



Department of Commerce

Division of Industrial Compliance
& Labor

Building Department Personnel Application

Ohio Building Department Personnel applicants shall possess the required experience pursuant to rule 4101:1-1-01 of the Administrative Code and shall pass an examination administered either by a model code agency or by the Board of Building Standards (BBS). Refer to attached examination requirements matrix.

Upon receipt of a completed application and fee no later than 30 days prior to the next scheduled Board meeting, applications will be forwarded to the Personnel Committee for review at its next scheduled meeting. The Committee will evaluate the qualifications of each applicant and make recommendations to the Board. Upon approval of qualifications pursuant to rule 4101:1-1-01 of the Administrative Code and pursuant to section 103.3.6 (1) & (2), an applicant is granted a two-year interim certification from the date of approval to allow the applicant to complete the Ohio Building Code Academy and the examination requirements. Pursuant to section 103.3.6 (1) & (2) of rule 4101:1-1-01 of the Administrative Code, an applicant must complete the "Ohio Building Code Academy" requirements during the first year of the two-year interim certification granted by the Board. If, during the evaluation phase of the "Ohio Building Code Academy", it is determined that the applicant must complete additional coursework, the additional coursework must be completed during the two-year interim certification period. If the additional coursework is not completed during the two-year interim certification period and the applicant provides evidence of complying with the examination requirements of Section 103.3.6 (2), the Board may grant a one-time, one year extension to allow completion of the additional coursework.

During the interim certification period, the applicant is permitted to perform the job function for which application is made. When the interim certification expires, the applicant is no longer permitted to perform the job function for which application is made or, if qualifying, may enter a trainee program.

Building Official: Applicants should contact: ICC at: International Code Council, National Certification Services, 900 Montclair Road, Birmingham, AL 35213, (887) 783-3926, www.iccsafe.org

Master Plans Examiner, Electrical Plans Examiner, Plumbing Plans Examiner, Building Inspector, Mechanical Inspector, Fire Protection Inspector, Plumbing Inspector, and Electrical Safety Inspector: Applicants should contact either ICC at: International Code Council, National Certification Services, 900 Montclair Road, Birmingham, AL 35213, (888) 422-7233, www.iccsafe.org; or NCPCCI at: Thompson Prometric, 1360 Energy Park Drive, St. Paul, MN 55108, (800) 864-5309, www.experioronline.com.

Electrical Safety Inspector: Applications will be screened by the Electrical Safety Inspector Advisory Committee prior to being referred to the Board of Building Standards for acceptance or rejection. Applicants for Electrical Safety Inspector must pass the required examinations prior to performing electrical safety inspections.

Medical Gas Inspector: Applicants must attach proof of certification by an ASSE recognized third-party certifier in accordance with ASSE standard 6020 pursuant to OBC Section 103.3.5.11.

Please complete the enclosed application, resume form, and Notary Affidavit for the above application and **return the original and five copies** to the BBS. A NON-REFUNDABLE FEE OF THIRTY DOLLARS (\$30.00) PER CERTIFICATION MUST ACCOMPANY the application. The nonrefundable remittance shall be made payable to: *Treasurer, State of Ohio/BBS*.

If you have any questions, please feel free to contact this office at 614/644-2613.

Very truly yours,
BOARD OF BUILDING STANDARDS

Enclosure



Board of Building Standards

6606 Tussing Road, P.O. Box 4009

Reynoldsburg, Ohio 43068-9009

(614) 644-2613 Fax: (614) 644-3147

dic.bbs@com.state.oh.us

www.com.ohio.gov/dico/BBS.aspx

APPLICATION FOR CERTIFICATION OF BUILDING DEPARTMENT PERSONNEL

This application is hereby submitted to the Board of Building Standards pursuant to the provisions of Section 3781.10 of the Ohio Revised and Section 103 of the OBC.

1. APPLICANT:	
Name:	_____
Home Address:	_____
City:	_____ Zip: _____
County:	_____ Phone: _____
E-Mail:	_____
Department/Firm:	_____

2. SPECIFIC CERTIFICATE(S) BEING REQUESTED: (Please check appropriate box(s) for certification being sought.)				
<input type="checkbox"/> Building Official	<input type="checkbox"/> Master Plans Examiner	<input type="checkbox"/> Building Insp.	<input type="checkbox"/> Mechanical Insp.	<input type="checkbox"/> Fire Protection Insp.
<input type="checkbox"/> Master Plns. Ex. Trainee	<input type="checkbox"/> Bldg. Insp. Trainee	<input type="checkbox"/> Mech. Insp. Trainee	<input type="checkbox"/> Com. IU Inspector	
<input type="checkbox"/> Electrical Plans Examiner		<input type="checkbox"/> Plumbing Insp.		
<input type="checkbox"/> Plumbing Plans Examiner		<input type="checkbox"/> Plumbing Insp. Trainee		
<input type="checkbox"/> Electrical Safety Inspector	<input type="checkbox"/> Electrical Safety Inspector Trainee	<input type="checkbox"/> Medical Gas Inspector		
<input type="checkbox"/> Interim App. on File; All Interim Reqmnts. Completed – Seek Full Certification (Complete Items 3, 9, 10, 11, and Code Academy and Exam. Results)				

