



BOARD OF BUILDING STANDARDS
APPLICATION FOR INTERIM CERTIFICATION
NON-RESIDENTIAL BUILDING DEPARTMENT PERSONNEL

This application is submitted to the Board of Building Standards as specified in the provisions of Section 3781.10 of the Ohio Revised Code and 4101:7-3-01 of the Ohio Administrative Code.

Applicant Information

Form with fields: Name, BBS Certification ID, Home Address, City, County, State, ZIP, E-Mail, Phone, Department/Firm

Ohio Building Department Personnel applicants must possess the required experience as specified in rule 4101:7-3-01 of the Ohio Administrative Code.

To apply for interim certification:

- Complete this application and sign in front of a notary
Include non-refundable application fee of \$50.00 per certification payable to Treasurer, State of Ohio/BBS (Check or Money Order ONLY)
Include examination results, if taken (optional for initial application)
Submit this complete application with fee at least 10 days before next Board meeting

Approval process:

- Certification Committee considers each individual application and make recommendations to the Board of Building Standards
You will receive notice of the Board's action within 7-10 business days of the meeting by US mail

If interim certification is granted:

You are qualified and allowed to perform the duties of the certification while employed or under contract with a certified building department.* The interim period is two years.

*ESI applicants will not receive their interim certification until they have passed the required examinations.

You must complete your exams within two years.

See attached Matrix of Experience and Examinations

You must complete the Ohio Building Code Academy (OBCA) within two years.

If you fail to complete the OBCA and/or required examinations by the expiration of the interim certification, you will not be able to work as a certified code enforcement professional under this interim certification. No extensions of interim certifications will be granted.

The Ohio Board of Building Standards is a public entity and any information provided to BBS may constitute a public record, available to anyone who requests it. Please do not include any personally identifiable information beyond this page

Last Name

First Name

BBS Certification ID

SECTION 1: CHECK INTERIM CERTIFICATION(S) BEING REQUESTED

<input type="checkbox"/> Building Official	<input type="checkbox"/> Master Plans Examiner	<input type="checkbox"/> Building Inspector	<input type="checkbox"/> Electrical Safety Inspector	<input type="checkbox"/> Fire Protection Inspector
<input type="checkbox"/> Building Plans Examiner	<input type="checkbox"/> Plumbing Plans Examiner	<input type="checkbox"/> Mechanical Plans Examiner	<input type="checkbox"/> Electrical Plans Examiner	<input type="checkbox"/> Fire Protection Plans Examiner
	<input type="checkbox"/> Plumbing Inspector	<input type="checkbox"/> Mechanical Inspector	<input type="checkbox"/> Non-Residential Industrial Unit Inspector	

SECTION 2: LIST ANY OHIO LICENSE, CERTIFICATE, OR REGISTRATION HELD

(Mark "T" If Trainee)

Description		Certificate Number	Date Received
Architectural Registration			
P.E. Registration			
Res	Non-Res		
<input type="checkbox"/>	<input type="checkbox"/>	Building Official Certification	
<input type="checkbox"/>	<input type="checkbox"/>	Plans Examiner Certification	
<input type="checkbox"/>	<input type="checkbox"/>	Building Inspector Certification	
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Inspector Certification	
Building Plans Examiner Certification			
Mechanical Plans Examiner Certification			
Fire Protection Plans Examiner Certification			
Electrical Plans Examiner Certification			
Plumbing Plans Examiner Certification			
Fire Protection Inspector Certification			
Electrical Safety Inspector Certification			
Plumbing Inspector Certification			
Fire Safety Inspector Certification			
Fire Protection System Designer Certification			
Medical Gas Piping Inspector Certification			

Last Name

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BBS Certification ID

SECTION 3: EMPLOYMENT/EDUCATION

Formal Education	Date Graduated
Related Vocational or Technical Training	Years' Experience
U.S. Military construction experience (MOS or other designation):	Years' Experience
Place of Employment:	Years' Employed

SECTION 4: APPLICANTS REQUESTING MEDICAL GAS INSPECTOR CERTIFICATION

Attach proof of certification by an ASSE recognized third-party certifier in accordance with ASSE standard 6020.

