



December 2018

At its meeting on December 14, 2018, the Ohio Board of Building Standards adopted the rule changes identified as Amendments Group 96. Included in this Amendments Group were amendments adopted with an **effective date of April 1, 2019.**

Amendments Group 96 included the amendments to the Certification rules shown below. For your use, the complete text of the final-filed amended rules can be found following this coversheet.

Rule Number	Action	Certification Rule Title	Effective date
4101:7-2-01	Amend	Building department certification.	April 1, 2019
4101:7-3-01	Amend	Residential and non-residential building department personnel certification.	April 1, 2019

**Reason for Changes:** The Board amended the Ohio Administrative Code rules as follows: **4101:7-2-01** to change responsibility for assessment report from ‘building official’ to ‘political subdivision,’ to adopt possible acceptance of other methods of payment, place building department responsibility to report for sub-departments instead of building official responsibility, and to make other editorial changes and corrections; **4101:7-3-01** to amend certification rules to add language clarifying that certain commercial certificate holders qualify for certain residential certifications without further testing, to add plans examination as acceptable experience while a registered architect or engineer to qualify for master plans examiner certification, to remove five-year registration requirement for architects and engineers to qualify for elective plans examiner certifications, to clarify that residential experience qualifies for plumbing and electrical inspector certifications, to clarify that building inspector experience qualifies for mechanical plans examiner certification, to revise application fees from two \$30 fees to one \$50 fee, to clarify requirements for full certification, to remove requirement for continuing education to reactivate expired certification, to resume requirement of one-day Code Administration and Skills Training for interim certification holders having completed Code Academy within 36 months prior to initial issuance, to add continuing education requirements: three hours Code Administration, three hours Existing Buildings, one hour Ethics each renewal period beginning Jan. 1, 2020, to permit board-approved training appropriate to individual applicant’s experience and qualifications in lieu of prescribed trainee program, and to make other editorial changes and corrections.

If you should have any questions regarding these rule changes, please call BBS staff at (614) 644-2613.

4101:7-2-01

**Building department certification.**

Municipalities, townships, and counties may seek certification by the board of building standards as described in division (E) of section 3781.10 of the Revised Code to exercise enforcement authority, to accept and approve construction documents, and to make inspections.

(A) Certification types. A political subdivision may seek to enforce the rules of the board by requesting either a certification as a building department or a sub-building department as required in paragraph (A)(1) or (A)(2) of this rule. References in this rule to “department” or “building department”, unless specified, shall mean “certified building department” or “certified sub-building department.”

(1) Certification as a building department. Municipalities, townships, and counties shall enforce the rules of the board in conformity with the law and as described in paragraphs (A)(1)(a) and (A)(1)(b) of this rule.

(a) Municipalities. Municipalities, in submitting the application described in paragraph (C) of this rule, must specify whether the department is to be certified to enforce the rules of the board for plumbing and will employ a plumbing inspector, certified as required in rule 4101:7-3-01 of the Administrative Code. If a department is not to be certified for plumbing, the enforcement shall be done by the local board of health or the division of industrial compliance plumbing section in the department of commerce.

Municipalities, in submitting the application described in paragraph (C) of this rule, must also specify whether the department is to be certified to enforce medical gas piping system provisions and will employ a medical gas piping inspector, certified as required in paragraph (E)(12) of rule 4101:7-3-01 of the Administrative Code. If the department is not to be certified to enforce medical gas piping system provisions, then the enforcement shall be done by the local board of health or the division of industrial compliance in the department of commerce.

Municipalities may, at any time, make application to the board of building standards to be approved to have the building department certification modified or to include, or exclude, plumbing and medical gas piping system enforcement duties in accordance with paragraph (H) of this rule.

(b) Counties and townships. Counties and townships, in submitting the application described in paragraph (C) of this rule for certification of a building department, are not certified to enforce plumbing provisions or employ plumbing inspectors required in paragraph (B)(2) of this

rule. As permitted in section 3703.01 of the Revised Code, county building departments may enforce plumbing provisions if the county board of health has entered into an agreement with the board of county commissioners to provide plumbing code enforcement and employs a plumbing inspector, certified as required in division (D) of section 3703.01 of the Revised Code. The county shall specify on its application whether the county department will enforce the rules of the board for plumbing and will employ a properly certified plumbing inspector. If, after certification, a county building department assumes plumbing code enforcement as required in section 3703.01 of the Revised Code, it shall notify the board.

Counties and townships, in submitting the application described in paragraph (C) of this rule, must also specify whether the jurisdiction desires the department to be certified to enforce medical gas piping system provisions and will employ a medical gas piping inspector, certified as required in paragraph (E)(12) of rule 4101:7-3-01 of the Administrative Code. If the county or township chooses not have its department certified to enforce medical gas piping system provisions, then the enforcement shall be done by the local board of health or the division of industrial compliance in the department of commerce.

Counties and townships may, at any time, make application to the board of building standards to be approved to have the building department certification modified or to include, or exclude, medical gas piping system enforcement duties in accordance with paragraph (H) of this rule.

- (2) Certification as a sub-building department. Municipalities, townships, and counties may be certified by the board of building standards to enforce the rules of the board as a sub-building department in conformity with the law and as described in paragraphs (A)(2)(a) and (A)(2)(b) of this rule. A sub-building department has enforcement exercised on their behalf by another certified political subdivision that will perform all enforcement, reporting, and administrative duties.
  - (a) Municipalities. Municipalities, in submitting the application described in paragraph (C) of this rule, must specify whether the department is to be certified as a sub-building department and shall indicate which certified building department of another political subdivision will enforce the rules of the board in the municipality. The application must also specify how the public in a municipality with a building department certified sub-building department will be provided information on how

construction documents will be accepted, reviewed, and approved, and how inspections will be requested and made.

Municipalities may, at any time, make application to the board of building standards to be approved to have the building department certification modified to change its certification from a sub-building department to a certified building department, or vice versa, in accordance with paragraph (H)(1) of this rule.

- (b) Counties and townships. Counties and townships, in submitting the application described in paragraph (C) of this rule, must specify whether the department is to be certified as a sub-building department and shall indicate which certified building department of another political subdivision will enforce the rules of the board in the county or township. The county or township must also specify how the public in the county or township with a building department certified as a sub-building department will be provided information on how construction documents will be accepted and approved, and how inspections will be requested and made.

Counties and townships may, at any time, make application to the board of building standards to be approved to have the building department certification modified to change its certification from a sub-building department and to a certified building department, or vice versa, in accordance with paragraph (H)(1) of this rule.

