

ORDINANCE NO. 863

AN ORDINANCE OF THE CITY OF WORLAND, WASHAKIE COUNTY, WYOMING, PERTAINING TO THE DEPARTMENT OF BUILDING SAFETY, BUILDING CODES, PERMITS, PROPERTY MAINTENANCE, CONTRACTORS AND BOARD OF CONTRACTORS BY REPEALING CHAPTER 7 OF THE WORLAND CITY CODE AND REPLACING IT WITH A NEW CHAPTER 7 OF THE WORLAND CITY CODE. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WORLAND, WASHAKIE COUNTY, WYOMING.

SECTION 1: Chapter 7 of the Worland City Code is hereby repealed in its entirety and is replaced with a new Chapter 7 of the Worland City Code to read as follows: See **EXHIBIT "A"** entitled "**BUILDINGS AND CONSTRUCTION**" attached hereto and by this reference incorporated herein.

SECTION 2: If any portion of this ordinance is held or found to be invalid, the remainder of the ordinance shall continue to be in full force and effect.

SECTION 3: All ordinances or parts of ordinances of the City of Worland in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall take effect and be in full force and effect on **May 2, 2022**, after having been published in the Northern Wyoming Daily News.

PASSED ON FIRST READING **March 15, 2022**.

PASSED ON SECOND READING **April 5, 2022**.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING **April 19, 2022**.

CITY OF WORLAND, WYOMING
A Municipal Corporation

By: _____
JAMES R. GILL - Mayor

ATTEST:

TRACY A. GLANZ - City Clerk

EXHIBIT "A"

CHAPTER 7

BUILDINGS AND CONSTRUCTION

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Article I. Department of Building Safety

7-1: DEPARTMENT ESTABLISHED:

There is hereby established the Department of Building Safety for the City of Worland. This department shall be under the supervision of the Office of the City Clerk Treasurer. It shall be required this department staff or contract at least one Building Official¹. The Clerk Treasurer shall designate the Building Official.

7-2: DUTIES:

- A. It shall be the duty of the Building Official to administer permits, contractor licensing, and enforce all adopted building codes within city corporate boundaries.
- B. The Building Official shall follow the duties and powers given by the current adopted Building Codes in section 7-6, and the city code of the City of Worland.
- C. The Building Official may delegate any duties and powers as necessary to operate the Department of Building Safety.
- D. The Building Official may not assume any duties or powers not specifically given in 7-2 (B).
- E. Other duties as assigned by the City Clerk-treasurer.

7-3: CERTIFICATION:

The Building Official performing duties specified in the adopted Building Codes, and applicable city code shall be certified as a Commercial Building Inspector and Certified Building Plans Examiner by the Wyoming Association of Municipalities, International Code Council based tests, or approved equivalent within six (6) months of employment with the city.

Article II. Definitions

7-4: Definitions:

ADMINISTRATIVE AUTHORITY: City building official or authorized representative.

AFFIDAVIT: A written statement approved by the city evidencing number of years worked at the trade and describing the work performed.

BUILDING OFFICIAL: A person responsible for the administration of the Department of Building Safety.

CERTIFICATION: A document verifying that the contractor has received a passing score and proven competency in his or her trade(s) by experience, testing, or both.

CERTIFIED INDIVIDUAL: An individual who has received a city issued certificate and has met the experience requirements of the related Classification.

CODE CYCLE: Period between the publications of subsequent code editions.

CONTRACTOR: Any person who engages in improvement of Real Property that requires a permit for monetary compensation.

DRYWALL CONTRACTOR: A Contractor who works on Residential and Commercial structures, and constructs with Gypsum Plaster, Cement Plaster, Gypsum Board, or Gypsum Panels, and meets the scope of the adopted International Residential Code and International Building Code.

EXCAVATION - RIGHT OF WAY CONTRACTOR: A Contractor who works in the Public right of way on city infrastructure and private utility that connects to real property.

EXPERIENCE YEAR: As Mio-thousand eighty (2,080) hours of logged work in construction trade related to the Certified Individual Classification applied for.

FRAMING CONTRACTOR: A Contractor who works on the structural component of Residential structures, under three (3) stories in height, with wood and structural wood products, and meets the scope of the adopted International Residential Code.

FUEL GAS: Relates to the gas itself and any process, configurations, service and installation of materials that deliver or supply natural gas, manufactured gas, liquefied petroleum gas, or mixtures of these gases.

GENERAL BUILDING A CONTRACTOR: A Contractor who works on Residential and Commercial structures and meets the scope of the adopted International Residential Code and International Building Code.

GENERAL BUILDING B CONTRACTOR: A Contractor who works on Residential and Commercial structures and constructs vertical and horizontal structural elements under three (3) stories in height and meets the scope of the adopted International Residential Code and International Building Code.

GENERAL ROOFING CONTRACTOR: A Contractor who works on Residential and Commercial roofing systems and meets the scope of the adopted International Building Code and International Residential Code.

HEARTH SYSTEMS CONTRACTOR: A Contractor who works on Residential and Commercial structures, with Hearth Systems, and meets the scope of the adopted International Residential Code, International Building Code, and National Fireplace Institute standards.

HVAC: Related to any process, configurations, service and installation of heating, ventilation, air conditioning, and refrigeration systems.

IMPROVEMENT: An addition or change that makes something better or more valuable.

INDIVIDUAL: A single human being.

LANDSCAPING BACK-FLOW CONTRACTOR: A Contractor who works on residential and commercial landscaping, with exterior landscaping sprinklers systems post exterior control valve, and meets the scope of the adopted International Residential Code, International Building Code, and International Plumbing Code.

LICENSED CONTRACTOR: Written approval issued by the Department of Building Safety authorizing a person to conduct, carry on, or engage in any business as a contractor.

MANUFACTURED HOME CONTRACTOR: A Contractor who installs Residential Manufactured Homes and meets the scope of the adopted International Residential Code and Code of Federal Regulations Parts 3280 and 3285.

MASTER: A person skilled in the planning, supervision, and practical installation of fuel gas, HVAC, and/or plumbing systems, and who meets the experience requirements.

MASTER GAS PIPE FITTER CONTRACTOR: A Contractor who works on Residential and Commercial structures, with Fuel Gas systems, and meets the scope of the adopted International Residential Code, International Building Code, and International Fuel Gas Code.

MASTER HVAC CONTRACTOR: A Contractor who works on Residential and Commercial structures, with HVAC systems, and meets the scope of the adopted International Residential Code, International Building Code, and International Mechanical Code.

MASTER PLUMBING CONTRACTOR: A Contractor who works on Residential and Commercial structures, with Plumbing systems, and meets the scope of the adopted International Residential Code, International Building Code, and International Plumbing Code.

MASTER REFRIGERATION CONTRACTOR: A Contractor who works on Residential and Commercial structures, with refrigeration systems, and meets the scope of the adopted International Residential Code, International Building Code, and International Mechanical Code.