SECTION 5: OBC BUILDING INSPECTION EXPERIENCE PERFORMED FOR A BBS CERTIFIED BUILDING DEPARTMENT

BBS Certified Building Department	BBS Certified Position/Title	Duties	Date of Service, Length of Time (MM/DD/YY)

Last Name

First Name

BBS Certification ID

SECTION 6: ELECTRICAL SAFETY INSPECTOR (ESI) - SPECIFIC EXPERIENCE QUALIFICATIONS

Applicants for Electrical Safety Inspector Only Must Complete This Item

Section 3783 of the Ohio Revised Code specifies that an applicant for a Certificate of Competency as an Electrical Safety Inspector must meet one of the following to qualify to take required examination. Please check the qualification that applies:

1. Have been a journeyman electrician or equivalent for four years, two of which were as an electrician foreman, and have had two years' experience as a building department electrical inspector trainee;
2. Have been a journeyman electrician or equivalent for four years and have had three years' experience as a building department electrical inspector trainee;
3. Have had for four years' experience as a building department electrical inspector trainee;
4. Have been a journeyman electrician or equivalent for six years;
5. Am a graduate electrical engineer and registered in the State of Ohio. Registration number: _____
6. Applicant authorizes all testing organizations including ICC to provide test results to the BBS.

SECTION 7: EXPERIENCE (DO NOT SUBSTITUTE WITH OTHER RESUMES).

Refer to Experience Requirements Listed in O.A.C. 4101:7-3-01 and O.R.C. 3783

Below, list the specific projects you worked on, and the specific work you performed, your typical duties for each project, and dates of this work. You **must** demonstrate that you have the required number of months (years) of actual, practical experience for the certification requested (see matrix).

Provide letters from certified inspectors, employers, or contractors verifying your experience. Submit copies of any certificates, diplomas, or licenses. Remove all personal information.

SECTION 7 CONT.: EXPERIENCE

List Each Construction Project AND Specific Type of Work Performed	Name of Employer, Contact, Address, Telephone Number	Project Time: From_ To _ (MM/YY)
<i>Example:</i> Children's Hospital, Toledo Structural steel work on addition	Homer Steel and Trade 125 Anytown Street My City, OH, 45454 (419)555-1212	July 2013-May 2014 (10 months)
Total Experience on This Page (In Months):		

Last Name

First Name

BBS Certification ID

List Each Construction Project <u>AND</u> Specific Type of Work Performed	Name of Employer, Contact, Address, Telephone Number	Project Time: From_ To _ (MM/YY)
Total Experience on This Page (In Months):		

Last Name

First Name

BBS Certification ID

SECTION 8: PERSONAL HISTORY

1. Have you ever been convicted of any felony, or any crime involving moral turpitude?

Yes No

If you answered "Yes" please explain below:

2. Have you served in the U.S. armed services? (If No, skip question 3)

Yes No

3. If YES, were you discharged under honorable conditions?

Yes No

If you answered "No" please explain below:

SECTION 9: CERTIFICATION

I certify the information contained in this application is true and complete, and I understand that providing false information may be grounds for not granting certification or for immediate termination of certification at any point in the future, if granted. I authorize the investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing the same to Ohio Board of Building Standards. Falsification is a violation of section 2921.13 of the Ohio Revised Code and is punishable as a misdemeanor of the first degree.

Signature of Applicant: _____

Subscribed and duly sworn before me according to law, by the above named applicant this day ____ of _____ in the year 20____ at _____, County of _____ and State of _____.

Notary Public: _____

SEAL

OBC REQUIREMENTS FOR BUILDING DEPARTMENT PERSONNEL
(4101:7-3-01 Ohio Administrative Code)