- (B) Building department certification requirements. To qualify for residential or non-residential building department certification, a municipal, township, or county shall comply with the following:

- (1) Conformity with law. The residential or non-residential building department shall submit an application and shall have been created in conformity with the law, shall have adopted ordinances or resolutions, and shall have entered into any agreements or contracts necessary to comply with the rules of the board and paragraph (C) of this rule;
- (2) Required personnel. All personnel of municipal, township, or county residential or non-residential building departments, and persons and employees of persons, firms, or corporations whose responsibilities include the exercise of enforcement authority shall be certified by the board of building standards pursuant to rule 4101:7-3-01 of the Administrative Code prior to performing such duties. A certified residential or non-residential building department or sub-building department shall have the respective personnel qualified to

execute the duties required for the exercise of enforcement authority, the review and approval of construction documents, and the performance of inspections under the rules of the board:

(a) Non-residential building department personnel.

- (i) Building official.
- (ii) ~~Masters~~ Master plans examiner.
- (iii) Building inspector.
- (iv) Plumbing inspector. If the department is certified to enforce plumbing provisions, then the department shall have in its employ or under contract at least one person holding the plumbing inspector certification as required in paragraph (E)(16) of rule 4101:7-3-01 of the Administrative Code.
- (v) Medical gas piping inspector. If the department is certified to enforce medical gas provisions, then the department shall have in its employ or under contract at least one person holding the medical gas inspector certification as required in paragraph (E)(20) of rule 4101:7-3-01 of the Administrative Code.
- (vi) Electrical safety inspector.
- (vii) Backup personnel. The department shall have in its employ or under contract alternate personnel meeting the requirements of rule 4101:7-3-01 of the Administrative Code, to serve in the event of a conflict of interest or the unavailability of the building official, master plans examiner, elective plans examiners, or inspectors. All backup personnel shall be clearly identified and disclosed on the yearly operational report. For those backup personnel under contract, copies of the respective contracts shall also be submitted.

(b) Residential building department personnel.

- (i) Residential building official.
- (ii) Residential plans examiner.
- (iii) Residential building inspector.

- (iv) Plumbing inspector. If the residential department is certified to enforce plumbing provisions, then the residential department shall have in its employ or under contract at least one person holding the plumbing inspector certification as required in paragraph (E)(16) of rule 4101:7-3-01 of the Administrative Code.
  - (v) Electrical safety inspector.
  - (vi) Backup personnel. The residential department shall have in its employ or under contract, alternate personnel meeting the requirements of this rule, to serve in the event of a conflict of interest or the unavailability of the residential building official, residential plans examiner or residential inspectors.
- (3) Elective personnel. The department may elect to have the following personnel certified by the board of building standards pursuant to rule 4101:7-3-01 of the Administrative Code prior to performing such duties:
- (a) Non-residential building department elective personnel.
    - (i) Building plans examiner.
    - (ii) Mechanical plans examiner.
    - (iii) Electrical plans examiner.
    - (iv) Plumbing plans examiner.
    - (v) Fire protection plans examiner.
    - (vi) Fire protection inspector.
    - (vii) Mechanical inspector.
  - (b) Residential building department elective personnel.
    - (i) Electrical plans examiner.
    - (ii) Residential mechanical inspector.
    - (iii) Plumbing plans examiner.
- (4) Replacement personnel. When required personnel, both primary and backup, leave the employ of the residential or non-residential building department,

permanent replacement personnel shall be designated in accordance with the rules of the board within one-hundred-twenty days.

- (5) Contract employees. A municipal corporation, township, or county may contract with a certified residential or non-residential building department, health district, or with persons, firms, or corporations under contract to furnish services, and meeting the requirements of rule 4101:7-3-01 of the Administrative Code, to exercise the respective residential or non-residential building code enforcement authority, administer the board's rules, approve plans and specifications and perform inspections on behalf of such municipal corporation, township, or county, providing such authority is exercised pursuant to such contract and upon application to and approval by the board of building standards. All contract employees shall be clearly identified and disclosed on the yearly operational report and copies of the respective contracts shall also be submitted;
  - (6) Building department office. The certified residential or non-residential building department shall have an office conveniently located within the area it serves. The office shall be open and staffed to serve the public need and office hours shall be conspicuously posted. If the department contracts for its enforcement services, or is certified as a sub-building department, information shall be provided to the public explaining how building department services shall be provided;
  - (7) Availability of inspectors. The residential or non-residential building department shall be staffed so that all inspectors are available, during normal business hours, for requested inspections as required in section 108.1 of rules 4101:8-1-01 and 4101:1-1-01 of the Administrative Code, respectively. The department may offer inspections at other times at the request of the owner or owner's representative; and
  - (8) Building department certificate to be posted. The certificate issued by the board of building standards to a municipal, township, or county building department shall be posted in a conspicuous place within the jurisdiction.
- (C) Building department certification application. Application for certification of a municipal, township, or county residential or non-residential building department, or application for modification of an existing certification, shall be made on a form prescribed by the board of building standards and shall set forth:
- (1) A copy of the law creating such a department.

- (2) A copy of a resolution requesting certification of the building department to enforce the rules of the board.
- (3) The proposed budget for the operation of such department.
- (4) A chart showing the organization of the building department within the governmental body.
- (5) Data reflecting the population and the size of the area to be served.
- (6) The number of and board certifications held by staff to be employed by the building department.
- (7) The names, addresses, and board certifications of persons, firms or corporations contracting to furnish work or services when such persons, firms, or corporations are under contract to furnish architectural, engineering, or inspection services to the municipal corporation, township, or county, and such authority is exercised pursuant to such contract.
- (8) The names of other municipal corporations, townships, counties, or health districts contracting to furnish work or services when such other municipal corporation, township, county, or health district is under contract to furnish architectural or engineering services to the municipal corporation, township, or county, and such authority is exercised pursuant to such contract and when officers or employees of any other municipal corporation, township, county, or health district under contract to furnish inspection services to the municipal corporation, township, or county, when such authority is exercised pursuant to such contract.
- (9) A copy of the ordinance or resolution authorizing a residential or non-residential building department to enter into a contract with other municipalities, townships, counties, health districts, persons, firms or corporations to do their plan approval and inspections.
- (10) A copy of the contract between the residential or non-residential building department and other municipalities, townships, counties, health districts, persons, firms, or corporations to do their plan approval or inspections.
- (11) The department within the municipality, township, or county which will be responsible for plumbing inspection, if not within the building department.
- (12) The applicant may attach any other charts, maps, statistical data or other information which it determines may be beneficial to the board in considering the applications for certification.