MONETARY COMPENSATION: The exchange of currency, property, or services to satisfy a debt for products or services rendered.

PERMIT: Written authority given by the city to build, construct, alter, move, improve, remove, repair, convert, or demolish any building or structure or appurtenances thereto in the city as required by city ordinance.

PERSON: An individual, firm, partnership, corporation, or association.

PLUMBING: Related to any process, configurations, service and installation of plumbing fixtures, water heaters and boilers, water supply and distribution, sanitary drainage including vents and traps, and storm drainage.

REAL PROPERTY: any property with a verifiable legal description and all permanent improvements affixed to it.

RESIDENTIAL BUILDING C CONTRACTOR: A Contractor who works on one (1) or two (2) family dwellings structure, under three (3) stories in height, and meets the scope of the adopted International Residential Code.

SHINGLE ROOFING CONTRACTOR: A Contractor who works on Residential and Commercial shingle roofing systems on slope greater than seventeen percent (17%) and meets the scope of the adopted International Building Code and International Residential Code.

SIGN CONTRACTOR: A Contractor who works on the display signs as outlined in Worland City Code Chapter 18A and Wyoming DOT regulations.

STRUCTURAL CONCRETE CONTRACTOR: A Contractor who works on Residential and Commercial structures, with structural concrete, and meets the scope of the adopted International Residential Code and International Building Code.

STRUCTURAL MASONRY CONTRACTOR: A Contractor who works on Residential and Commercial structures, with structural masonry, and meets the scope of the adopted International Residential Code and International Building Code.

STRUCTURAL STEEL CONTRACTOR: A Contractor who works on Residential and Commercial structures, with engineered structural steel components, and meets the scope of the adopted International Residential Code and International Building Code.

WRITTEN EXAMINATION: The examination conducted by the International Code Council, or other examinations specifically approved by the Building Official.

Article III. Building Codes Adopted

7-5: PURPOSE:

The Purpose of this Article is to provide a standard of building safety for improvements on real property in the City of Worland. It is the intent to establish minimum standards that safeguard the inhabitants of any structure in respect to Health and General Welfare, Structural Strength, Means of Egress, Sanitation, Light and Ventilation, Fire, and other hazards from the built environment, and to provide a standard of safety to fire fighters and emergency responders during emergency events.

7-6: BUILDING CODE ADOPTION:

The City Council of the City of Worland hereby adopts the following Building Codes regulating the construction, alteration, movement, enlargement, replacement, repair, equipment, demolition and locations of structures and improvements of real property within the City of Worland. Amendments, Exclusions and Revisions shall be published here within and adopted by the Worland City Council. The Department of Building Safety shall keep one (1) copy of adopted codes available for public review during normal business hours at Worland City Hall.

7-7: OFFICE ESTABLISHED:

There is hereby established the municipal office of building inspector for the city, also known as the "building official", "code official", and "the administrative authority". The building official performing duties specified in the codes adopted herein shall be certified as a certified building inspector and certified building plans examiner by the International Conference of Building Officials or the International Code Council, within six months of employment with the city.

7-8 Language:

The building code office shall administer all codes adopted by this article. Wherever the word "jurisdiction" appears in the adopted code it shall mean the City of Worland and/or the Wyoming Department of Fire Prevention and Electrical Safety. Wherever the titles administrative authority, authority having jurisdiction, building official, fire code official, code official or similar designation is referred to in the adopted codes it shall refer to the City of Worland building official and/or the Wyoming Department of Fire Prevention and Electrical Safety.

7-9: Penalties.

Any person who violates any of the provisions of the above codes hereby adopted or fails to comply therewith or with any order there under, and from which no appeal has been taken, shall severally for each violation and noncompliance be guilty of a misdemeanor, punishable by a fine of not more than seven hundred fifty dollars (\$750.00). The imposition of one penalty for any violation shall not excuse the violation or permit it to continue. Any person in violation shall correct or remedy said violation within a reasonable time. When not otherwise specified, each day a prohibited condition is maintained shall constitute a separate offense. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

7-10: INTERNATIONAL BUILDING CODE (ICC):

Provisions of the International Building Code 2021 edition, published by the International Code Council shall include the following:

- A. Provisions of chapter 1 as published with the following amendments and exclusions:
 - 1. Section I01.I Title - insert "City of Worland". Hereinafter referred to as "this Code"
 - 2. Section 101.4.6 Energy – is excluded entirely.
 - 3. Section 105.2 Work Exempt from Permit.
 - Sub-section Building: # 1 - Replace the dimension 120 square feet with 200 square feet.
 - 4. Section 105.2 Work Exempt from Permit. Sub-section Building: #2 - Exclude entirely
 - 5. Section 105.2 Work Exempt from Permit. Sub-section Building: #9 - Exclude entirely and replace with "9. Any swimming pool not designed to be a permanent structure."
 - 6. Section 110.3.9 Energy efficiency inspection: excluded entirely.
 - 7. Section 113 - Board of Appeals - amended Section, with 7-19 of City of Worland, City Code.
- B. Provisions of chapter 2 as published with the adoption of this chapter:
- C. Provisions of chapter 3 as published with the adoption of this chapter shall include the following amendments and exclusions:
 - 1. Sections 305.2 is amended:
 - Child Daycare shall be modified in accordance with the Wyoming State Child Care Licensing Rules. A complete guide of these rules and requirements can be viewed on the Wyoming Department of Family Services website at: <https://dfs.wyo.gov/>
- D. Provisions of chapter 13 as published with the following amendments and exclusions:
 - 1. Section 1301.1 Criteria.
 - Heating, ventilating and air-conditioning systems of all structures shall be designed and installed for efficient utilization of energy in accordance with the International Energy Conservation Code at the discretion of the owner and/or contractor and/or registered design professional.
- E. Provisions of chapter 2 as published with the following amendments and exclusions:
 - 1. Section 1612.3 Establishment of Flood Hazard Areas - Insert "City of Worland" and "March 9th, 2009" respectfully.
- F. Provisions of the following appendices are adopted,
 - 1. Appendix C - Group U - Agricultural Buildings.
 - 2. Appendix I - Patio Covers.

