



BOARD OF BUILDING STANDARDS

APPLICATION FOR INTERIM CERTIFICATION OF 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

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.
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"/> Res. Building Official	<input type="checkbox"/> Res. Plans Examiner	<input type="checkbox"/> Res. Building Inspector
	<input type="checkbox"/> Res. Industrial Unit Inspector	<input type="checkbox"/> Res. Mechanical 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				

**Section 3: Employment/Education**

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

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
BBS Certification ID

**SECTION 4: OBC/RCO 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)

**SECTION 5: 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.

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)
<p><i>Example:</i> Children's Hospital, Toledo Structural steel work on addition</p>	<p><i>Homer Steel and Trade 125 Anytown Street My City, OH, 45454 (419)555-1212</i></p>	<p><i>July 2013-May 2014 (10 months)</i></p>
<p><b>Total Experience on This Page (In Months):</b></p>		

\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*BBS Certification ID*

**SECTION 5 CONT.: EXPERIENCE**

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

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
BBS Certification ID

**SECTION 6: PERSONAL HISTORY**

- 1. Have you ever been convicted of any felony, or any crime involving moral turpitude?  Yes  No
- 2. If you answered "Yes" please explain below:
- 3. Have you served in the U.S. armed services? (If No, skip question 3)  Yes  No
- 4. If YES, were you discharged under honorable conditions?  Yes  No  
If you answered "No" please explain below:


**SECTION 7: 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

**RCO REQUIREMENTS FOR RESIDENTIAL BUILDING DEPARTMENT PERSONNEL<sup>7</sup>**  
(4101:8-1-03 Ohio Administrative Code)

CERTIFICATION CLASSIFICATION	EXPERIENCE REQUIREMENTS	EXAMINATION REQUIREMENTS		PROFESSIONAL LICENSE REQ'MNT.
		NCPCCI	or ICC	
RESIDENTIAL BUILDING OFFICIAL	Option #1 Ohio registration as an architect or professional engineer.  REFER TO NOTES 1 & 5	Examination modules: <b>1A, 4A and: 2A or 5A</b> REFER TO NOTES 4 & 6	Examination modules: <b>B1, M1 and: E1 or P1</b> REFER TO NOTE 4 & 6	Ohio registration as an Architect or Professional Engineer.
	Option #2 Five years of experience as a residential or non-residential contractor or superintendent or experience specified in section 103.3.9 of the Residential Code of Ohio.  REFER TO NOTES 1 & 5	Examination modules: <b>1A, 4A and: 2A or 5A</b> REFER TO NOTES 4 & 6	Examination modules: <b>B1, M1 and: E1 or P1</b> REFER TO NOTE 4 & 6	None Required
RESIDENTIAL PLANS EXAMINER	Option #1 Ohio registration as an architect or professional engineer.  REFER TO NOTES 1 & 5	Examination modules: <b>1A and: 4A or 2A or 5A</b> REFER TO NOTES 4 & 6	Examination modules: <b>B1 and: M1 or E or P1</b> REFER TO NOTES 4 & 6	Ohio Registration as an Architect or Professional Engineer.
	Option #2 Five years of experience in building design and construction for residential or non-residential buildings structures or experience as specified in OBC Section 103.3.9.  REFER TO NOTE 3	Examination modules: <b>1A and: 4A or 2A or 5A</b> REFER TO NOTES 4 & 6	Examination modules: <b>B1 and: M1 or E or P1</b> REFER TO NOTES 4 & 6	None Required
TRAINEE	One year experience for work subject to inspection under a model code. REFER TO NOTES 1, 2, & 3	Examination requirement to be completed within the allotted time of the trainee program.		Registered within the allotted time of the trainee program
ELECTRICAL PLANS EXAMINER	Five years of experience as a full-time electrical safety inspector in a certified building department.	Maintain certification as an Electrical Safety Inspector		Electrical Safety Inspector
RESIDENTIAL BUILDING INSPECTOR	Three years experience as a construction contractor or supervisor or as a skilled tradesman for work subject to inspection. REFER TO NOTES 1, 2, & 5	Examination modules: <b>1A</b> REFER TO NOTES 4 & 6	Examination modules: <b>B1</b> REFER TO NOTES 4 & 6	None Required
TRAINEE	At least one year experience as a skilled tradesman for work subject to inspection or education credit. REFER TO NOTES 1, 2, & 3	Examination requirement to be completed within the allotted time of the trainee program.		None Required
RESIDENTIAL MECHANICAL INSPECTOR	Three years experience as an HVAC construction contractor or supervisor or as a skilled HVAC tradesman for work subject to inspection. REFER TO NOTES 1, 2, & 5	Examination modules: <b>4A</b> REFER TO NOTES 4 & 6	Examination modules: <b>M1</b> REFER TO NOTES 4 & 6	None Required
TRAINEE	At least one year experience as a skilled HVAC tradesman for work subject to inspection or education credit. REFER TO NOTES 1, 2, & 3	Examination requirement to be completed within the allotted time of the trainee program.		None Required
RESIDENTIAL INDUSTRIALIZED UNIT INSPECTOR	Three years experience as a construction contractor or supervisor or as a skilled tradesman for work subject to inspection. REFER TO NOTES 1, 2, & 5	Examination modules: <b>1A, 2A, 4A, 5A</b> REFER TO NOTES 4 & 6	Examination modules: <b>B1, E1, M1, P1</b> REFER TO NOTES 4 & 6	None Required

**NOTES TO RCO REQUIREMENTS FOR RESIDENTIAL BUILDING DEPARTMENT PERSONNEL**

- NOTE 1.** Only experience directly related to buildings or structures regulated by the Residential Code of Ohio shall be acceptable for any class certification.
- NOTE 2.** All Building, IU, Plumbing, Mechanical, and trainee applicants for certification as a Residential Building, IU, Plumbing, or Mechanical Inspector may obtain credit for one year of the required experience through education pursuant to Section 103.3.9.6 of the Residential Code of Ohio. 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.** Residential Building Official; Plans Examiner; Building, IU, Mechanical and Plumbing Inspector applicants 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.
- NOTE 5.** Enforcement, inspection, or plans examination experience must be performed (a) prior to May 27<sup>th</sup>, 2006, for a building department exercising enforcement authority for buildings or structures regulated by an adopted model residential code, (b) for an agency or jurisdiction outside the state of Ohio enforcing a model residential code of a national model code organization for buildings or structures regulated by the Residential Code of Ohio, or (c) by an employee of a certified building department who is the holder of a BBS certification other than that for which application is being made.
- NOTE 6.** Module description:
- |  |   |
|--|---|
| <p align="center"><b><u>NCPCCI:</u></b></p> <p><b>1A – Building 1-, 2 -Family Dwelling</b><br/> <b>2A – Electrical 1-, 2-Family Dwelling</b><br/> <b>4A – Mechanical 1-, 2-Family Dwelling</b><br/> <b>5A – Plumbing 1-, 2-Family Dwelling</b></p> | <p align="center"><b><u>ICC:</u></b></p> <p><b>B1 – Residential Building Inspector</b><br/> <b>E1 -- Residential Electrical Inspector</b><br/> <b>M1 – Residential Mechanical Inspector</b><br/> <b>P1 – Residential Plumbing Inspector</b></p> |
|--|---|
- NOTE 7.** Individuals certified as Non-Residential Building Officials, Master Plan Examiners, or Building Inspectors must make application to the Board but individuals will qualify without further testing and without providing related experience to become a residential Building Official, Plans Examiner and/or Building Inspector.