- (13) A procedure for plan approval and for performing inspections, a copy of the plan review application, and a copy of the department's approval stamp.
- (14) Signature of an authorized representative of the board of township trustees in townships, the board of county commissioners in counties, or the appropriate officials in municipalities.

The original of the documents, papers and charts required in paragraphs (C)(1) to (C)(14) of this rule shall be filed with the board at least two weeks prior to a certification hearing.

The board may allow amendments to applications prior to formal action. Requests for amendments to applications shall be made in writing and conform to all the other provisions of this rule.

- (D) Building department certification, certification hearing. Upon receipt of an application, the board of building standard's certification committee shall review the application and make a recommendation to the board of building standards. The committee may ask for additional information to be submitted by the applicant prior to making a recommendation to the board. If the committee requests additional information from the applicant, failure to submit the requested information within ninety days from the date of the request may be cause for disapproval of the application by the board. After receiving a recommendation from the committee, a certification hearing on the application shall be conducted by the board of building standards. An authorized representative of the municipality, township, or county seeking certification present at the certification hearing may give testimony or respond to any questions from the board. The board shall give all interested persons appearing at such certification hearing an opportunity to be heard and explain their positions. A record of the proceeding shall be made by the board.

- (1) Building department certification, approval or denial. Following the certification hearing, the board shall act on the application for certification.

Approval by the board of building standards of an application for certification shall set forth the group classifications and subject matters for which the municipal, township, or county building department under consideration is to be certified. After such approval, the appropriate official in municipalities, the board of township trustees in townships, or the board of county commissioners in counties requesting certification, shall be furnished a certificate of approval which shall state the conditions and limitations, if any, under which it has been issued.

If the application is denied in whole, or in part, by the board of building standards, the appropriate official in municipalities, the board of township trustees in townships, or the board of county commissioners in counties requesting certification shall be notified in writing of such denial and the reason therefore and to their rights of appeal pursuant to sections 3781.10 and 3781.101 and Chapter 119. of the Revised Code.

- (E) Building department certification, board to maintain list. The board of building standards shall maintain a current list of all certified nonresidential and residential building departments, their contact information and, if applicable, their contractual relationships with other persons, departments, firms, or corporations that enforce the rules of the board on behalf of the certified building department.

The list of certified building departments shall be made available upon request and shall be posted on the board's website at <http://www.com.ohio.gov/dico/BBS.aspx>.

- (F) Building department certification, reports, and assessment. Certified building departments shall submit the following reports and information to the board of building standards:

- (1) Yearly operational report. A yearly operational report for the previous year, within ninety calendar days after the end of each calendar year;
- (2) Changes in personnel. Written notification of changes in personnel of the residential or non-residential building department who enforce the rules of the board, within thirty calendar days after such personnel have been appointed;
- (3) Board requests or queries. Replies to any special requests or queries made by the board of building standards, within thirty calendar days of receipt;
- (4) Revised contracts or agreements. Copies of revised contracts or agreements, within thirty calendar days after the residential or non-residential department creates or changes a contractual relationship with another department or firm.
- (5) Board assessment. Each political subdivision that prescribes fees pursuant to division (E) of section 3781.102 of the Revised Code shall also collect on behalf of the board of building standards an assessment equal to three per cent of those fees imposed for non-residential or one per cent of those fees imposed for residential approvals, the acceptance and approval of plans and specifications, and for performing inspections.

Assessment report. The ~~building official~~ political subdivision shall report on the prescribed form and remit monthly by check or other acceptable method of payment, the amount of the assessments collected on behalf of the board not

later than sixty days following the end of each month in which the assessments are collected. In the case of building departments that are certified as sub-departments, pursuant to paragraph (A)(2) of this rule, the ~~building official of the~~ building department exercising enforcement authority shall report and remit to the board for all certified sub-building departments. Remittance in the form of checks shall be made payable to the “Treasurer, State of Ohio.”

(G) Building department certification, revocation or suspension. In accordance with division (E) of section 3781.10 of the Revised Code, a department certification may be revoked or suspended and, for a non-residential department with respect to any and all of the group classifications for which it is certified, upon receipt by the board of building standards of a written complaint from any person affected by the exercise of the authority granted under such certification, or by the board on its own motion.

(1) Complaint process. Upon receipt of a written complaint against a certified building department that is substantiated by demonstrable evidence or upon the board’s own motion:

(a) The board shall decide whether the information submitted warrants causing a formal investigation to be initiated or sending a notice of opportunity for hearing as outlined in paragraph (G)(1)(d) of this rule;

(b) If a formal investigation is warranted, the certified jurisdiction shall be notified that an investigation has been initiated by the board;

(c) Upon completion of the investigation, findings shall be reported to the board.

(d) The board may dismiss the complaint, table the matter for future action, or initiate action to suspend or revoke the certification. If the board issues an order to suspend or revoke the certification it shall:

(i) Notify the certified jurisdiction of the charges by certified mail, return receipt requested. The certified jurisdiction shall be informed that a hearing, if desired, must be requested within thirty days from the date of the mailing to request a hearing before the board. The order shall inform the certified jurisdiction that it may be represented by counsel at the hearing. Failure by the certified jurisdiction to request a hearing within thirty days from the date of the mailing of the notification may cause the board, after a hearing, to uphold the order revoking or suspending certification;

- (ii) Schedule a hearing to be held seven to fifteen days after receipt of the request. The board may continue or postpone the hearing upon application by the party or upon its own motion;
  - (iii) The board may appoint a hearing officer to conduct a hearing.
  - (iv) A hearing will be conducted during which parties and witnesses can be examined and offer testimony, in a manner that prevents unnecessary delay, and that ensures the development of a clear and adequate record. The hearing shall be conducted pursuant to the provisions of sections 3781.10, 3781.101, and 119.09 of the Revised Code;
  - (v) If a hearing officer has been appointed, then within thirty days after the hearing, the hearing officer shall submit a written report of the findings of fact and recommendations to the board for its consideration.
- (e) Following the hearing, the party affected shall be sent a certified copy of the board's action and informed by certified mail, return receipt requested, that the jurisdiction may appeal the order within fifteen days to the court of common pleas in Franklin county pursuant to sections 3781.10, 3781.101, and 119.12 of the Revised Code.
- (2) Building department certification, hearings and appeals. Hearings shall be held by the board of building standards and appeals shall be permitted on any proceedings for certification as provided in section 119.07 of the Revised Code and in paragraphs (G)(1)(a) to (G)(1)(e) of this rule.
- (3) Revocation or suspension. In the event of suspension or revocation of a residential or non-residential building department certification, the jurisdiction shall, within fifteen days of being notified of such suspension or revocation, surrender to the secretary of the board of building standards the certificate previously issued under paragraph (D)(1)(a) of this rule. The department, upon suspension or revocation, shall no longer hold out to the public that it is authorized to issue certificates of plan approval for the construction, repair, alteration of buildings or classes of buildings specified in section 3781.06 of the Revised Code or for performing inspections for which it has been suspended or certification revoked.

