature and promotional materials, so long as it adheres to the following provisions:

11.1 The jurisdiction may not reference its accredited status in any way that indicates or implies accreditation in areas outside the actual scope of IAS accreditation; or that indicates or implies IAS endorsement of any particular service provided by the jurisdiction.

11.2 When the IAS name and/or mark are used on the jurisdiction's letterhead or in other general literature or promotional materials, it shall be accompanied by the word "accredited."

11.3 The IAS mark may not be changed in any way, although it may be enlarged or reduced.

11.4 It is the jurisdiction's responsibility to not misrepresent its accreditation status in any way, and to secure IAS approval in advance whenever there is a question about the jurisdiction's intended use of the IAS name and/or mark.

11.5 Upon revocation of the accreditation or during any period of suspension, unless this provision is specifically modified by the terms of the suspension, the jurisdiction shall forthwith discontinue all use of the IAS mark and/or logo, and shall return any certificate of accreditation to IAS. The jurisdiction shall also discontinue immediately any references to its accreditation on any reports, certificates, or promotional material.

11.6 Upon revocation of the accreditation or during any period of suspension, IAS shall have the right to immediately notify the highest elected official and the highest administrative official of the jurisdiction.

#### **12.0 INDEMNIFICATION**

All applications for listing shall contain such indemnifications and like provisions running in favor of IAS, its parent corporation, ICC, the directors, officers, agents and employees of both such entities as the Board of Directors of IAS shall from time to time require.

*Approved by the Board of Directors  
July 17, 2009  
Editorially revised December 16, 2010*