7-11: INTERNATIONAL RESIDENTIAL CODE (IRC):

Provisions of the **International Residential Code, 2021 edition**, published by the International Code Council shall include the following:

- A. Provisions of chapter 1 as published with the following amendments and exclusions:
 1. Section R101.I Title - insert "City of Worland". Hereinafter referred to as "this Code"
 2. Section R105.2 Work Exempt from Permit. Sub-section Building - exclude "2. Fences not over 7 feet (2134 mm) high."
 3. Section R105.2 Work Exempt from Permit. Sub-section Building - exclude "7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep." Replace with "7. Any swimming pool not designed to be a permanent structure."
 4. Section R104.10.1 Areas Prone to Flooding, is amended to read as follows:
All residential construction in areas prone to flooding shall comply with Chapter 10A Flood Damage Prevention of the City of Worland, City Code
 5. Section R109.1.3 Flood Plain Inspection, is amended to read as follows:
For construction in areas prone to flooding, as established Chapter 10A Flood Damage Prevention of the City of Worland, City Code.
 6. Section R112 - Board of Appeals – amend ed Section with 7-17 of City of Worland, City Code.
- B. Provisions of chapter 3 as published with the following amendments and exclusions:
 1. Section R-302.13 is excluded entirely.
 2. Section R309.5 is excluded entirely.
 3. Section R313.2 excluded entirely.
- C. Provisions chapters 2 through 10, The adoption of these chapters shall include the following amendments and exclusions:
 1. Section R301.2. Climatic and Geographic Design Criteria insert the following table:

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER Design temp	ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (mph)	Topographic Effects	Special Wind Design	Windborne Debris Zone		Weathering	Frost Line Depth	Termite					
30	90	NONE	NONE	NONE	C	SEVERE	48"	NO	-13	YES	SITE SPECIFIC	2558	44.4 F

2. Section 309.5 Fire Sprinklers. Shall be designed in accordance with the Table R302.1 (2) and installed for utilization of P2904 or NFPA 13D, at the discretion of the owner and/or contractor and/or registered design professional.
3. Section R313.2 One- and Two-Family Dwellings Automatic Fire Sprinkler Systems. At the discretion of the owner and/or contractor and/or registered design professional.
- D. Provisions of chapter 13 as published with the adoption of these chapters shall include the following amendments and exclusions:

Note: Insulation R-Values are pre-calculated for insulation only and already assume credible R-values for other building materials. For example, you cannot add R-Value for sheetrock, OSB, vinyl siding, block, concrete, house wrap.

- FRAMED WALLS: R-19 CAVITY OR R-13 CAVITY + R-5 INSULATING SHEATHING.
- CEILINGS: R-49¹

- BASEMENT WALLS: R-13 CAVITY OR R-10 CONTINUOUS. NOTE: THIS APPLIES TO FINISHED AND UNFINISHED BASEMENTS.
- FLOORS: R-30^{2,3,4}
- CRAWL SPACE WALLS: R-13 CAVITY OR R-10 CONTINUOUS.
- WINDOW MAXIMUM ALLOWABLE U-FACTOR: 0.32⁴
- DOOR MAXIMUM ALLOWABLE U-FACTOR: 0.35⁴
- FOOTNOTES:

Additional Requirements:

- a) *Or insulation sufficient to fill the framing cavity, R-13 minimum. Intent: To allow for the use of hand cut rafters for cathedral ceilings & shed roofs that will not accommodate R-49*
 - b) *Or insulation sufficient to fill the framing cavity, R-19 minimum. Intent: To allow for the use of 2 X 6 floor joists that will not accommodate R-30.*
 - c) *Floor insulation may be deleted when the floor is over a conditioned space.*
1. A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall be completed by the builder or design professional and shall list all R- values of insulation for walls, ceilings/roofs, foundation walls, floor(s) over outside air, crawl space walls and or floors, ducts outside conditioned space(s), and U-factors of all doors & windows. The certificate shall list the type, size and efficiency of heating and cooling equipment. An additional copy shall be provided to the building inspection division prior to the final inspection. The "Residential Energy Efficiency Certificate" shall be provided by The City of Worland Building Inspection Division.
 2. The thickness of blown in or sprayed roof/ceiling insulation (fiberglass or cellulose) shall be written in inches on markers that are installed at least one for every 300 ft² throughout the attic space. The markers shall be affixed to the trusses or joists and marked with the minimum initial installed thickness with numbers a minimum of 1 inch high. Each marker shall face the attic access opening.
 3. The following shall be caulked, gasketed, weather-stripped or otherwise sealed with an air barrier material, suitable film, or solid material.
 - a. All joints, seams, and penetrations.
 - b. Windows, doors, and skylights.
 4. Openings between window and door assemblies and their respective jambs and framing.
 5. Utility penetrations.
 6. Dropped ceilings or chases adjacent to the thermal envelope.
 7. Knee walls.
 8. Walls and ceilings separating the garage from conditioned spaces.
 9. Behind tubs and showers on exterior walls.
 10. Common walls between dwelling units.
 11. Other sources of infiltration.
 12. Joints of duct systems shall be made substantially airtight in accordance with Section M1601.4.1.
 13. Section P2603.5 *Freezing*, is amended to read as follows:
 P2603.5 Freezing. Water, soil, and waste pipes shall not be installed outside of a building, in attics or crawl spaces, concealed in outside walls, or in any other place subjected to freezing temperature unless adequate provision is made to protect such pipes from

freezing by insulation or heat or both. Water Service piping shall be installed not less than 66 inches below grade.

14. Section P2906.2 and P2906.2.1 *Lead Content* is excluded entirely.
 15. Section M1411.9 Locking access port caps is excluded entirely.
 16. Section M1502.4.2 Duct installation is amended the first sentence to read as follows:
Exhaust ducts shall be supported at intervals not to exceed 4 feet (1219.2 mm) and shall be secured in place.
- E. Provisions chapters 12 through 33, The adoption of these chapters shall include the following amendments and exclusions:
1. Section MI41 1.6 Locking Access Port Caps - Exclude Entire section.
 2. Section G2406.2 Prohibited Locations: exceptions 3 & 4 Are amended with the following:
Unvented fuel burning equipment shall not be installed, used, or maintained within a dwelling unit.
 3. Section G2445 Unvented Room Heaters: Exclude Entire section.
 4. Section 2601.3 Flood Hazard areas. Is amended to read as follows: Replace Table R301.2 (1) with shall comply with Chapter 10A Flood Damage Prevention of the City Worland, City Code.
 5. Section 2602.2 Flood-resistant installation: Replace Table R301.2(1) with shall comply with Chapter 10A Flood Damage Prevention of the City Worland, City Code.
 6. Section P2603.5.1 Sewer Depth. Insert the number "36" covered on top and both sides with 2" foam board insulation.
 7. Section P3001.3 Flood-resistant installation: Replace Table R301.2(1) with shall comply with Chapter 10A Flood Damage Prevention of the City Worland, City Code.
- F. Provisions chapters 34 through 43 are excluded entirely.
- G. Provisions of the following appendices are adopted but only to the extent that the provisions and references relate directly to fire and life safety, structural integrity and the protection thereof, and more specifically excluding all references to energy conservation and sustainability:
1. Appendix A - Sizing and Capacities of Gas Piping.
 2. Appendix B - Sizing Of Venting Systems Serving Appliances.
 3. Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Systems.
 4. Appendix E - Manufactured Housing Used as Dwellings.
 5. Appendix F - Radon
 6. Appendix J - Existing Buildings and Structures.
 7. Appendix P - Sizing of Water Piping Systems