Outstanding plans review, approvals, inspections, or orders. In the event of the suspension or revocation of a non-residential building department certification, the enforcement duties shall be transferred to the division of

industrial compliance or to the certified building department as approved by the board.

- (4) Probationary status. In the event of an investigation in which the board decides not to immediately suspend or revoke a residential or non-residential building department's certification, as outlined in paragraph (G) of this rule, the board may place the department on probationary status for a period of time and require remedial action as the board deems appropriate. During this time the department shall comply with the training, reporting, auditing, or other remedial action required by the board. The board is authorized to revoke or suspend the department's certification for failure to comply with such remedial requirements pursuant to paragraph (G) of this rule.

(H) Special building department requirements.

- (1) Changes in jurisdictional authority. The department shall submit an application to have its existing building department certification modified. The application shall also include a transition plan identifying all outstanding projects that have received a certificate of plans approval but have yet to be issued a certificate of occupancy or certificate of completion. The transition plan shall indicate how and by whom code enforcement duties for those projects will be continued and completed and how paid and pending fees will be assessed and/or shared to prevent duplicative fees and/or enforcement duties.
- (2) Surrender of department certification. The political subdivision shall submit a written notification to the board declaring its intention to surrender its existing building department certification. The notification shall also include a transition plan identifying all outstanding projects that have received a certificate of plans approval but have yet to be issued a certificate of occupancy or certificate of completion. The transition plan shall indicate how and by whom code enforcement duties for those projects will be continued and completed and how paid and pending fees will be assessed and/or shared to prevent duplicative fees and/or enforcement duties. All documents, reports, and project files will be transferred to the jurisdiction that will assume enforcement authority.

Township certification when a county is or becomes certified. A township may not submit an application pursuant to this rule to exercise enforcement authority, to accept and approve construction documents, and to make inspections that is located in a county that is already certified. If a township is certified and the county subsequently is certified by the board, the township's certification is preempted by the county one year after the county certification is effective or at an earlier date as the board of township trustees approves.

Townships and counties certified by the board as of the effective date of this rule are not affected by this section.

- (3) Structures with shared jurisdictional authority. When a department receives an application for plan approval for a structure or portion of a structure which, when built, would involve shared jurisdictional authority, the building official shall immediately notify the owner that the structure involves shared jurisdictional authority and the process, determined below, that will be used in approvals and inspections for the project and shall:
- (a) Determine which other political subdivision(s) has jurisdiction for a portion of the structure;
  - (b) Determine the name and contact information for the building official for any other political subdivision(s) which has jurisdiction for a portion of the structure;
  - (c) Determine, with the advice of legal counsel, and after discussion with the building official(s) of the other political subdivision(s) identified above, how and by whom code enforcement duties for the project shall be completed;
  - (d) Determine how, when, and which enforcement records shall be provided to the various parties;
  - (e) Determine how paid and pending fees will be assessed and/or shared to prevent duplicative fees and/or enforcement duties; and
  - (f) Establish by whom, when, and to whom the certificate of occupancy or certificate of completion shall be issued and distributed.

Effective: 4/1/2019

Five Year Review (FYR) Dates: 11/1/2022

CERTIFIED ELECTRONICALLY

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Certification

12/14/2018

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Date

Promulgated Under: 119.03  
 Statutory Authority: 3781.10(E)  
 Rule Amplifies: 3781.10  
 Prior Effective Dates: 07/07/1969, 04/15/1974, 02/15/1975, 07/01/1977,  
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4101:7-3-01

**Residential and non-residential building department personnel certification.**

Residential and non-residential building departments shall have personnel qualified to execute the duties required to enforce the rules of the board. Only those certified individuals employed by or under contract with a particular political subdivision are authorized to exercise enforcement authority within that same jurisdiction.

Exception: Inspectors performing industrialized unit inspections on behalf of the board of building standards.

(A) Building department personnel certification classifications. The certifications issued by the board of building standards are as follows:

- (1) Building official.
- (2) Interim building official.
- (3) Residential building official.
- (4) Interim residential building official.
- (5) Master plans examiner.
- (6) Interim master plans examiner.
- (7) Master plans examiner trainee.
- (8) Residential plans examiner.
- (9) Interim residential plans examiner.
- (10) Residential plans examiner trainee.
- (11) Building plans examiner.
- (12) Interim building plans examiner.
- (13) Building plans examiner trainee.
- (14) Electrical plans examiner.
- (15) Interim electrical plans examiner.
- (16) Electrical plans examiner trainee.



- (17) Plumbing plans examiner.
- (18) Interim plumbing plans examiner.
- (19) Plumbing plans examiner trainee.
- (20) Mechanical plans examiner.
- (21) Interim mechanical plans examiner.
- (22) Mechanical plans examiner trainee.
- (23) Fire protection plans examiner.
- (24) Interim fire protection plans examiner.
- (25) Fire protection plans examiner trainee.
- (26) Building inspector.
- (27) Interim building inspector.
- (28) Building inspector trainee.
- (29) Residential building inspector.
- (30) Interim residential building inspector.
- (31) Residential building inspector trainee.
- (32) Fire protection inspector.
- (33) Interim fire protection inspector.
- (34) Mechanical inspector.
- (35) Interim mechanical inspector.
- (36) Mechanical inspector trainee.
- (37) Residential mechanical inspector.
- (38) Interim residential mechanical inspector.
- (39) Residential mechanical inspector trainee.

- (40) Electrical safety inspector.
- (41) Electrical safety inspector trainee.
- (42) Industrialized unit inspector.
- (43) Interim industrialized unit inspector.
- (44) Residential industrialized unit inspector.
- (45) Interim residential industrialized unit inspector.
- (46) Plumbing inspector.
- (47) Interim plumbing inspector.
- (48) Plumbing inspector trainee.
- (49) Medical gas piping inspector.

