2025 DIVISION OF BUILDING AND FIRE REGULATION

Resource Guide



Resources

Jack A. Proctor Virginia Building Code Academy

(804) 371-7180

vbca@dhcd.virginia.gov

Resources:

- Virginia Certification Standards (VCS)
- Online Registration System
- Certification Guide for Code Officials
- CE policy
- CE guide

Levy Permit Portal

vbca@dhcd.virginia.gov

Resources:

Levy and Permit Portal

Code Development

sbco@dhcd.virginia.gov

Resources:

- cdpVA
- Code Development
- International Code Council Virginia Code Books
- Virginia Building and Fire Regulations

State Building Code Technical Review Board

sbco@dhcd.virginia.gov

Resources:

- Timeframes
- File an appeal
- FAQs
- Local Building and Fire Prevention
 Code Boards of Appeal Manual
- Appeal Participant Guide

Manufactured Housing

(804) 371-7150

osc@dhcd.virginia.gov

Resources:

- File a complaint
- Consumer guide
- Licensing and transaction recover fund regulations
- Manufactured home safety regulations

Industrialized Buildings

(804) 371-7150

osc@dhcd.virginia.gov

Resources:

- File a complaint
- Industrialized Building Safety Regulations (IBSR)

Amusement Devices

sbco@dhcd.virginia.gov

- Virginia Amusement Device Regulations
- Amusement Device Advisory Committee
- FAQs

2024 Year in Review

Industrialized Buildings (IB)











Manufactured Housing (MH)





535
Manufactured
Housing Licenses Issued



Complaints
Resolved

9 Brokers **201**Dealers

29Manufacturers

296
Salespersons

Amusement Devices



2024 Year in Review Continued

Technical Review Board (TRB)



10
Appeal Hearings



3 Interpretations



Appeals Process

Jack A. Proctor Virginia Building Code Academy



758
Certifications



1,266
Continuing Education
Applications Processed



2,632
Students Completing
Instructor-Led Classes



3,148
Subject-Matter Expert and Instructor Volunteer Hours



Online Training Modules Completed



Offsite Construction Continuing Education Classes Offered



Instructor
Professional
Development Attended

Statewide Levy Program

The statewide levy imposed on all local permit fees, as per the Virginia Uniform Statewide Building Code (USBC), is gathered to support the operations and programs of the Virginia Building Code Academy. This funding facilitates the training and certification of local code enforcement personnel. Local building departments are responsible for collecting a 2% levy on fees associated with building permits and transmitting it to DHCD on a quarterly basis. An online portal has been established to facilitate the payment of the 2% state levy fee and the submission of quarterly permit reports. This portal offers a range of comprehensive features:

- Easy setup of multiple user accounts
- Streamlined communication with DHCD
- Timely payment reminders
- Secure electronic payment options
- Simplified submission of permit activity data and locality-specific permit reports

Virginia Building Code Academy

The Jack A. Proctor Virginia Building Code Academy (VBCA) oversees the credentials of code officials in Virginia, including the continuing education programs mandated for certificate holders, and the code change training required by the Virginia code adoption cycle. The academy provides administrative and technical code training programs needed to fulfill the mandated certification requirements for over 3,500 statewide professional certifications including code official, inspection and plan review.

Certifications

State certification is mandated for all local governmental code enforcement personnel and independent third-party inspection agents, per the Virginia Uniform Statewide Building Code (USBC) and Statewide Fire Prevention Code (SFPC). The path to certification consists of two components: candidates must demonstrate competency over the nationally based code by passing exams provided by recognized providers, and candidates must attend the required Virginia-based classes provided by the VBCA across the Commonwealth year-round.

Continuing Education

- Code enforcement personnel are required to maintain certification by submitting 16 hours of continuing education every two years.
 - Last names starting A-M due May
 1 of even years
 - Last names starting N-Z due May 1 of odd years
- Applications are submitted electronically through the Online Registration System
- Continuing education credits are available through the VBCA continuing education classes through attending conferences, code hearings and other training or education opportunities.

VBCA Instructor Team

VBCA utilizes a team of volunteer subject-matter experts and instructors to develop and deliver its classes. Our instructors participate in an intensive train-the-trainer program led by organization and adult education experts.