7-12: INTERNATIONAL EXISTING BUILDING CODE (IEBC):

Provisions of the International Existing Building Code, **2021** edition, published by the International Code Council shall include the following:

- A. Provisions of chapter 1 as published with the following amendments and exclusions:
 1. Section 101.I Title - insert "City of Worland". Hereinafter referred to as "this Code"
 2. Section 112 - Board of Appeals - amended 112.1, 112.2, 112.3, Replace with 7-17 of City of Worland, City Code
- B. Provisions of chapters 2 through 16, The adoption of these chapters shall include the following amendments and exclusions:
 1. Appendix B Section B101 Qualified Historical Buildings and Facilities

7-13: INTERNATIONAL MECHANICAL CODE (IMC):

Provisions of the International Mechanical Code, **2021** edition, published by the International Code Council shall include the following:

- A. Provisions of chapter 1 as published with the following amendments and exclusions:
 - 1. Section 101.I Title - insert "City of Worland", Hereinafter referred to as "this Code"
 - 2. Section 106.5 Fees — exclude entirely, replace with section 109 from the adopted International Building Code.
 - 3. Section 108.4 Violation Penalties — exclude entirely, replace with paragraph 114.4 from the adopted International Building Code.
 - 4. Section 108.5 Stop Work Orders - exclude "of not less than [Amount] dollars or more than [Amount] dollars.
 - 5. Section 109 - Means of Appeal - Remove section, Replace with 7-19 of City of Worland, City Code
- B. Provisions of chapter 3 as published with the following amendments and exclusions:
 - 1. Section 301.2 Section 301.2 – Energy utilization is amended to read as follows:
Heating, ventilating and air-conditioning systems of all structures shall be designed and installed for efficient utilization of energy in accordance with the International Energy Conservation Code at the discretion of the owner and/or contractor and/or registered design professional.
 - 2. Section 303.3 Prohibited Locations: Add last sentence Unvented fuel burning equipment shall not be installed, used, or maintained, or permitted to exist in any building.
- C. Provisions of chapter 11 as published with the following amendments and exclusions:
 - 1. Section 1101.I0 Locking Access Port Caps - exclude entire sub-section.
- D. Provisions of the following appendices are adopted
 - 1. Appendix A - Chimney Connector Pass-Throughs.

7-14: INTERNATIONAL FUEL GAS CODE (IFGC):

Provisions of the **International Fuel Gas Code, 2021 edition**, published by the International Code Council shall include the following:

- A. Provisions of chapter 1 as published with the following amendments and exclusions:
 - 1. Section 101.1 Title - insert "City of Worland". Hereinafter referred to as "this Code"
 - 2. Section 106.6 Fees - Remove, replace with section 109 from the adopted International Building Code.
 - 3. Section 108.4 Violation Penalties - Remove, replace with paragraph 114.4 from the adopted International Building Code.
 - 4. Section 108.5 Stop Work Orders - exclude "of not less than [Amount] dollars or more than [Amount] dollars."
 - 5. Section 109 - Means of Appeal - exclude section, Replace with 7-17 of City of Worland, City Code
- B. Provisions of chapter 3 as published with the following amendments and exclusions:
 - 1. Section 301.2 – Energy utilization is amended to read as follows:
Heating, ventilating and air-conditioning systems of all structures shall be designed and installed for efficient utilization of energy in accordance with the International Energy Conservation Code at the discretion of the owner and/or contractor and/or registered design professional.

- C. Provisions of the following appendices are adopted
 - 1. Appendix A - Sizing and Capacities of Gas Piping.
 - 2. Appendix B - Sizing of Venting Systems Serving Appliances Equipped with Draft Hoods, Category I Appliances and Appliances Listed for Use with Type B Vents.
 - 3. Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems.

7-15: INTERNATIONAL PLUMBING CODE (IPC):

Provisions of the **International Plumbing Code, 2021 edition**, published by the International Code Council shall include the following:

- A. Provisions of chapter 1 as published with the following amendments and exclusions:
 - 1. Section 101. I Title - insert "City of Worland". Hereinafter referred to as "this Code"
 - 2. Section 106.6 Fees - Remove, replace with section 109 from the adopted International Building Code.
 - 3. Section 108.4 Violation Penalties - Remove, replace with paragraph 114.4 from the adopted International Building Code.
 - 4. Section 108.5 Stop Work Orders - exclude "of not less than [amount] dollars or more than [Amount] dollars."
 - 5. Section 109 - Means of Appeal - exclude section, Replace with 7-17 of City of Worland, City Code
- B. Provisions of chapter 3 as published with the following amendments and exclusions:
 - 1. Section 305.4 Freezing: The last sentence is amended to read as follows: Exterior water supply system piping shall be installed below the frost line and not less than five-foot and 6 inches (5' 6") below grade.
Exception: Lawn watering system needs not be installed at the above depth.
 - 2. Section 305.4.1 Sewer Depth add "36" covered on top and both sides with 2" foam board insulation.
- C. Provisions of chapter 6 as published with the following amendments and exclusions:
 - 2. Section 605.2 Lead content of water supply pipe and fittings. Exclude entirely.
 - Any pipe, solder, flux, or other product which is used on the city water system or any component part thereof or any extension thereof, residential, or nonresidential, public, or private, shall be lead free.
- ~~D.~~ Provisions of chapter 11 as published with the following amendments and exclusions:
 - 1. Section 903.1.1 Roof Extension - insert the number "14" inches.
- E. Provisions of the following appendices are adopted:
 - 1. Appendix C – Structural Safety
 - 2. Appendix E - Sizing of Water Piping System.

7-16: INTERNATIONAL FIRE CODE (IFC):

Provisions of the **International Fire Code, 2021 edition**, published by the International Code Council shall include the following:

- A. The International Fire Code, has been adopted by the Wyoming Department of Fire Prevention and Electrical Safety. This department is responsible for the enforcement of the adopted provisions of this code. The City of Worland only adopts the following as reference to supplement the adopted building codes.
- ~~B.~~ Provisions of chapter 5 as published with the following amendments and exclusions: -
 - 1. Section 506.1 *Where Required* of the International Fire Code is amended to read as follows:
506.1 Where required. Key boxes shall be provided for Fire Department entry for all commercial occupancies, within the City of Worland, that have a sprinkler system or a fire alarm and are not constantly attended 24 hours per day. The key boxes shall be installed on all new businesses before occupancy is granted. Any existing businesses that obtained a permit to do any work or change of use or occupancy which includes the installation of a sprinkler system or a fire alarm and are not constantly attended 24 hours per day, shall be required to install a key box before the work can be completed and signed off and occupancy resumed. The key box shall be located within 10 feet of the front doors, a minimum of 6 six feet above the ground level and not to exceed 7 seven feet in height unless approved in writing by the fire code official. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.
- C. Provisions of the following appendices are adopted:
 - 1. Appendix B - Fire-Flow Requirements for Buildings.
 - 2. Appendix C - Fire Hydrant Locations and Distribution.
 - 3. Appendix D - Apparatus Access Roads.
 - 4. Appendix I – Fire Protection System – Non-Compliant Conditions

7-17: INTERNATIONAL CODE COUNCIL AI 17.1- 2017:

Provisions of the ICC AI 17.1- 2017—Accessible and Usable Buildings and Facilities, published by the International Code Council and American National Standards Institute as follows:

- A. All Provisions of Chapter 1 through Chapter 11.