(B) Multiple personnel certifications held. A person may hold more than one certification.

(C) Conflict of interest. No certified employee or person who contracts for services within the jurisdictional area of a residential or non-residential building department shall perform services for any department which would require that person or employee to exercise authority or make an evaluation of any work furnished by him or by a private contractor that employs him on a full-time, part-time, or incidental basis. Further, such employee or person shall not engage in conduct that is prohibited or considered a conflict of interest pursuant to Chapter 102. of the Revised Code.

(D) Seals. No holder of a certification issued by the board of building standards is authorized to secure a seal in any form or of any type for use in the performance of any of their duties.

(E) Experience requirements of the applicant to qualify for certification.

(1) General experience. To qualify for certification, applicants must have experience directly related to buildings or structures within the scope of the "Residential Code of Ohio" for residential certifications or experience directly related to buildings or structures within the scope of the "Ohio Building Code" for non-residential certifications.

(a) In evaluating experience of an applicant, the board of building standards may find the following enforcement, inspection, or plans examination experience to be acceptable:

- (i) Experience gained prior to 1984, with 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; or
- (ii) Experience gained with the department of commerce, division of industrial compliance or an agency or jurisdiction outside the state of Ohio enforcing a model residential code, for residential certifications, or a model non-residential building code, for non-residential certifications, 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
- (iii) 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; or
- (iv) Experience gained as an employee of a certified residential or non-residential building department and who is a holder of a board certification other than that for which application is being made as prescribed in this rule.

Exceptions:

- (a) Certified building department employees who are applicants for plumbing inspector certification shall comply with paragraph (E)(16) of this rule.
- (b) Certified building department employees who are applicants for electrical safety inspector certification shall comply with paragraph (E)(17) of this rule.
- (b) ~~In evaluating experience of an applicant, the~~The board of building standards shall not credit experience gained while acting in violation of rules adopted by the board to establish equivalent experience.
- (c) ~~In evaluating experience of an applicant, the~~The board of building standards may credit experience which provides knowledge of different construction methods, processes, or types as it determines applicable, but shall not credit construction experience that does not provide required knowledge including, but not limited to, the installation of floor and wall coverings, the installation of roofing materials or roofing systems, or the finishing of concrete.

(d) ~~In evaluating experience of an applicant, for~~ For a residential or non-residential certification, the board of building standards shall credit one year of the required experience obtained through education credit pursuant to paragraph (F)(6) of this rule.

(e) Individuals certified as non-residential building officials, master plans 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, residential plans examiner, and/or residential building inspector.

(2) Building official. An applicant for a building official certification shall meet one of the following requirements:

(a) At least 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;

(b) At least 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

(c) At least five years of experience employed full-time as a residential building official in a certified residential building department.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

(3) Residential building official. An applicant for a residential building official certification for a residential building department shall ~~met~~meet one of the following requirements:

(a) Ohio registration as an architect or professional engineer; or

(b) At least five years of experience as a residential contractor or non-residential contractor or superintendent with responsibility for obtaining approvals and inspections of structures regulated by the rules of the board.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

(4) Master plans examiner. An applicant for a non-residential master plans examiner certification shall meet one of the following requirements:

- (a) At least five years of experience in building design ~~and~~ construction, or plans examination 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;
- (b) Successful completion of a trainee program pursuant to paragraph (F)(5) of this rule.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

(5) Residential plans examiner. An applicant for a residential plans examiner certification shall meet one of the following requirements:

- (a) Ohio registration as an architect or professional engineer;
- (b) At least five years of experience in building design and construction for residential or non-residential buildings or structures regulated by the rules of the board; or
- (c) Successful completion of a trainee program pursuant to paragraph (F)(5) of this rule.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

(6) Building plans examiner. An applicant for a building plans examiner certification shall meet one of the following requirements:

- (a) At least five years of experience as a full-time building inspector in a certified non-residential building department; or
- (b) ~~At least 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~~Ohio registration as an architect or professional engineer; or

- (c) At least ten years of experience as a full-time skilled tradesman for structural carpentry, masonry, steel erection, or concrete construction work, subject to inspection under a model building code of a national model code organization or a code adopted for non-residential buildings or structures, within the scope of groups regulated by the rules of the board.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (7) Electrical plans examiner. An applicant for an electrical plans examiner certification shall meet one of the following requirements:

- (a) At least five years of experience as a full-time electrical safety inspector in a certified building department;
- (b) At least five years of experience as an electrical safety inspector, certified pursuant to Chapter 3783. of the Revised Code and employed full-time by the Ohio department of commerce, division of industrial compliance; or
- (c) ~~At least 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~~Ohio registration as an architect or professional engineer; or
- (d) At least ten years of experience as a full-time journeyman electrician or equivalent for the installation of electrical systems, subject to inspection under either a ~~non-residential~~ model building code of a national model code organization or a code adopted for ~~non-residential~~ buildings or structures, within the scope of groups regulated by the rules of the board.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (8) Plumbing plans examiner. An applicant for a plumbing plans examiner certification shall meet one of the following requirements:

- (a) At least five years of experience as a full-time plumbing inspector in a certified building department;

- (b) At least five years of experience as a plumbing inspector, certified pursuant to Chapter 3703. of the Revised Code, employed full-time by either the Ohio department of commerce, division of industrial compliance, or by a county board of health; or
- (c) ~~At least 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~~Ohio registration as an architect or professional engineer; or
- (d) At least ten years of experience as a full-time journeyman plumber or equivalent for the installation of plumbing systems, subject to inspection under either a ~~non-residential~~ model building code of a national model code organization or a code adopted for ~~non-residential~~ buildings or structures, within the scope of groups regulated by the rules of the board.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (9) Mechanical plans examiner. An applicant for a mechanical plans examiner certification shall meet one of the following requirements:
- (a) At least five years of experience as a full-time building inspector or mechanical inspector in a certified building department;
  - (b) At least 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
  - (c) ~~At least 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~~Ohio registration as an architect or professional engineer; or
  - (d) At least 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 a model building code of a national model code organization or a code adopted for non-residential buildings or structures, within the scope of groups regulated by the rules of the board.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

(10) Fire protection plans examiner. An applicant for a fire protection plans examiner certification shall meet one of the following requirements:

