To Whom It May Concern:

Enclosed per your request is the form, “Application for Certification of a Residential Building Department.”

Also enclosed are pertinent excerpts from the Ohio Administrative Code regarding certification of residential building departments.

Acceptance of the application for certification will be contingent upon receipt of the materials requested on Form A, and certification of residential building department personnel. An initial application form must be received at least six weeks prior to the public hearing. Completed certification information must be received at least two days before the BBS Conference Meeting prior to the BBS Public Hearing.

Submit the original and five copies of:

1) Completed and signed “Application for Certification of a Residential Building Department” as required by appropriate officials.

2) All documents requested under the type of certification for which you are applying.

3) Completed and signed “Application for Certification of Residential Building Department Personnel” and appropriate resume form for non-certified personnel.

Requirements for application for certification of a residential building department are provided pursuant to Section 3781.10(A) and (E) of the Revised Code, and to the regulations for certification adopted by the Ohio Board of Building Standards. Legal requirements for certification require the Board to hold a public hearing and adopt an administrative rule pursuant to Section 119.03 of the Revised Code.

Should you have any questions, please contact this office at 614/644-2613.

Very truly yours,

BOARD OF BUILDING STANDARDS

Regina S. Hanshaw
Executive Secretary

Enclosures
APPLICATION
FOR THE CERTIFICATION OF A RESIDENTIAL BUILDING DEPARTMENT

Pursuant to section 3781.10(A) of the Ohio Revised Code and rules adopted by the Board of Building Standards, this application is being submitted for certification of a residential building department to accept construction documents and to exercise enforcement authority in accordance with the Residential Code of Ohio.

1. BUILDING DEPARTMENT:
Dept. Name: ______________________________________
Street: _____________________________________________
City: _______________________________________________
Zip Code: __________________________________________
Telephone No: ______________________________________
Fax No: _____________________________________________
Date: __________________________ Year: 20________
E-mail Address: ____________________________________

2. BUILDING DEPARTMENT CERTIFICATION:
Is the Residential Bldg. Dept. certification being requested as a part of the enforcement authority of a certified nonresidential building department? Yes ☐ No ☐ If “Yes” give the nonresidential Bldg. Dept. Number (from Appndx. Z):

3. BUILDING DEPARTMENT INFORMATION:
Is this application a Sub-Department Certification* ☐ Yes ☐ No ☐
with another Certified Residential Bldg. Dept.? ☐ Yes ☐ No ☐
(* The intent is to create a “paper dept.” with another political subdivision exercising exclusive enforcement authority – otherwise, check “No” skip to Items #4, 5a, & 6.)
If “Yes”, give name of the Certified Residential Bldg. Dept. that will exercise exclusive enforcement authority in the Per-Contract Certification.

4. Appropriated Operating Budget: $ __________ For Fiscal Year: ________ To: __________
Jurisdiction Area ________ Population at ________ Last Census: ________ Date Building ________ Dept. Established: 20 ________

5a. DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION* (indicate enclosure with an “X” in the appropriate box):
☐ Ordinance/Resolution Creating Res. Building Department ☐ Inspection and Plan Examination Procedures
☐ Ordinance/Resolution Requesting Res. Certification ☐ List of Primary and Backup Positions Directly Employed as Required for Enforcement Pursuant to 4101:8-1-03 OAC.
☐ Res. Department Organizational Chart

ADDITIONAL DOCUMENTATION WHEN USING CONTRACT PERSONNEL:
If Not Directly Employed, Contract/Agreement(s) for: ☐ Res. Bldg. Official(s) ☐ Res. Plan Exam.(s) ☐ Res. Bldg. Inspector(s)
☐ Elec. Safety Inspector(s) ☐ Res. Elec. Plan Exam.(s) ☐ Res. Plmbg. Inspector(s)

5b. *DOCUMENTS TO BE SUBMITTED ONLY FOR PER-CONTRACT CERTIFICATION:
☐ Ordinance/Resolution Authorizing Per-Contract Certification

6. SIGNATURES OF APPROPRIATE AUTHORITIES (Municipal Officials, County Commissioners, or Township Trustees):

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Form: 1524
BBS90022170
SAMPLE ORDINANCE REQUESTING CERTIFICATION
(NOT For Use for Per-Contract Certification)

(Village, City, County) of _____________________________

ORDINANCE NO. _____________________________

AN ORDINANCE AUTHORIZING A REQUEST TO THE OHIO BOARD OF BUILDING STANDARDS TO CERTIFY THE (village, city, township, county) of _____________________________ FOR ENFORCEMENT OF THE RESIDENTIAL CODE OF OHIO TO EXERCISE ENFORCEMENT AUTHORITY AND ACCEPT AND APPROVE PLANS AND SPECIFICATIONS, AND MAKE INSPECTIONS.