7-18: 2021 24 CFR Part 3285 model and Part 3286 model (Manufacture Homes)

Provisions of the Code of Federal Regulations 3280 and 3285, published by the Federal Register in Volume 72, No 202 on Friday, October 19th 2007 as follows:

- A. All Provisions of 3280
- B. All Provisions of 3285

7-19: APPEALS TO BUILDING CODE REQUIREMENTS:

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the adopted building codes (excluding the international property maintenance code), there shall be and is hereby established a process for appeals using the following procedure:

- A. An appeal of any determination by the building official may be initiated by filing an initial written statement with the City Clerk-treasurer no later than five (5) days after the determination being appealed. The statement shall contain pertinent information including, but not necessarily limited to, the name of appellant, job location, building official determination, date of determination, applicable code provision(s), and reason for appeal. The appellant shall have the option to exercise the procedures in paragraph three (3) or request a hearing per paragraph four (4).
- B. All construction affected by the appeal shall remain untouched and uncovered until said appeal is resolved, unless conditions of the construction present imminent peril to life, health or property, in which case, the city shall take appropriate action to protect the public interest.
- C. Upon receipt of written notice, the city Clerk-treasurer shall in a timely manner, confer with the appellant and the building official, and exercise one or more of the following options agreed to by the appellant:
 1. Request a verbal and/or written interpretation from the International Code Council or from the publisher or sponsor of other construction related codes in which provisions are the subject of appeal.
 2. Any payment for fees or charges resulting from this paragraph shall be the responsibility of the party that the interpretation opposes.
 3. Request a verbal, written, or on-site interpretation by any municipal, county, or private building official who is in possession of recognized certification in the code or codes whose provision is the subject of dispute.
 4. Any payment for fees, travel costs or charges resulting from this paragraph shall be the responsibility of the party that the interpretation opposes.
- D. Should paragraph 3 of this section fail to resolve any disputed determination to the satisfaction of both the building official and the appellant, either or both parties shall have the right to appeal the results of paragraph 3 to the Worland board of contractors with the following procedure:
 1. An appeal may be initiated by filing a written statement with the chairman of the Worland board of contractors no later than twenty (20) days after the determination being appealed. The statement shall contain pertinent information including, but not necessarily limited to, the name of appellant, building official determination, date of determination, applicable code provision(s), and reason for appeal.
 2. The Worland board of contractors shall meet and hold a hearing upon notice of the chairman, within twenty (20) days of the filing of the appeal, or at a stated periodic meeting.
 - a. All hearings before the Worland board of contractors shall be open to the public. The appellant, the appellant's representative, the building official and any person whose interest are affected shall be given an opportunity to be heard. A quorum shall consist of a minimum of majority of the Worland board of contractor's membership.
 - b. The Worland board of contractors shall hear testimony, review documents and/or reports, perform investigations and obtain any information necessary to render a decision. The Worland board of contractors may modify or reverse the results of the result from paragraph 3 by a concurring vote of a majority of the total number of the appointed board members. The decision of the Worland board of contractors shall be by written resolution, signed by the chairman, and

- shall be considered final, subject only to judicial review by district court. Certified copies of the decision shall be delivered to the appellant and the building official.
- c. The building official shall take immediate action in accordance with the decision of the Worland board of contractors.

Article IV. Permits

7-20 PURPOSE:

The purpose of this article is to establish requirements for the application, issuance, and completion of permits.

7-21: GENERAL REQUIREMENTS:

- A. It shall be the responsibility of the Real Property Owner to ensure appropriate Permits required by this chapter and all adopted building codes have been issued prior to the start of any improvement of Real Property.
- B. Any Licensed Contractor shall insure appropriate Permits required by this chapter and all adopted building codes have been issued prior to the improvement of Real Property.
- C. All Permits shall follow the sections of adopted Building Codes in 7-6 and adopted City Code.

7-22: APPLICATION FOR PERMIT:

Applications for Permits shall be submitted using approved Permit Application forms available at City Hall. All applications for permits shall follow the requirements of the adopted Building Code.

7-23: BUILDING PERMIT FEE:

The Building Department shall collect a fee for each plan review, building permit, plumbing permit, and HVAC permit required by the adopted building codes or city code.

- A. The building department shall maintain all Department of Building Safety fee schedules. Fee schedules shall be submitted to the Board of Contractors for review, and the Worland City Council for Approval.
- B. The Building Official shall not charge any fees not approved by City Council.
- C. All fee schedules shall be on display and available for public review at Worland City Hall.

7-24: REFUND OF PERMIT FEE:

- A. The full amount of any fee paid hereunder which was erroneously paid or collected.
- B. Not more than seventy-five (75) percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.
- C. Not more than seventy-five (75) percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.
- D. The code official shall not authorize the refunding of any fee paid, except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

7-25: CERTIFICATE OF OCCUPANCY:

It shall be unlawful for any person to occupy a new, remodeled, rebuilt, or relocated structure until sewer, water, fuel gas, and electric services have been connected, where applicable, and are functioning. It shall be unlawful for any person to occupy any improvements that require a permit on Real Property that do not have a valid Certificate of Occupancy issued. The requirements for issuance of the Certificate of Occupancy shall be based on the adopted Building Code.

7-26: REVOCATION:

The Building Official shall be granted the authority to cause revocation of a Certificate of Occupancy or issued Building Permits. Certificate of Occupancy and Permits revocation shall follow the requirements of the adopted Building Code in 7-6.

7-27: PENALTY:

Any person, who violates any of the provisions of this chapter and/or adopted building code and/or city code, and from which no appeal has been taken, may be charged with a misdemeanor for each and every violation and noncompliance, punishable by a fine of not more than seven hundred fifty dollars (\$750.00). The imposition of one penalty for any violation shall not excuse the violation or permit it to continue. Any person in violation shall correct or remedy said violation within an approved time by the Building Official. When not otherwise specified, each day a prohibited condition is maintained may constitute a separate offense. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

Article V. Property Maintenance Code

7-28: PURPOSE:

The Purpose of this Article is to provide a standard of Building Safety and Property Maintenance for those who reside or work in the City of Worland. It is the intent to establish minimum standards for all existing residential and non-residential structures within the City of Worland boundaries.

7-29: PROPERTY MAINTENANCE CODE ADOPTION:

The City Council of the City of Worland hereby adopts the following Property Maintenance Code regulating the construction, alteration, movement, enlargement, replacement, repair, equipment, demolition and locations of structures and improvements of real property within the City of Worland.