- (a) At least 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 with experience inspecting non-residential fire protection systems;
- (b) At least five years of experience as a full-time certified fire protection system designer with experience designing non-residential fire protection systems;
- (c) At least five years of experience as a full-time building inspector in a certified non-residential building department; or
- (d) ~~At least 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~~ Ohio registration as an architect or professional engineer; or
- (e) At least 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 a model non-residential building code of a national model code organization or a code adopted for non-residential buildings or structures, within the scope of groups regulated by the rules of the board.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

(11) Building inspector. An applicant for a building inspector certification shall meet one of the following requirements:

- (a) At least five years of experience ~~as a skilled tradesman, a supervisor, or a construction contractor for~~ in structural carpentry, masonry, steel erection, or concrete construction work subject to inspection under a model building code of a national model code organization or a code adopted for non-residential buildings or structures within the scope of



groups regulated by the rules of the board as a skilled tradesman, a supervisor, or a construction contractor;

- (b) At least five years of experience as a full-time non-residential building official, master plans examiner, non-residential mechanical inspector, residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector in a certified residential building department; or
- (c) Successful completion of a trainee program pursuant to paragraph (F)(5) of this rule.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (12) Residential building inspector. An applicant for residential building inspector certification shall meet one of the following requirements:

- (a) At least three years of experience as a contractor or supervisor for residential or non-residential buildings or structures regulated by the rules of the board;
- (b) At least three years of experience as a skilled tradesman for work subject to inspection under a code adopted for buildings or structures regulated by the "Residential Code of Ohio" or the "Ohio Building Code"; or
- (c) Successful completion of a trainee program pursuant to paragraph (F)(5) of this rule.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (13) Fire protection inspector. An applicant for fire protection inspector certification shall meet one of the following requirements:

- (a) At least 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 a model non-residential building code of a national model code organization or a code adopted for non-residential buildings or structures within the scope of groups regulated by the rules of the board; or

- (b) At least five years of experience as a certified fire safety inspector or a certified fire protection system designer.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (14) Mechanical inspector. An applicant for a mechanical inspector certification shall meet one of the following requirements:

- (a) At least 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 a model building code of a national model code organization or a code adopted for non-residential buildings or structures within the scope of groups regulated by the rules of the board;

- (b) At least five years of experience as a full-time building official, master plans examiner, or building inspector in a certified non-residential building department, or a full-time residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector in a certified residential building department; or

- (c) Successful completion of a trainee program pursuant to paragraph (F)(5) of this rule.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (15) Residential mechanical inspector. An applicant for a residential mechanical inspector certification shall meet one of the following requirements:

- (a) At least three years of experience as an HVAC system contractor or supervisor for residential or non-residential buildings regulated by the rules of the board;

- (b) At least three years of experience as a skilled tradesman for HVAC systems and the associated refrigeration, fuel gas, and heating piping for residential or non-residential buildings regulated by the rules of the board; or

- (c) Successful completion of a trainee program pursuant to paragraph (F)(5) of this rule.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (16) Plumbing inspector. An applicant for a plumbing inspector certification shall meet one of the following requirements:
- (a) At least seven years of experience in the installation of plumbing, subject to inspection under either a ~~non-residential~~ model building code of a national model code organization or a code adopted for ~~non-residential~~ buildings or structures and within the scope of groups regulated by the rules of the board;
  - (b) A degree in engineering or architecture and three years of experience in plumbing system design; or
  - (c) Successful completion of a trainee program pursuant to paragraph (F)(5) of this rule.
- (17) Electrical safety inspector. An applicant for an electrical safety inspector (ESI) certification shall meet one of the following experience requirements:
- (a) Journeyman electrician or equivalent for four years, two years as an electrician foreman, and two years of experience as a building department ESI trainee;
  - (b) Journeyman electrician or equivalent for four years and three years of experience as a building department ESI trainee pursuant to paragraph (F)(5) of this rule;
  - (c) Four years of experience as a building department ESI trainee;
  - (d) Journeyman electrician or equivalent for six years; or
  - (e) An electrical engineer registered in the state of Ohio.
- (18) Industrialized unit inspector. An applicant for an industrialized unit inspector certification shall meet one of the following requirements:
- (a) At least 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;

- (b) At least five years of experience as a skilled tradesman for work subject to inspection under a model building code of a national model code organization or a code adopted for non-residential buildings or structures within the scope of groups regulated by the rules of the board;
- (c) At least five years of experience as a skilled tradesman for work subject to inspection under a residential dwelling code, a model building code of a national model code organization or a code adopted for non-residential buildings or structures regulated by the rules of the board; or
- (d) Certification as a building inspector as specified in paragraph (E)(11) of this rule.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (19) Residential industrialized unit inspector. An applicant for a residential industrialized unit inspector certification shall meet one of the following requirements:

- (a) At least three 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 as a construction contractor or supervisor for residential buildings or structures regulated by the rules of the board;
- (b) Certification as a building inspector, residential building inspector, or industrialized unit inspector; or
- (c) At least three years of experience as a skilled tradesman for work subject to inspection under a residential dwelling code, a model building code of a national model code organization or a code adopted for non-residential buildings or structures regulated by the rules of the board.

In evaluating the experience requirements for this certification, the board may accept applicable experience as specified in paragraph (E)(1) of this rule.

- (20) Medical gas piping inspector. An applicant for a medical gas piping inspector certification shall provide evidence verifying that the applicant has been certified by an "American Society of Sanitary Engineering (ASSE)" recognized third party certifier in accordance with ASSE standard 6020.

(F) Personnel certification application, filing and processing. Applications for certification shall be sent to the office of the board at least two weeks prior to a certification hearing. The application shall expire if not approved within one year of receipt by the board. Applications for certification as an electrical safety inspector shall be submitted at least two weeks prior to a meeting of the electrical safety inspector advisory committee.

Each applicant shall also submit, with the application, ~~payment of an initial~~ an application fee of ~~thirty~~fifty dollars and evidence sufficient to show the board that the applicant is qualified. Such evidence may include proof of the statements made in the application, documentary evidence, affidavits, transcripts, diplomas, published data, photographs, or legible reproductions of the same, or any other documentation.

(1) Certification process. Upon receipt of a completed application and ~~payment of an initial~~ an application fee of ~~thirty~~fifty dollars, the board of building standard's certification committee shall review the application and make a recommendation to the board of building standards.

Exception: Upon receipt of a completed application for certification as an electrical safety inspector, the electrical safety inspector advisory committee shall review the application and make a recommendation to the board of building standards.