3. LIST ANY OHIO LICENSE, CERTIFICATE, OR REGISTRATION: (mark "T" if trainee):		
Description	Certificate Number	Date Received
Architectural Registration		
P.E. Registration		
Building Official Cert.		
Master Plans Examiner Cert.		
Building Inspector Cert.		
Electrical Plans Examiner Cert.		
Plumbing Plans Examiner Cert.		
Fire Protection Inspector Cert.		
Mechanical Inspector Cert.		
Electrical Safety Inspector Cert.		
Plumbing Inspector Cert.		
Fire Safety Inspector Cert.		
Fire Protection Sys. Designer Cert.		
Medical Gas Piping Inspector		

4. EMPLOYMENT/EDUCATION: In the space below list the Certified Building Department(s) by which applicant is employed.	
a. Formal Education:	Date Graduated
b. Related Vocational or Related Technical Training:	Years Experience
c. OBC Building Code Experience (certified OBC enforcement/administration, etc.)	Years Experience
d. Place of Employment	Years Employed
Firm	
Building Department	

5. - APPLICANTS REQUESTING BUILDING OFFICIAL, PLANS EXAMINER, OR INSPECTOR CERTIFICATIONS: Attach proof of certification by one of the model code organizations or other agency approved by the Board of Building Standards.
- APPLICANTS REQUESTING MEDICAL GAS INSPECTOR CERTIFICATION: Attach proof of certification by an ASSE recognized third-party certifier in accordance with ASSE standard 6020.



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6. OBC BUILDING INSPECTION EXPERIENCE PERFORMED FOR A BBS CERTIFIED BUILDING DEPARTMENT:			
BBS Certified Building Department	BBS Certified Position/Title	Types of OBC Inspections (Bldg., Electrical, Plumbing, HVAC)	Date of Service & Length of Time (MM/DD/YY)

7. APPLICANTS FOR ELECTRICAL SAFETY INSPECTOR ONLY MUST COMPLETE THIS ITEM - SPECIFIC EXPERIENCE QUALIFICATIONS:

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: Yes

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.

8. EXPERIENCE : Refer to Experience Requirements Listed in 4101:1-1-01 OAC and 3783 ORC (DO NOT SUBSTITUTE WITH OTHER RESUMES). State the specific duties and type of work performed for each position listed. Give only information which relates directly to the information you provide. Provide letters from certified inspectors, employers, or contractors verifying your experience. Submit copies of any certificates, diplomas, or licenses received.

List Each Construction Project <u>AND</u> Specific Type of Work Performed	OBC Group	Name of Employer, Address, Telephone Number	Project Time: From_To_ (MM/DD/YY)
TOTAL EXPERIENCE ON THIS PAGE (IN MONTHS):			

Ohio Building Codes shall be acceptable for credit for any certification, pursuant to rule 4101:1-1-01. **ONLY ELECTRICAL SAFETY INSPECTORS MAY LIST 1-, 2-, or 3-FAMILY EXPERIENCE.**



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8. EXPERIENCE (CONT.): Refer to Experience Requirements Listed in 4101:1-1-01 OAC and 3783 ORC (DO NOT SUBSTITUTE WITH OTHER RESUMES). State the specific duties and type of work performed for each position listed. Give only information which relates directly to the information you provide. Provide letters from certified inspectors, employers, or contractors verifying your experience. Submit copies of any certificates, diplomas, or licenses received.

List Each Construction Project <u>AND</u> Specific Type of Work Performed	OBC Group	Name of Employer, Address, Telephone Number	Project Time: From_To_ (MM/DD/YY)

TOTAL EXPERIENCE ON THIS PAGE (IN MONTHS):

NOTE: Only experience **DIRECTLY** related to buildings or structures within the scope of the groups regulated by the Ohio Building Codes shall be acceptable for credit for any certification, pursuant to rule 4101:1-1-01. **ONLY ELECTRICAL SAFETY INSPECTORS MAY LIST 1-, 2-, or 3-FAMILY EXPERIENCE.**



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9. OFFENSES:

Have you ever been convicted of any felony or crime involving moral turpitude? YES NO
If you answered "Yes" above, please explain below:

10. CERTIFICATION:

I solemnly swear or affirm that the answers I have made to each and all of the questions in this application are complete and true to the best of my knowledge and belief. I hereby waive all provisions of law forbidding colleges or universities that I have attended, or past employers, from disclosing any knowledge or information which they thereby acquired relevant to my employment and I hereby consent that they may disclose such knowledge or information to the 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 _____ at _____, County of _____
and State of _____.