CERTIFICATIONS	EXPERIENCE REQUIREMENTS	EXAM MODULE REQMNTS.		PROFESSIONAL LICENSE REQ.
		NCPCCI	or ICC	
BUILDING OFFICIAL 4101:7-3-01(E)(1) and (2)	<ol style="list-style-type: none"> Five years of experience in non-residential building design and construction for buildings or structures within the scope of groups regulated by the rules of the board while registered in Ohio as an architect or professional engineer, or Ten years of experience as a general contractor or superintendent of building construction for buildings or structures dealing with all phases and trades of construction including the responsibility for obtaining approvals and inspections within the scope of groups regulated by the rules of the Board, or Five years of experience employed full-time as a residential building official in a certified residential building department 	NA	MM, MG, BC	Required for applicants using option #1
MASTER PLANS EXAMINER 4101:7-3-01(E)(1) and (4)	Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the board while registered in Ohio as an architect or professional engineer.	1C, 2C, 3C, 4C, 5C	B3, E3, M3, P3	Ohio registration as an Architect or Professional Engineer.
BUILDING PLANS EXAMINER 4101:7-3-01(E)(1) and (6)	<ol style="list-style-type: none"> Five years as a full-time building inspector in a certified non-residential building department, or Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the Board while a registered architect or professional engineer, or Ten years of experience as a full-time skilled tradesman for structural carpentry, masonry, steel erection, or concrete construction work, subject to inspection under the code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board 	1C	B3	Required for applicants using option #2
ELECTRICAL PLANS EXAMINER 4101:7-3-01(E)(1) and (7)	<ol style="list-style-type: none"> Five years as a full-time electrical safety inspector (ESI) in a certified building department or employed as an ESI by the Ohio Dept. of Commerce, Division of Industrial Compliance, or Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the Board while a registered architect or professional engineer, or Ten years of experience as a full-time journeyman electrician or equivalent for the installation of electrical systems, subject to inspection under the code adopted for non-residential buildings or structures, within the scope of groups regulated by the rules of the Board 	2C	E3	Required for applicants using option #2
FIRE PROTECTION PLANS EXAMINER 4101:7-3-01(E)(1) and (10)	<ol style="list-style-type: none"> Five years of experience as a full-time certified fire safety inspector in a fire department or as a certified fire protection inspector for a non-residential building department, or Five years of experience as a full-time certified fire protection system designer with experience designing non-residential fire protection systems, or Five years of experience as a full-time building inspector in a certified non-residential building department, or Five years of experience in building design and construction for buildings within the scope of groups regulated by the rules of the board while a registered architect or professional engineer, or Ten years of experience as a full-time skilled tradesman for the installation of fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems and fire pump systems), subject to inspection under the code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board. 	3C	CP	Required for applicants using option #4
MECHANICAL PLANS EXAMINER 4101:7-3-01(E)(1) and (9)	<ol style="list-style-type: none"> Five years of experience as a full-time mechanical inspector in a certified non-residential building department, or Five years of experience as a full-time residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector in a certified residential building department, or Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the Board while a registered architect or professional engineer, or Ten years of experience as a full-time skilled tradesman for heating, ventilating, and air conditioning ("HVAC") systems and associated refrigeration, fuel gas, and heating piping work, subject to inspection under the code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board 	4C	M3	Required for applicants using option #3
PLUMBING PLANS EXAMINER 4101:7-3-01(E)(1) and (8)	<ol style="list-style-type: none"> Five years of experience as a full-time plumbing inspector in a certified building department, or Five years of experience as a certified plumbing inspector employed full-time by either the Ohio Dept. of Commerce, Division of Industrial Compliance, or by a county board of health, or Five years of experience in building design and construction for buildings within the scope of groups regulated by the rules of the Board while a registered architect or professional engineer, or Ten years of experience as a full-time journeyman plumber or equivalent for the installation of plumbing systems, subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board 	5C	P3	Required for applicants using option #3
BUILDING INSPECTOR 4101:7-3-01(E)(1) and (11)	<ol style="list-style-type: none"> Five years of experience as a skilled tradesman, a supervisor, or a construction contractor for structural carpentry, masonry, steel erection, or concrete construction work subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or Five years of experience as a full-time non-residential building official, non-residential mechanical inspector, residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector 	1B, 3B, 4B	B2, M2	None Required
NON-RESIDENTIAL I.U. INSPECTOR 4101:7-3-01(E)(1) and (18)	<ol style="list-style-type: none"> Five years of experience as a construction contractor or supervisor for non-residential buildings or structures within the scope of groups regulated by the rules of the Board, or Five years of experience as a skilled tradesman for work subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or Five years of experience as a skilled tradesman for work subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or Certification as a building inspector 	1B, 3B, 4B	B2, M2	None Required
ELECTRICAL SAFETY INSPECTOR 4101:7-3-01(E)(1) and (17)	<ol style="list-style-type: none"> Journeyman electrician or equivalent for 4 years, 2 as an electrician foreman, and 2 years as a building department ESI trainee, or Journeyman electrician or equivalent for 4 years and 3 years as a building department ESI trainee, or Four years of experience as a building department ESI trainee, or Journeyman electrician or equivalent for 6 years; or An electrical engineer registered in the State of Ohio. 	2A, 2B	E1, E2	Required for applicants using option #5
FIRE PROTECTION INSPECTOR 4101:7-3-01(E)(1) and (13)	<ol style="list-style-type: none"> Five years of experience in the installation of fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems and fire pump systems) subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or Five years of experience as a certified fire safety inspector or a certified fire protection system designer 	1B, 3B	CA, CF	None Required
MECHANICAL INSPECTOR 4101:7-3-01(E)(1) and (14)	<ol style="list-style-type: none"> Five years of experience as a skilled heating, ventilating, and air conditioning (HVAC) system and associated refrigeration, fuel gas, and heating piping tradesman for work subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or Five years of experience as a full-time residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector 	4B	M2	None Required
PLUMBING INSPECTOR 4101:7-3-01(E)(1) and (16)	<ol style="list-style-type: none"> Seven years of experience in the installation of plumbing, subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or A degree in engineering or architecture and three years of experience in plumbing system design. 	5A, 5B	P1, P2	None Required