The committee may ask for additional information to be submitted by the applicant prior to making a recommendation to the board. If the committee requests additional information from the applicant, failure to submit the requested information within ninety days from the date of the request may be cause for disapproval of the application by the board. After receiving a recommendation from the committee, the board shall hold a certification hearing to take action on the application. The applicant may be present at the certification hearing to respond to any questions from the board and all interested persons appearing at such certification hearing may be given an opportunity to comment.

(a) Certification, approval or denial. Following the certification hearing, the board may approve, approve with conditions, table pending further review and/or receipt of additional documentation, deny the application for certification, or take such other action as the board deems appropriate. If the board requests additional information, failure to submit the requested information within ninety days from the date of the request shall be cause for disapproval of the application by the board. The board may request an interview of the applicant by the certification committee to assist the board in making its evaluation of an application.

If the application is denied, in whole or in part, by the board of building standards, the applicant shall be notified in writing of such denial, the reason for the denial, and their rights of appeal pursuant to sections 3781.10 and 3781.101 and Chapter 119. of the Revised Code.

Hearings shall be held by the board of building standards and appeals shall be permitted on any proceedings for certification as provided in section 119.07 of the Revised Code and in paragraph (F)(7)(a)(v) of this rule.

- (b) Records. The board shall retain, as a part of applications which have been approved, any or all documents submitted or electronic versions of such documents, which shall be properly marked for identification and ownership.
- (c) Board action. All applications shall be considered individually by the board and the action taken shall be recorded in the minutes, noted on the application form, and the applicant notified as required.
- (d) Examinations. All applicants shall furnish the board evidence of passing the board approved examinations for the appropriate certification category issued by a national model code organization or a testing agency or entity recognized by the board. The board shall maintain a list of approved examinations. Examinations required for certification may be completed before application is made for certification by the board.

(2) Issuance of certificate and renewal.

(a) Issuance of certification.

- (i) Upon submission of an application for certification for which the experience requirements are approved but evidence of successfully completing the required examination modules is not included, a one-time interim certification shall be issued to the applicant. No extensions shall be granted. The certificate shall state the interim certification classification being issued pursuant to paragraph (A) of this rule, expiration date, and limitations, if any, under which it has been issued. For the purpose of this paragraph the one-time interim certification period is for two years.

Exception: Applicants for certification as an electrical safety inspector whose application is approved are then qualified to begin examination only and, before exercising enforcement duties

for a political subdivision, must submit evidence of successfully completing the required examination in order to receive electrical safety inspector certification.

Before the end of the interim certification period, the certificate holder shall submit evidence of successfully completing the required examination modules and meeting any other certification requirements.

- (a) If the interim certification has expired prior to completing all of the requirements, the board may consider certification of the individual if the applicant presents evidence of completing the outstanding examination(s) required in paragraph (F)(1)(d) of this rule within the year following the expiration.
    - (b) Upon expiration, the individual shall not perform any duties for which the interim certification was received but may enter the trainee program as required in paragraph (F)(5) of this rule.
  - (ii) Upon submission of an application for certification for which the experience requirements are approved and evidence of successfully completing the required examination modules and completion of the "Ohio Building Code Academy" required by paragraph (F)(4)(a) of this rule is included, an appropriate certificate shall be issued to the applicant. The certificate shall state the certification classification being issued, expiration date, and limitations, if any, under which it has been issued. For the purpose of this paragraph a certification period is for three years.
  - (iii) No application fee is required for conversion of interim to full certification.
- (b) Renewal. It shall be the responsibility of the certificate holder to notify the board of a change of primary mailing address when it changes and to renew at three-year intervals.
- (c) Applications for renewal. Applications for renewal of a certification shall be submitted to the board of building standards at least thirty days prior to the expiration date. In addition to a completed renewal application form prescribed by the board, applicants for renewal of certification shall submit a certification renewal fee of thirty dollars and evidence of having attended board-sponsored required continuing education courses or their board-approved equivalents and, other than medical gas piping

inspectors, successfully completed thirty hours of approved educational courses prior to the expiration of the current certification.

Exceptions:

- (i) Applications for renewal of medical gas piping inspector certifications shall include evidence verifying that the applicant's certification by an "ASSE" recognized third-party certifier, in accordance with "ASSE" standard 6020, has been renewed.
  - (ii) Applicants for renewal of master plans examiner certifications shall include evidence verifying current active registration as an Ohio registered design professional.
- (d) Failure to renew. Any individual whose certification has expired through failure to renew may obtain a renewal within one year from the date of its expiration provided the holder has met all requirements for renewal, including payment of the renewal fee. All applications for renewal of expired certifications shall be processed as renewals during the one year period following expiration. All applications for renewal of expired certifications submitted more than one year following the expiration shall be processed as a new application. ~~In addition, if a holder of an expired certification that submits an application for renewal more than one year following the expiration shall also be required to satisfy the continuing education requirements prior to recertification.~~ The holder of a certification that has expired shall not perform any duties for which a certification is required.

(3) Elective temporary suspension. Certifications may be placed in elective temporary suspension upon written request to and approval by the board. Except for emergency circumstances, requests shall be in writing at least sixty days prior to the certification expiration date and supported by satisfactory evidence that the holder is withdrawing from active employment for which the certification is required.

- (a) Restoring certification. Certifications placed in elective temporary suspension for a period of time not to exceed one three-year term following the expiration date may be restored to active status by the board upon written request. The request shall be supported by satisfactory evidence that the holder has completed thirty hours of continuing education for that certification and any board-sponsored mandatory training required, or their board-approved equivalents, during the time the



certification was in suspension prior to the date of reinstatement. Payment of the thirty-dollar renewal fee shall accompany the request.

(b) Failure to restore certification. Certifications placed in elective temporary suspension for a period of time exceeding one three-year term following the original certification expiration date may be restored to active status by the board upon written request supported by evidence of passing of the appropriate examinations prescribed by the board, completion of the "Ohio Building Code Academy," and payment of the thirty-dollar renewal fee.

~~(3)~~(4) Continuing education.

(a) Holders of board certifications shall:

(i) Complete the "Ohio Building Code Academy" requirements during their initial certification period. Individuals who have completed the "Ohio Building Code Academy" within thirty-six months immediately preceding the date of receipt of initial certification may attend "Code Administration and Skills Training" provided by the board in lieu of the "Ohio Building Code Academy".

Exceptions:

(a) Individuals certified as medical gas piping inspectors pursuant to paragraph (E)(20) of this rule.

(b) Individuals certified as industrialized unit inspectors or residential industrialized unit inspectors.