SEAL

Notary Public _____

11. APPLICANTS FOR INSPECTOR CERTIFICATIONS (BUILDING, MECHANICAL, PLUMBING, FIRE PROTECTION)

As a result of the Ohio Patriot Act, the Ohio Department of Public Safety requires certain applicants seeking state issued licenses to complete a form indicating that they have not provided financial assistance or support to a terrorist organization. You are required to complete the enclosed form (Form HLS 0036 2/06) that you have not provided assistance or support to any of the organizations listed on the pages attached to the form.

Upon completion of the form (attached), if you indicate that you have not provided support or assistance to any of the listed organizations, the Board of Building Standards will issue you an interim certification. If you are an electrical safety inspector applicant, you may take the test, but you must also complete the enclosed form prior to being issued an interim certification.



STATE ISSUED LICENSE

In accordance with division (2)(a) of section 2909.32 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List...

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars...

Form with fields: LAST NAME, FIRST NAME, MIDDLE INITIAL, HOME ADDRESS, CITY, STATE, ZIP, COUNTY, HOME PHONE, WORK PHONE

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

Form with fields: BUSINESS/ORGANIZATION NAME, BUSINESS ADDRESS, CITY, STATE, ZIP, COUNTY, PHONE NUMBER

DECLARATION

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

- 1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?
2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?

STATE ISSUED LICENSE - CONTINUED

<p>3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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In the event of a denial of licensure due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

Signature

Date

Ohio Department of Public Safety
Ohio Homeland Security

U.S. Department of State Terrorist Exclusion List

Terrorist Exclusion List Designees

- Al-Ittihad al-Islami (AIAI)
- Al-Wafa al-Igatha al-Islamia
- Asbat al-Ansar
- Darkazanli Company
- Salafist Group for Call and Combat (GSPC)
- Islamic Army of Aden
- Libyan Islamic Fighting Group
- Makhtab al-Khidmat
- Al-Hamati Sweets Bakeries
- Al-Nur Honey Center
- Al-Rashid Trust
- Al-Shifa Honey Press for Industry and Commerce
- Jaysh-e-Mohammed
- Jamiat al-Ta'awun al-Islamiyya
- Alex Boncayao Brigade (ABB)
- Army for the Liberation of Rwanda (ALIR) –AKA: Interahamwe, Former Armed Forces (EX-FAR)
- First of October Antifascist Resistance Group (GRAPO) –AKA: Grupo de Resistencia Anti-Fascista Premero De Octubre
- Lashkar-e-Tayyiba (LT) –AKA: Army of the Righteous
- Continuity Irish Republican Army (CIRA) –AKA: Continuity Army Council
- Orange Volunteers (OV)
- Red Hand Defenders (RHD)
- New Peoples Army (N PA)
- People Against Gangsterism and Drugs (PAGAD)
- Revolutionary United Front (RUF)
- Al-Ma'unah
- Jayshullah
- Black Star
- Anarchist Faction for Overthrow
- Red Brigades-Combatant Communist Party (BR-PCC)
- Revolutionary Proletarian Nucleus
- Turkish Hizballah
- Jerusalem Warriors
- Islamic Renewal and Reform Organization
- The Pentagon Gang
- Japanese Red Army (JRA)
- Jamiat ul-Mujahideen (JUM)
- Harakat ul Jihad i Islami (HUJI)
- The Allied Democratic Forces (ADF)
- The Lord's Resistance Army (LRA)

Ohio Department of Public Safety
Ohio Homeland Security

Designated on February 18, 2003

- Al Taqwa Trade, Property and Industry Company Ltd. (f.k.a. Al Taqwa Trade, Property and Industry; f.k.a. Al Taqwa Trade, Property and Industry Establishment; f.k.a. Himmat Establishment)
- Bank At Taqwa Ltd. (a.k.a. Al Taqwa Bank; a.k.a. Bank Al Taqwa)
- Nada Management Organization (f.k.a. Al Taqwa Management Organization SA)
- Youssef M. Nada & Co. Gesellschaft M.B.H.
- Ummah Tarneer E-Nau (UTN) (a.k.a. Foundation for Construction; a.k.a. Nation Building; a.k.a. Reconstruction Foundation; a.k.a. Reconstruction of the Islamic Community; a.k.a. Reconstruction of the Muslim Ummah; a.k.a. Ummah Tameer I-Nau; a.k.a. Ummah Tamir E-Nau; a.k.a. Ummah Tamir I-Nau; a.k.a. Ummat Tamir E-Nau; a.k.a. Ummat Tamir-IPau)
- Loyalist Volunteer Force (LVF)
- Ulster Defense Association (a.k.a. Ulster Freedom Fighters)
- Afghan Support Committee (a.k.a. Ahya ul Turas; a.k.a. Jamiat Ayat-ur-Rhas al Islamia; a.k.a. Jamiat Ihya ul Turath al Islamia; a.k.a. Lajnat el Masa Eidatul Afghania)
- Revival of Islamic Heritage Society (Pakistan and Afghanistan offices . Kuwait office not designated) (a.k.a. Jamia Ihya ul Turath; a.k.a. Jamiatihia Al-Turath Al-Islamiya; a.k.a. Revival of Islamic Society Heritage on the African Continent)