WHEREAS, the (village, city, township, county) of _____________________________, Ohio desires to enforce the Residential Code of Ohio for the purpose of providing uniform standards and requirements for the erection, construction, repair, alteration, and maintenance of buildings specified in section 3781.06 of the Revised Code of Ohio; and

WHEREAS, the (village, city, township, county) of _____________________________, Ohio seeks to obtain the authority for enforcement of the provisions of the Residential Code of Ohio through certification by the Ohio Board of Building Standards pursuant to Section 3781.10(E) of the Revised Code to exercise the enforcement authority and accept and approve plans and specifications, and make inspections in accordance with the Residential Code of Ohio;

WHEREAS, the said Board of Building Standards has certified the _____________________________ Building Department to exercise enforcement authority in accordance with the Residential Code of Ohio, effective _____________________________, as set forth in said Board’s certification; and

WHEREAS, it is necessary in accordance with law to administer and enforce the Residential Code of Ohio within the limits of the (village, city, township, county) of _____________________________; and

THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF THE (village, city, township, county) of _____________________________, (county) _____________________________, County, Ohio, three-fourths of all members elected thereto concurring, that:

SECTION I: That Ohio Administrative Code 4101:8 – Residential Code of Ohio as promulgated by the Ohio Board of Building Standards, shall apply and be enforced within the (village, city, township, county) of ____________, Ohio,

SECTION II: That this ordinance shall be in full force and effect from and after the earliest period permitted by law following promulgated of the Residential Code of Ohio By the Board of Building Standards through the certification process, adoption and effective date of certification issued by the Ohio Board of Building Standards.

SECTION III: The (mayor, president board of commissioners) of the (village, city, township, county) of _____________________________ is hereby authorized and directed to sign and submit an application to the Ohio Board of Building Standards requesting said Board to certify the (village, city, township, county) of _____________________________ for enforcement of the Residential Code of Ohio.

SECTION IV: This Ordinance is hereby declared to be an emergency measure, the immediate passage of which is necessary for the public health, safety and welfare and for the further reason that said Code must be enforced and administered according to law and particularly pursuant to the requirements of Chapter 3781 of the Revised Code of Ohio;
wherefore, this Ordinance shall take effect and be in force immediately upon its passage and effective date of certification issued by the Ohio Board of Building Standards.

SECTION V: The said clerk is further directed to publish this Ordinance ________________
______________________________

PASSED:_____________________

______________________________
(MAYOR)

ATTEST:

______________________________
CLERK

I, ____________________________, Clerk of the (village, city, township, county) of ________________, do hereby certify this to be a true and correct copy of Ordinance No. ____ duly passed by the Legislative Authority of the (village, city, township, county) of ________________ on the date of ___________, 20_________.

______________________________
CLERK
SAMPLE ORDINANCE REQUESTING
PER-CONTRACT CERTIFICATION
(For Use for Per-Contract Certification)

(Village, City, County) of ________________________________

ORDINANCE NO.______________________________

AN ORDINANCE AUTHORIZING A REQUEST TO THE OHIO BOARD OF BUILDING
STANDARDS TO CERTIFY THE (village, city, township, county) of ________________________________
FOR ENFORCEMENT OF THE RESIDENTIAL CODE OF OHIO WITH THE
CONDITION THAT THE (certified department) ________________________________ RESIDENTIAL
BUILDING DEPARTMENT EXERCISE ENFORCEMENT AUTHORITY AND ACCEPT
AND APPROVE PLANS AND SPECIFICATIONS, AND MAKE INSPECTIONS, AND
AUTHORIZING AN AGREEMENT FOR SUCH ENFORCEMENT BETWEEN THE (village,
city, county) OF ________________________________ AND (certified, city, township, village, county) ________
______________________________:

