



State Building Code Council

Onboarding/Training Check List

<i>Item</i>	<i>Task to complete and items to review</i>	<i>Date Completed</i>
1.	Bookmark the SBCC home page	
6.	SBCC Council Bylaws	
7.	WAC 51-04 Policies and Procedures	
8.	Public Testimony Guidelines	
10.	Ethics in Public Service RCW 42.52	
11.	Open Government Resource Manual	
12.	Administrative Procedures Act RCW 34.05	
13.	Public Records Act RCW 42.56	
14.	Open Public Meetings Act RCW 42.30	
15.	Regulatory Fairness Act RCW 19.85	
16.	Accessibility RCW 70.92	
17.	State Building Code RCW 19.27	
18.	State Energy Code RCW 19.27A	
19.	Washington State Register	
20.	Office of the Code Reviser	
21.	Order Typing Service (OTS)	

Print Name

Signature

Date

Please return completed, signed, and dated form to Administrative Assistant, Annette Haworth, and feel free to reach out with any questions or comments.

Annette.Haworth@des.wa.gov or 360.490.5963.

Additional Resources

1. Review Rulemaking Process & Flow Chart
 - a. [Rule Making Process](#)
 - b. [Parliamentary Procedure for Meetings](#)
 - c. [Building Code Review and Adoption Process Summary](#)
 - d. [Basic Filing Process](#)
 - e. [Rulemaking Flowchart](#)
 - f. [Emergency Rule](#)
 - g. [Steps for Electronic Filing](#)

2. General information
 - a. [History](#) of SBCC
 - b. [Commonly Used Acronyms](#)
 - c. [Twenty Questions Related to Rulemaking](#)
 - d. [Fact Sheet](#)

3. Model Code Organization Websites
 - a. [International Code Council](#)
 - b. [International Association of Plumbing and Mechanical Officials](#)
 - c. [ASHRAE](#)
 - d. [NFPA](#)

4. Contacts
 - a. [Staff Roster](#)