NOTES TO OBC CERTIFICATION REQUIREMENTS FOR BUILDING DEPARTMENT PERSONNEL

- NOTE 1.** Only experience directly related to buildings or structures within the scope of groups regulated by the Ohio Building Code is acceptable for any class certification. THIS DOES NOT INCLUDE ONE-, TWO-, OR THREE-FAMILY STRUCTURES.
- NOTE 2.** All applicants may obtain credit for one year of the required experience through education pursuant to 4101:7-3-01(F)(6) OAC. Documentation must be submitted with the application.
- NOTE 3.** All trainee applicants must be under the direct supervision of a person certified in the trainee's respective field. Sponsor and Supervisor forms must be signed by the Building Official and the certified supervisor, respectively. Submit with application.
- NOTE 4.** Applicants may contact either: Prometric, 1360 Energy Lane, St. Paul MN 55108, (800) 864-5309, www.prometric.com for NCPCCI exams or, International Code Council, National Certification Services, 900 Montclair Road, Birmingham, AL 35213, (888) 422-7233, www.iccsafe.org for scheduling examinations.
- NOTE 5.** Only enforcement, inspection, or plans examination experience performed (a) prior to 1984, for a non-residential building department certified by the board of building standards to exercise enforcement authority for buildings or structures within the scope of groups regulated by the rules of the board; (b) for an agency or jurisdiction outside the state of Ohio enforcing a model non-residential building code of a national model code organization or a code adopted for the respective buildings or structures of the types regulated by the rules of the board; or (c) certification by the department of commerce, division of industrial compliance, as a plumbing inspector when application is made for board certification as a plumbing inspector. **THIS DOES NOT INCLUDE ONE-, TWO-, OR THREE-FAMILY STRUCTURES.**
- NOTE 6.** Module description:
- | <u>NCPCCI:</u> | <u>ICC:</u> |
|---------------------------------------|---|
| 1A – Building 1-, 2-Family Dwelling | MM – Management |
| 1B – Building General | MG – Legal |
| 1C – Building Plan Review | BC – Building Codes and Standards |
| 2A – Electrical 1-, 2-Family Dwelling | CA – Commercial Fire Alarm Inspector |
| 2B – Electrical General | CF – Commercial Sprinkler Inspector |
| 2C – Electrical Plan Review | CP – Commercial Fire Sprinkler Plans Examiner |
| 3B – Fire Protection General | B1 – Residential Building Inspector |
| 3C – Fire Protection Plan Review | B2 – Commercial Building Inspector |
| 4A – Mechanical 1-, 2-Family Dwelling | B3 – Building Plan Examiner |
| 4B – Mechanical General | E1 – Residential Electrical Inspector |
| 4C – Mechanical Plan Review | E2 – Commercial Electrical Inspector |
| 5A – Plumbing 1-, 2-Family Dwelling | E3 – Electrical Plan Examiner |
| 5B – Plumbing General | M1 – Residential Mechanical Inspector |
| 5C – Plumbing Plan Review | M2 – Commercial Mechanical Inspector |
| | M3 – Mechanical Plan Examiner |
| | P1 – Residential Plumbing Inspector |
| | P2 – Commercial Plumbing Inspector |
| | P3 – Plumbing Plan Examiner |
- NOTE 7.** All applicants must complete the Ohio Building Code Academy during their initial certification period.
Exceptions:
- (a) Medical gas piping inspectors pursuant to paragraph (E)(20) of 4101:7-3-01.
 - (b) Industrialized unit inspectors or residential industrialized unit inspectors.
 - (c) Plumbing inspectors certified pursuant to Chapter 3703. of the Revised Code with five years of experience as full-time employees of the division of industrial compliance in the Ohio Dept. of Commerce or of county boards of health who are seeking plumbing inspector certification.
 - (d) Individuals who have completed the code academy within thirty-six months immediately preceding the date of receipt of initial certification.
- NOTE 8.** Applicants for Electrical Safety Inspector must be authorized by the Board *prior* to taking the required examinations. Applicants for the Electrical Safety Inspector who fail the examinations twice must enter the Electrical Safety Inspector Training Program.
- NOTE 9.** Completion of non-residential exam modules may be accepted as equivalent to the respective required residential certification modules when applying for residential certifications.