Amendments, Exclusions and Revisions shall be published here within and adopted by the Worland City Council.

The Department of Building Safety shall keep one (1) copy of adopted codes available for public review during normal business hours at Worland City Hall.

7-30: INTERNATIONAL PROPERTY MAINTENANCE CODE:

Provisions of the International Property Maintenance Code, 2021 edition, published by the International Code Council as follows:

- A. Provisions of chapter 1 as published with the following amendments and exclusions:
 - 1. Section 101.1 Title - insert "City of Worland". Hereinafter as "Code"
 - 2. Section 102.3 Application of other codes. – exclude the last sentence entirely.
 - 3. Section 104.1 Fees - exclude section entirely.
 - 4. Section 108 Means of Appeal - exclude section body entirely and replace with 7-46.

5. Section 109.3 Prosecution of violation - exclude section body entirely and replace with "Any person, who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor, punishable by a fine of not more than seven hundred fifty dollars (\$750.00). When not otherwise specified, each continuing day of work after being served shall constitute a separate offense."
- B. Provisions of chapter 3 with the following amendments and exclusions:
 1. Section 302.1 Sanitation - exclude section entirely.
 2. Section 302.3 Sidewalks and Driveways - exclude section entirely.
 3. Section 302.4 Weeds - exclude section entirely.
 4. Section 302.5 Rodent Harborage • exclude section entirely.
 5. Section 302.8 Motor Vehicles - exclude section entirely.
 6. Section 302.9 Defacement of Property - exclude section entirely.
 7. Section 303.2 Enclosures - exclude section entirely.
 8. Section 304.14 Insect Screens - exclude section entirely.
 9. Section 308 Rubbish and Garbage - exclude section entirely.
 10. Section 309 Pest Elimination - exclude section entirely.
- C. The provisions of the following appendices are adopted:
 1. Appendix A - Boarding Standard.

7-31: APPEALS TO INTERNATIONAL PROPERTY MAINTENANCE CODE:

- A. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the international property maintenance code, there shall be and is hereby established a process for appeals as follows:
 1. An appeal of any determination by the building official may be initiated by filing a written statement with the chairman of the Worland board of adjustment no later than twenty (20) days after the determination being appealed, the statement shall contain pertinent information including, but not necessarily limited to, the name of appellant, building official determination, date of determination, applicable code provision(s), and reason for appeal.
 2. The Worland board of adjustment shall meet and hold a hearing upon notice of the chairman, within twenty (20) days of the filing of the appeal, or at a stated periodic meeting.
 3. All hearings before the Worland board of adjustment shall be open to the public. The appellant, the appellant's representative, the building official and any person whose interest are affected shall be given an opportunity to be heard. A quorum shall consist of a minimum of a majority of the Worland board of adjustment membership.
 4. The Worland board of adjustment shall hear testimony, review documents and/or reports, perform investigations and obtain any information necessary to render a decision. The Worland board of adjustment may modify or reverse the decision of the building official by a concurring vote of a majority of the total number of the appointed board members. The decision of the Worland board of adjustment shall be by written resolution, signed by the chairman, and shall be considered final, subject only to judicial review by district court.
 5. The building official shall take immediate action in accordance with the decision of the Worland board of adjustment. Certified copies of the decision shall be delivered to the appellant and the building official.

Article VI. Contractor

7-32: PURPOSE:

The purpose of this article is to regulate and control the issuance of Contractor. Licensing and Certified Individual Certificates. Provide Licensed Contractor and Certified Individual requirements, application and renewal requirements, License and Certificate Fees, Insurance requirements, and Suspension or Revocation procedures.

7-33: GENERAL REQUIREMENTS:

- A. No person shall perform work as a contractor or be issued a permit to do any contracting within the city for which a permit is required, who has not met the qualifications and found to be competent by experience and/or examination to perform contracting.
 - 1. This paragraph shall not apply to Individuals who construct, modify or maintain their own real property, and not for resale. Provided such activities are made in accordance with the adopted building codes, applicable permit requirements, and adopted City Code.
- B. All licensed contractors shall meet the provisions of this chapter.
- C. It shall be the responsibility of the licensed contractor to maintain a working telephone service, with functioning voice mail, available during business hours.
- D. It shall be the responsibility of the licensed contractor to maintain a current address for postal service, the Licensed Contractor shall notify the Building Official within three (3) business days of change of address.
- E. It shall be the responsibility of the licensed contractor to maintain a working, monitored email address.
- F. Any damage done to City property or public utility in the public right of way shall be the responsibility of the Contractor to cover all costs associated with repair.

7-34: CERTIFIED INDIVIDUAL CLASSIFICATIONS:

- A. All persons who meet the definition of contractor shall hold a "Contractor License."
- B. The Building Department shall create and maintain a "Certified Individual Classifications" list. This list shall be available to the public, and on display at City Hall.
 - 1. The Building Department shall present changes and updates to the "Certified Individual Classifications" to the Board of Contractors for review. City Council shall review and approve the Contractor License Classifications, upon adoption by City Council the approved Certified Individual Classifications shall be used.

7-35: EXPERIENCE AND EXAMINATION CRITERIA:

- A. Licensed contractors shall have minimum one (1) full time Certified Individual on staff. This individual must be an active partner, officer, owner, or employee of the Licensed Contractor.
- B. Certified Individuals shall have experience in their respective trade equal to the requirements on the Contractor License Classifications, Certified Individuals Experience section.
- C. Documents that show experience shall be related to the experience requirement of the Certified Individual Classification applied for, documents shall clearly show the dates experience was performed. The Building Official or staff shall review documents provided. Documents that do not provide sufficient proof of experience shall be returned to the applicant with written explanation of the deficiency, applicants shall provide additional proof as requested. Examples of acceptable proof of experience documents:
 - 1. Copies of Licenses from other jurisdictions.
 - 2. Letters of recommendation from clients.

3. Letter of experience from licensed contractor.
 4. Letters of reference from Building Officials.
 5. Other documents approved by the Building Official showing experience. Certified Individuals may provide written proof of achieving a passing score on their respective trade test, as listed on the Contractor License Classifications, Certified Individual.
- D. The standard of the test shall be the requirements of the International Code Council based trade tests or Building Official approved equivalent. Equivalent testing may be presented for review and approval by the Building Official, these tests shall be substantially similar to the International Code Council based trade tests.
 - E. Any contractor who held a contractor license in Worland during 2012, and kept said license current without lapse, shall be considered experienced, and meet the requirements of this section.