The program consists of a three-week learning and guided practice occurring over a three-month period, followed by apprenticeship and mentoring with a VBCA lead instructor. If interested in more information on becoming an instructor, contact the VBCA office.

Building Code Academy Advisory Committee (BCAAC)

The Building Code Academy Advisory
Committee (BCAAC), appointed by the
Board of Housing and Community
Development (BHCD), consists of
representatives from various
construction industry professions and
code enforcement personnel. BCAAC's
purpose is to offer guidance to both
BHCD and the DHCD director
regarding matters concerning the
Virginia Building Code Academy, which
provides training to building and fire
code enforcement personnel.



Code Change Training

In conjunction with Virginia's code adoption cycle, Virginia certification holders must complete the mandated code change training. The training is based on the significant changes to the nationally based codes, as well as Virginia's new building, fire and related codes, and it is required for most certificate holders within one year of the code adoption effective date. Specific training requirements are based on certifications held. The training modules are offered in the VBCA instructor-led. in-person classroom and instructor-led, virtual classroom, as well as self-paced modules through the VBCA Learning Center. Classes are offered at various locations across the state over six to eight months, with the self-paced modules being available online for the duration of the code cycle.

Code Change Training is a separate mandatory requirement from the continuing education requirement, and code change training is required to maintain certifications in active status.

Code Development

The award-winning Virginia code development process allows anyone to participate without having to attend in-person meetings. You can submit a proposed change to the code, comment on a proposal submitted by someone else and obtain all information on workgroup meetings, board meetings and tentative schedules.

DHCD welcomes public involvement from all sectors, organizing workgroups to enhance stakeholder engagement throughout the code amendment process. This collaboration is crucial for achieving a consensus among all groups involved in the code revision. Information on how you can get involved and upcoming meeting is available at dhcd.virginia.gov.

Resources

- Continuing Education policy
- Continuing Education guide
- Virginia Certification Standards (VCS)
- Online Registration System
- Certification Guide for Code Officials

- cdpVA
- Code Development
- International Code Council Virginia
 Code Books
- Virginia Building and Fire Regulations

Development of the Virginia Uniform Statewide Building Code, the Virginia Statewide Fire Prevention Code, the Virginia industrialized Building Safety Regulations and the Virginia Amusement Device Regulations

Notice of Intended Regulatory Action (NOIRA) Initiates 30 day public comment period (PROPOSED PHASE BEGINS AT END OF NOIRA STAGE)

DHCD staff develops base documents

Individual code change proposals are vetted through stakeholder workgroup meetings Sub-workgroups and study groups meet on special topics

Board of Housing and Community Development (BHCD) conducts a public hearing

BHCD conducts joint public hearing with Fire Services Board (FSB) for Statewide Fire Prevention Code (SFPC)

DHCD staff compiles public comments and code change proposals

BHCD considers individual code change proposals and base documents

BHCD's Statewide Fire Prevention Code Development Committee reviews proposals for the SFPC

BHCD's Codes and Standards Committee reviews all proposals

DHCD staff prepares proposed regulations

BHCD approves proposed regulations

Proposed regulations are published in the Virginia Register Initiates 60 day public comment period Joint public hearing with FSB for SFPC BHCD conducts a public hearing

FINAL PHASE BEGINS (AT END OF PROPOSED STAGE)

DHCD staff prepares final regulations

Joint meeting of BHCD and FSB to review final SFPC

BHCD approves final regulations

Subsequent to approval by the Governor's Office, final regulations are published in the Virginia Register

NEW REGULATIONS ARE EFFECTIVE ON THE EFFECTIVE DATE PUBLISHED IN THE VIRGINIA REGISTER

- Virginia Regulatory Town Hall
- Virginia Register of Regulations

State Technical Review Board

The State Building Code Technical Review Board (TRB) consists of 14 citizens, appointed by the governor to ensure Virginia's building code is administered fairly and is well-understood by the residents of Virginia. The board's primary purpose is to hear appeals from enforcement actions under the Virginia Uniform Statewide Building Code (USBC), the Virginia Statewide Fire Prevention Code (SFPC), the Virginia Industrialized Building Safety Regulations (IBSR), Virginia Amusement Device Regulations (VADR) and the Virginia Certification Standards (VCS). The board also provides interpretations to the provisions of the USBC and SFPC and makes recommendations to the BHCD for future modifications, amendments or repeals of such provisions.