WHEREAS, the (village, city, township, county) of ________________________________, Ohio desires to enforce the
Residential Code of Ohio for the purpose of providing uniform standards and requirements for the erection, construction,
repair, alteration, and maintenance of buildings specified in section 3781.06 of the Revised Code of Ohio; and

WHEREAS, the (village, city, township, county) of ________________________________ , Ohio seeks to obtain the authority for
enforcement of the provisions of the Residential Code of Ohio through certification by the Ohio Board of Building
Standards pursuant to Section 3781.10(E) of the Revised Code, with the condition that the (certified department) ________
Residential Building Department exercise the enforcement authority and accept and approve plans and
specifications, and make inspections in accordance with the Residential Code of Ohio;

WHEREAS, the said Board of Building Standards has certified the ______________________ Building Department to
exercise enforcement authority in accordance with the Residential Code of Ohio, effective ______________________ , as set
forth in said Board’s certification rule; and

WHEREAS, it is necessary in accordance with law to administer and enforce the Residential Code of Ohio within
the limits of the (village, city, township, county) of ______________________ ; and

WHEREAS, it is necessary than an agreement be entered into between the (village, city, township, county) of __
__________________________ and (certified village, city, township, county) _____________ for the enforcement of the Residential Code of Ohio within the limits of said (village,
city, township, county) of ________________________________;

THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF THE (village, city, township,
county) of __________________________ , (county)____________________, County, Ohio, three-fourths of all members
elected thereto concurring, that:

SECTION I: That Ohio Administrative Code 4101:8 – Residential Code of Ohio as promulgated by the Ohio Board of
Building Standards, shall apply and be enforced within the (village, city, township, county) of ____________, Ohio,

SECTION II: That this ordinance shall be in full force and effect from and after the earliest period permitted by law
following promulgated of the Residential Code of Ohio By the Board of Building Standards through the certification
process, adoption and effective date of certification issued by the Ohio Board of Building Standards.

SECTION III: The (mayor, president board of commissioners) of the (village, city, township, county) of
is hereby authorized and directed to sign and submit an application to the Ohio Board of Building Standards requesting said Board to certify the (village, city, township, county) of ________________ for enforcement of the Residential Code of Ohio with the condition that the (certified department) ________________ Residential Building Department exercise the enforcement authority as necessary in accordance with the Residential Code of Ohio within the limits of said (village, city, township, county) and to enter into an agreement with (certified city, township, county) ________________ Residential Building Department for such purpose.

SECTION IV: The (village, city, township, county) of ________________ through its (mayor, or other) ________________ and its (clerk) ________________ is hereby authorized and directed to enter into an agreement with (village, city, township, county) ________________ for the enforcement of the Residential Code of Ohio within the limits of said (village, city, county), whereby the (village, city, township, county) ________________ Residential Building Department will exercise all enforcement authority and accept and approve plans and specifications and make inspections necessary within said (village, city, township, county) in accordance with the provisions of the Residential Code of Ohio.

SECTION V: The terms of the said agreement shall grant to the (village, city, township, county) full authority to do all things necessary to administer and enforce the Residential Code of Ohio within the limits of the (village, city, township, county) of ________________ and in consideration therefore to allow the (village, city, township, county) to retain all permit and inspection fees authorized by the State of Ohio for such purposes.

SECTION VI: The Legislature Authority of said (village, city, township, county) of ________________ further agrees to hold the (village, city, township, county) ________________ harmless for all claims or causes of action of every kind and nature arising from the acts of the (village, city, township, county), its agents, employees, and representatives in the administration and enforcement of said codes.

SECTION VII: This Ordinance is hereby declared to be an emergency measure, the immediate passage of which is necessary for the public health, safety and welfare and for the further reason that said Code must be enforced and administered according to law and particularly pursuant to the requirements of Chapter 3781 of the Revised Code of Ohio; wherefore, this Ordinance shall take effect and be in force immediately upon its passage and effective date of certification issued by the Ohio Board of Building Standards.

SECTION VIII: The said clerk is further directed to publish this Ordinance ________________

PASSED: ________________

(MAYOR)

ATTEST:

CLERK

I, ________________, Clerk of the (village, city, township, county) of ________________, do hereby certify this to be a true and correct copy of Ordinance No. ____ duly passed by the Legislative Authority of the (village, city, township, county) of ________________ on the date of ________________, 20_____.

CLERK