7-36: PROBATIONARY PERIOD:

- A. Any licensed contractor who is required to file a new application shall be considered a Probationary Contractor and shall be limited to the following:
 1. Probationary Contractors shall not have more than One (1) open permit.
 2. All work must be complete, passed inspection, and considered closed by the Building Official before any new permits are issued.
 3. Three (3) permits shall be pulled, passed inspection, completed, and closed by the Building Official before completing the Probationary Period.
- B. The Building Official may require more than Three (3) permits during the probationary period. If more than Three (3) permits are required, the Building Official shall give written explanation as to the cause, and what shall be accomplished before completing the Probationary Period to the Licensed Contractor.
- C. Upon Building Official approved completion of the Probationary Period, the Building Official shall remove this restriction on the Contractor License and the Contractor shall follow all provisions of adopted Building Code and/or City Code.

7-38: LICENSE; ISSUANCE:

- B. A Legal Business Entity shall be issued a contractor license upon compliance with the following:
 1. Shall submit a complete Contractor License application.
 2. Shall be legal to conduct business within the State of Wyoming.
 3. Shall maintain current compliance with the Wyoming Department of Revenue.
 4. Shall maintain current compliance with the Wyoming Department of Workforce Services.
 5. Shall have minimum one (1) Certified Individual meeting the requirements of 7-36
 6. Shall fulfill and maintain the requirements of 7-37
 7. Shall not have any current Suspension or Revocations against the Business Entity or Certified Individual.
- C. A Certified Individual shall be issued a Certified Individual Certificate upon compliance with the following:
 1. Shall submit a complete Certified Individual application.
 2. Shall be legal to work within the State of Wyoming.
 3. Shall provide proof of experience based on 7-33

4. Shall not have any current Suspension or Revocation against the Certified Individual.
- D. If the Certified Individual terminates association with the licensed contractor, the contractor has ten (10) days to provide written notification to the City of Worland, Department of Building Safety.
 1. Failure to notify the Department of Building Safety will be considered abandonment of the Contractor License and will result in the revocation of said License. Revoked licenses under this paragraph will not be considered for renewal and must meet requirements and fees of a new Contractor License.
 2. Licensed Contractors have thirty (30) days to staff a Certified Individual before the Contractor is considered in violation of Article V of Chapter 7.
 3. New permits shall not be issued while a Licensed Contractor does not have a Certified Individual on staff.

7-38: LICENSE DATABASE:

The Department of Building Safety shall maintain a record reflecting the name of each person who has applied for and is licensed or certified by the city for the current year.

7-39: LICENSE FEES:

License and Certified Individual Fees shall be on the License Fees section of the Contractor License Classifications page. New applicants shall pay an application fee in addition to the License fee. The application fee shall be based on the Application Fee section on the Contractor License Classifications page.

All fees shall be reviewed and approved by City Council. Only fees approved by City Council shall be charged.

7-40: LICENSE RENEWAL:

- A. All licenses and certificates shall expire on December 31 each year. Contractor Licenses and Individual Certificates shall be renewed annually.
- B. The Building Official shall issue a renewed license or certificate when the requirements of this section are met for renewal. Any denied renewals shall be in writing and delivered in person or certified mail to the applicant for review, the applicant may appeal based on section 7-44.
- C. Any License or Certificate that is more than Sixty (60) days past the expiration date shall be considered ineligible for renewal. The Contractor and Certified Individual shall follow the new applicant requirements to be issued a license or certificate.

7-41: INACTIVE LICENSE:

- A. An Active License is required to engage in construction services. Licensees who choose not to engage in the construction business may place their licenses on inactive status. There are two types of inactive status: (1) voluntary inactive and (2) involuntary inactive.
 1. **Voluntary Inactive** – A licensee who has qualified for a contractor's license but who voluntarily chooses not to engage in the construction business during a given period and requests such a change is placed on voluntary inactive status. A licensee may change an active license to a voluntary inactive license status by submitting to the Contractors Board in writing. Such licensees hold a current inactive license.

With an inactive license, you pay the renewal fee every year to keep the license current but are not required to have current insurance.

2. The voluntary inactive status does not allow the individual to conduct any construction services until the license is placed on “active” status.
3. There is no time limit for how long a license can be on voluntary inactive status, however, you are still required to renew your inactive license each renewal period.
4. **Involuntary Inactive** – If a licensee fails to renew an active or voluntary inactive license before the expiration date, the license reverts automatically to involuntary inactive status. The licensee must renew the license to active or voluntary inactive status within the year. A license is placed in involuntary inactive status for no more than one year. After one year, the license automatically expires (becomes null and void).

7-42: INSURANCE REQUIREMENTS:

- A. Every Licensed Contractor shall obtain and maintain liability insurance, with a minimum policy of not less than three hundred thousand dollars (\$300,000.00) per occurrence.
 1. Proof of coverage shall be submitted with new and renewal applications for a Licensed Contractor.
 2. Proof of coverage shall be provided when requested by the Building Official.
 3. Any lapse in coverage may result in the Contractor License being revoked by the Building Official.
- B. Any contractor working within City right of way and requiring a permit shall be required to maintain a reoccurring performance bond or letter of irrevocable credit, in the amount of five thousand dollars (\$5,000.00).

7-43: SUSPENSION OR REVOCATION:

- A. The Building Official shall be granted the authority to suspend or revoke a Contractor License when the Licensed Contractor fails to comply with the requirements of adopted building code and/or city code.
 1. The Building Official shall give a written correction notice to the Licensed Contractor of the violation, and order correction of the violation. This written notice shall be delivered in person or by certified mail to the Licensed Contractor.
 2. Failure to correct the violation within a Building Official approved timeline shall result in the Licensed Contractor receiving a written suspension notice in person or by Registered Mail. Standard procedure shall give the Licensed Contractor two (2) written suspensions before revocation of the Contractor License. The schedule shall be as follows:
 3. The first violation on file shall result in the Licensed Contractor being placed on probation based on 7-30.
 4. The second violation on file shall result in the Licensed Contractor being placed on probation based on 7-30, with the addition that the number of permits be increased to six (6) instead of three (3).
 5. The third violation on file shall result in the Licensed Contractor license being revoked and the licensed contractor ineligible for application as a new contractor for twelve (12) calendar months from the date of revocation.