Interpretations:

- Interpretation requests may be submitted by any code enforcement personnel with approval from the corresponding building, maintenance or fire official.
- If there is an existing appeal pending on the subject of the interpretation, or likely to be an appeal, the review board may not consider the interpretation request.

• Training:

BFR staff provides training to the Local Board of Building Code Appeals (LBBCA), which is one-on-one training with an overview of the structure of the law that governs appeals and provides suggested best practices for local boards to understand the role they play in adjudicating appeals. If your local jurisdiction is interested in a local appeals board training, contact sbco@dhcd.virginia.gov

Appeals:

- Applicants for appeals are generally those persons or entities regulated under the building and fire codes and who disagree with an enforcement action.
- The codes require the filing of an appeal within a certain time period and generally an appeal must first be made to a local government appeals board and then to the TRB if relief is not granted by the local board. Both the building and fire codes contain provisions advising of the right to appeal and directing aggrieved parties to the appropriate appeals board.

- Timeframes
- File an appeal
- \circ FAQs
- Local Building and Fire Prevention
 Code Boards of Appeal Manual
- Appeal Participant Guide

Offsite Construction

Manufactured Housing (MH)

DHCD regulates Virginia's manufactured housing industry though the Virginia Manufactured Home Safety Regulations (MHSR) and the Virginia Manufactured Housing Licensing and Transaction Recovery Fund Regulations (MHLTRFR). Through these regulations, DHCD licenses dealers, manufacturers and salespersons, and provides administrative support to the governor-appointed Manufactured Housing Board to hear complaints against licensees.

The design, construction, in-plant inspections and certifications of manufactured homes are done under a federal program administered by the U.S. Department of Housing and Urban Development (HUD). DHCD, as the state administrative agency (SAA) for HUD, handles all consumer complaints for manufactured homes that are manufactured, sold or installed in Virginia. As the SAA, DHCD administers HUD-approved installation and dispute resolution programs for manufactured housing in Virginia.

DHCD also staffs and supports the Virginia Manufactured Housing Board (MHB), which is comprised of ninemembers appointed by the governor DHCD also staffs and supports the Virginia Manufactured Housing Board (MHB), which is comprised of nine members appointed by the governor representing different groups who are designated to enable legislation. MHB adopts and, with the assistance of DHCD staff, executes enforcement of MHSR and MHLTRFR. The board is responsible for licensing manufactured home dealers, brokers, manufacturers and salespersons working for those companies. The board is also authorized to receive consumer complaints regarding manufactured homes and make case decisions as necessary to resolve complaints.



- File a complaint
- Consumer guide
- Licensing and transaction recover fund regulations
- Manufactured home safety regulations

Industrialized Buildings (IB)

Through Virginia's award-winning program, Industralized Building Safety Regulations (IBSR) help uniformly regulate industrial buildings (IB), often referred to as modular buildings. IBs are built in a factory and contain concealed components such as structural systems, electric, plumbing and mechanical components. IBSR provides for the administration and enforcement of consistent, mandated statewide standards. DHCD is the agency responsible for IBs and accredits third-party compliance assurance agencies (CAAs) to review designs, inspect construction and certify the buildings through the application of the Virginia Registration Seal. DHCD oversees the performance of each CAA. Local building departments are responsible for any site work including foundations and additions.



- File a complaint
- Industrialized Building Safety Regulations (IBSR)

Amusement Devices

The Virginia Amusement Device
Regulations (VADR) are adopted by the
Board of Housing and Community
Development to oversee amusement
devices and passenger tramways. Local
building departments are tasked with
enforcing these regulations, which cover
inspection, accident reporting, inspector
certification, operator qualification, and
an appeals process.

Amusement Device Technical Advisory Committee

The Amusement Device Technical Advisory Committee (ADTAC) is a committee appointed by BHCD, which assists the board in the administration of the Virginia Amusement Device Regulation. The ADTAC consists of five members: two members represent the code enforcement community, two members represent the amusement park or private sector operators of amusement devices, and one member represents third-party amusement device inspectors. ADTAC recommends standards for the construction, maintenance, operation and inspection of amusement devices, including the qualifications of amusement device operators and the certification of inspectors and otherwise performs advisory functions as BHCD may require.

The program consists of a three-week learning and guided practice occurring over a three-month period, followed by apprenticeship and mentoring with a VBCA lead instructor. If interested in more information on becoming an instructor, contact the VBCA office.

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- VirginiaAmusement DeviceRegulations
- Amusement Device Advisory Committee
- FAQs

Community and Technical Support

DHCD is committed to providing strong customer service throughout the commonwealth. BFR staff routinely provides technical opinions, guidance, informational bulletins, resources, trainings, attends various meetings to provide state-related information and, in general, listens to the needs of our partners to develop strategies and plans for the future.

Supplemental Training

DHCD provides training outside of the annual Virginia Building Code Academy schedule for issue-specific needs as requested. Trainings include offsite construction training for the installation of homes constructed in a factory. BFR staff provides training to the Local Board of Building Code Appeals (LBBCA), which is one-on-one training with an overview of the structure of the law that governs appeals and provides suggested best practices for local boards to understand the role they play in adjudicating appeals.

Southwest Virginia

DHCD remains committed to serving and supporting building departments and stakeholders throughout all of Virginia, and we have made a commitment several years ago to increase our focus on areas of Virginia that do not have the

population and resources of larger more populated areas, specifically Southwest Virginia.

This geographic region encompasses 31 counties that can seem far removed from the rest of the state. BFR has staff located in the region to provide support to local building department professionals. DHCD has received positive feedback on the ability to have staff with local knowledge available to them for technical support, meetings, site visits and other needs as requested. DHCD continues to explore ways to support the building community of the region.

"We consider DHCD staff members an invaluable part of our local team to assist, promote and educate in the effort to protect the health, safety and welfare of the residents of the Commonwealth of Virginia."



Resources

804-371-7150
 sbco@dhcd.virginia.gov

2024 HIGHLIGHTS

Ranked #1 IBHS

After two consecutive second-place finishes, Virginia topped the 2024 Insurance Institute for Business and Home Safety Rating the States rankings with a record-setting score of 96. It climbed back to the top spot after adopting the 2021 International Residential Code (IRC) and improving training programs for code officials and contractors. Virginia's 96 is the highest score in the history of the program.

Cindy Davis Retires

In May 2024 Cindy Davis retired after a 36-year career in the building safety industry. Her career started in Pennsylvania prior to moving to Virgina in 2012 to work as the Director of the State Building Codes Office and then later in her final position as Deputy Director of Building and Fire Regulations. Cindy's career is highlighted by her efforts to make Virginia's Code development process and the Virginia codes some of the best. Among her notable achievements include the implementation of cdpVA, Virginia's custom online code development system that makes it easy for anyone to participate in the process; in April 2024, the Insurance Institute for Business and Home Safety ranked Virginia first out of the 18 most hurricane-prone states for residential building code adoption, enforcement, training and education; and in 2023, the Modular Building Institute awarded Virginia the inaugural Best State Administrative Program

for Off-site Construction award. The impact that Cindy has made on the building safety industry over her career is immeasurable, and we are grateful for her leadership, passion, and commitment, that have led to countless impactful contributions to the profession.

Listen to the Podcast

Building Safety Month 2024

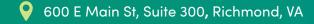
As part of this annual event, DHCD hosted a proclamation event to commemorate Building Safety Month and to celebrate fire and building safety professionals. Thank you to Henrico County and VBCOA for making this event possible, and to all of our guest speakers from the Insurance Institute for Business and Home Safety (IBHS), the International Code Council, VA Department of Fire Programs, and DHCD Director Bryan Horn. A huge thank you to all involved in keeping Virginia's residents, buildings and communities safe. During Building Safety Month, DHCD staff also attended and participated in several local events with our partners.





VBCA Instructor Professional Development Event

In August, the Virginia Building Code Academy hosted the 2024 VBCA Instructor Professional Development event attended by nearly 30 of its instructors. During the two-day event participants honed their knowledge in adult learning, practiced team teaching, and shared techniques across instructional teams. The VBCA recognized many of its instructors with longevity acknowledgements, and for a little fun participants voted their peers for superlative awards at an awards luncheon. The event concluded with a business meeting designed to maximize effectiveness for the remainder of 2024 and onward to 2025.



dhcd.virginia.gov

(804)-371-7000