- a. If the administrative authority finds that just cause concerning imminent danger to personal safety or health conditions exists for revocation of a city license, it may enter an order for immediate revocation and revoke the Contractor License.
6. Certified Individuals may have their certificate revoked by the Building Official for noncompliance with the building and/or City Code. The building official shall give written notice to the Certified Individual of the violation in person or by registered mail.
 - a. Certified Individuals shall have the ability to provide the Building Official with a written plan to provide additional education to prevent the violation from occurring again. Upon acceptance of the plan by the Building Official and subsequent action on the approved plan, the Certified Individual Certificate shall be reinstated.
 - b. Any Certified Individual found to have falsified their prior experience or passed testing shall be considered in violation of the requirements of this chapter and their Certified Individual Certificate revoked. Any Individuals certificate revoked under this paragraph shall not be eligible for renewal or new application of Certified Individual.
7. Any appeals to the decisions, suspensions, or revocations of Licenses or Certificates shall follow 7-45

7-44: PENALTY:

Any person, who violates any of the provisions of this chapter and/or adopted building code and/or city code, and from which no appeal has been taken, may be charged with a misdemeanor for each and every violation and noncompliance, punishable by a fine of not more than seven hundred fifty dollars (\$750.00). The imposition of one penalty for any violation shall not excuse the violation or permit it to continue. Any person in violation shall correct or remedy said violation within an approved time by the Building Official. When not otherwise specified, each day a prohibited condition is maintained may constitute a separate offense. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

7-45: CONTRACTOR LICENSING AND CERTIFIED INDIVIDUAL APPEALS:

- A. In order to hear and decide appeals of orders, decisions or determinations made by the building Official relative to the application and interpretation of the licensing and certification requirements, there shall be and is hereby established a process for appeals as follows:
 1. An appeal of any determination by the building official may be initiated by filing a written statement with the chairman of the Worland board of adjustment no later than twenty (20) days after the determination being appealed. The statement shall contain pertinent information including, but not necessarily limited to, the name of appellant, building official determination, date of determination, applicable code provision(s), and reason for appeal.
 2. The Worland board of adjustment shall meet and hold a hearing upon notice of the chairman, within twenty (20) days of the filing of the appeal, or at a stated periodic meeting.
 3. All hearings before the Worland board of adjustment shall be open to the public. The appellant, the appellant's representative, the building official and any person whose interest are affected shall be given an opportunity to be heard. A quorum shall consist of a minimum of a majority of the Worland board of adjustment membership.
 4. The Worland board of adjustment shall hear testimony, review documents and/or reports, perform investigations and obtain any information necessary to render a decision. The Worland board of adjustment may modify or reverse the decision of the building official by a concurring vote of a majority of the total number of the appointed board members.

- The decision of the Worland board of adjustment shall be by written resolution, signed by the chairman, and shall be considered final, subject only to judicial review by district court.
5. The building official shall take immediate action in accordance with the decision of the Worland board of adjustment. Certified copies of the decision shall be delivered to the appellant and the building official.

Article VII. Board of Contractors

7-46: CONTRACTORS' BOARD AND BYLAWS:

There is hereby established a board of contractors to assist the city of Worland with respect to the adoption and enforcement of certain municipal ordinances and international codes. The word "board" when used in this section, shall be construed to mean the board of contractors. The board's bylaws shall consist of the provisions contained within this article. The general duties of the board shall be as follows:

- A. To serve the community through consistent and equal application of the rules and regulations contained within the building code with respect to construction methods.
- B. To review and propose changes in current and future municipal ordinances concerning the building trades in an effort to model regulations to fit the needs and desires of the community.
- C. To review and propose adoption of amendments to the present and future editions of the international codes as they pertain to this code in an effort to model those regulations to fit the needs and desires of the community.
- D. To review, consider and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the international codes.

7-47: MEMBERS:

- A. Worland board of contractors shall consist of seven (7) members who shall qualify as follows: All members shall be current license holding Worland contractors. One member shall be a general contractor A or B; one member shall be a general minimum of a residential contractor C; one member shall be a master HVAC; one member shall be a master plumber; and three (3) members shall be of any of the required license categories including those listed above.
- B. The members of the board shall each be appointed by the board with the approval of the mayor and city council for three (3) year terms, except as otherwise provided herein. Terms of members shall begin on January 1 and shall be staggered, with members reaching the end of their term at the end of each calendar year. In January following passage hereof, two (2) members will be appointed for one year, three (3) members will be appointed for two (2) years and two (2) members will be appointed for three (3) years. Subsequent appointments shall be for three (3) years each, unless to fill an unexpired term. At the discretion of the governing body, members may be appointed for more than one term.
- C. Annually, at the first meeting of a calendar year, the Worland contractors' board members shall meet, organize, and elect from its membership, an executive board. Said executive board shall include a chairman and vice chairman who shall be elected and serve as follows:
 1. The board shall elect its own chairman and vice chairman who shall serve for a period of one year each. No board member shall serve as chairman for more than two (2) consecutive one-year terms the duties of the chairman and vice chairman are as follows:
 - a. Chairman: The chairman shall set the agenda for and preside at all meetings. In the name of the Worland board of contractors he or she shall also sign and make all

agreements in the name of said board. He or she shall see that the books, reports and statements are properly kept, made, filed and preserved. The chairman shall enforce the bylaws and perform all the duties incident to the position of the office of the chairman.

- b. Vice Chairman: During the absence or inability of the chairman to render and perform his or her duties or exercise the powers, as set forth by these bylaws, the same shall be performed and exercised by the vice chairman, and when so acting, he or she shall have all the powers and be subject to all the responsibilities hereby given to, or imposed upon such chairman, provided that the absence or inability of the chairman to perform his or her duties is duly recorded and reflected in the proceedings in the records of the board. The vice chairman shall also perform such other duties as may be prescribed and assigned by the chairman.
- D. Any member of the Worland board of contractors may be removed for cause by the board by a three-fourths ($\frac{3}{4}$) vote, at a regular or special meeting of the board.
- E. A member shall not hear an appeal or be involved with any board decision in which that member has a personal, professional, or financial interest.
- F. No member of the Worland board of contractors shall receive any compensation for services rendered.

7-48: MEETINGS:

- A. Annual Meeting to Designate Officers: An annual meeting of the members shall be held within thirty (30) days after the end of each calendar year and shall be designated to elect officers. Such annual meeting may coincide with any other regularly scheduled meeting of members. Failure to hold the annual meeting in any year shall not cause a forfeiture or dissolution or otherwise affect the members. At regular meetings, the Worland board of contractors may conduct any and all business that comes before them. Regular meetings may be rescheduled, waived, or modified. In the event that a regular meeting is rescheduled, waived, or modified, notice of rescheduling shall be given to all members and all persons who have requested or are entitled to notice of meeting. Special meetings of the board may be called at any time by the chairman or a majority of the members of the board. No business other than that specified in the call for the meeting shall be transacted at any special meeting. Notice of the special meeting shall include and specify the time and place of the meeting and the business to be transacted.
- B. Minimum Number of Meetings; Records: Meetings of the board shall be held at such intervals as necessary for the proper performance of its duties, but in any case, shall meet not less than twice each year, at the call of the chairman, and at such other times as the board may determine. Such chairman or in his or her absence, the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public. The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be filed in the office of the building department and shall be public record.
- C. Quorum: A majority of the number of members then in office shall constitute a quorum for the transaction of business. The act of a majority of the members then in office at which a quorum is present shall be the act of the members. When five (5) members are not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

7-49: CODE REVIEW:

The Worland board of contractors shall be commissioned to review all current and future proposed municipal regulations concerning the building trades and building codes for applicability to the community. The findings of the board, by motion and approval of the majority, shall be recommended to the governing body, in writing, for their review and action.