~~(c) Individuals certified as plumbing inspectors 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 department of commerce or of county boards of health.~~

~~(d) Individuals who have completed the code academy within thirty-six months immediately preceding the date of receipt of initial certification.~~

~~(ii) Attend mandatory continuing education courses for their respective certification.~~

~~(iii)~~(ii) Complete at least thirty hours of board approved continuing education in their respective classification prior to the expiration date of the certification for each certification period other than their first. Beginning with certification renewal applications submitted on or after January 1, 2020, of those thirty hours, at least three hours of continuing education shall be dedicated to the subject of code administration, three hours shall be dedicated to existing buildings, and one hour shall be dedicated to ethics.

(a) Exceptions:

(i) Medical gas piping inspectors, who maintain their certification in accordance with ASSE standard 6020.

(ii) The board shall extend a certification period upon receipt of documentation certifying that a holder of board certification has been called to active military duty described in division (A)(3)(c) of section 5903.12 of the Revised Code during the current or previous certification period by the total number of months that the holder of the certification spent on active military duty. For the purposes of this paragraph, any portion of a month served on active duty shall be considered one full month.

(b) Failure to complete. Failure to complete the number of hours required shall result in forfeiture of the certification.

(c) Proof of completion. It shall be the responsibility of the certificate holder to furnish the board with proof of completion of all board approved courses for which credit is sought.

(d) Continuing education courses approved for health, safety, and welfare ("HSW") credit by the "American Institute of Architects" shall be recognized for fulfilling the continuing education requirements of this rule.

(iii) Attend mandatory continuing education courses prescribed by the board.

(b) Approval process for continuing education courses.

- (i) Applications for approval. Applications for continuing education course approval shall be on forms prescribed by the board and submitted at least seven days prior to the meeting of the board's education committee or the electrical safety inspectors advisory committee for continuing education courses for electrical safety inspectors. (A meeting schedule is available on the board of building standards' web page at <http://www.com.ohio.gov/dico/bbs/>)
- (ii) Application review. Upon receipt of a complete application for course approval, the board of building standards education committee shall review the application and make a recommendation to the board. Following receipt of the committee's recommendation, the board may approve, table pending further review and/or receipt of additional documentation, deny the application for course approval, or take such other action as the board deems appropriate.
  - (a) Course approval number. Approved courses will be issued a course approval number with the prefix "BBSyyyy" based on the calendar year ~~of the current code cycle~~.
  - (b) Course approval expiration. Continuing education course approval will expire on December thirty-first of each year.
  - (c) Course update. The instructor or sponsor of any course(s) intended to be taught in a subsequent year, upon or near the expiration date of a current approval, shall resubmit an application for each course requesting an update. If approved, the instructor or sponsor shall receive a new approval and approval number for each course for the subsequent year. Any application for a course update shall be processed administratively as long as the course content has not changed.
- (iii) Course credit. Board approved courses shall establish hour equivalencies for continuing education credit for each of the certification classifications requested. Course credit shall only be given for training in the respective certification classification. Courses approved for more than one certification classification may be applied to each certification for which training is required. No credit shall be approved for duplicate courses within the same certification period. Instructors of board approved courses may apply three course hours for every one course hour taught toward

their own board certification continuing education requirements except for duplicate courses within the same certification period.

(iv) Approved course sponsor requirements. The following are requirements that apply to all approved continuing education courses:

(a) Date(s), time(s), and location(s) the course will be taught shall be provided to the board prior to the course presentation;

(b) If course content is modified, the course must be resubmitted for course approval;

(c) When promoting an approved course, the instructor shall make full and accurate disclosure regarding course title, course approval number, number of contact hours, certifications for which approval has been given, and all fees to be charged;

(d) Course sponsors shall provide participants with a certificate of completion containing the name of the participant, title of approved course, BBS approval number, date and location of session, number of contact hours awarded, certification types for which course is approved, and signature of authorized sponsor or instructor;

(e) The sponsors of an approved continuing education course shall provide the board with a legible copy of a list of participants who completed the course including: course name, date, and location of the session;

(f) Participants must attend the complete course(s) as presented by the instructor to receive the contact hours approved by the board. No partial credit shall be given to any participant failing to complete the entire course as approved. The sponsor shall verify the participant's attendance and completion of the course; and,

(g) The board does not provide retroactive approval for continuing education courses presented prior to submission of an application for approval.

~~(4) Elective temporary suspension. Certifications may be placed in elective temporary suspension upon written request to and approval by the board. Except for emergency circumstances, requests shall be in writing at least sixty days prior~~

~~to the certification expiration date and supported by satisfactory evidence that the holder is withdrawing from active employment for which the certification is required.~~

~~(a) Restoring certification. Certifications placed in elective temporary suspension for a period of time not to exceed one three-year term following the expiration date may be restored to active status by the board upon written request. The request shall be supported by satisfactory evidence that the holder has completed thirty hours of continuing education for that certification and any board-sponsored mandatory training required, or their board-approved equivalents, during the time the certification was in suspension prior to the date of reinstatement. Payment of the thirty-dollar renewal fee shall accompany the request.~~

~~(b) Failure to restore certification. Certifications placed in elective temporary suspension for a period of time exceeding one three-year term following the original certification expiration date may be restored to active status by the board upon written request supported by evidence of passing of the appropriate examinations prescribed by the board, completion of the "Ohio Building Code Academy," and payment of the thirty-dollar renewal fee.~~

(5) Trainee program requirements. Individuals seeking certification as a trainee shall meet the requirements of this section.

(a) Trainee applicants. Trainees shall meet the following requirements:

(i) A trainee applicant shall be a full time employee of a political subdivision.

(ii) A trainee applicant shall be under the direct supervision of a trainee supervisor.

(iii) A master plan examiner trainee applicant shall also be a graduate of an NAAB, EAC-ABET, or similarly accredited architecture or engineering university program.

(iv) A building, mechanical, electrical, plumbing, or fire protection plans examiner trainee applicant for a non-residential building department shall:

(a) Be a graduate of an "NAAB", "EAC-ABET", or similarly accredited architecture or engineering university program; or

- (b) Have at least one year of experience as:

  - (i) A full-time building inspector, fire protection inspector, plumbing inspector, electrical safety inspector, or mechanical inspector in a certified non-residential building department, of the division of industrial compliance in the Ohio department of commerce, or of county boards of health; or
  - (ii) A full-time residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector in a certified residential building department; or
  - (iii) A full-time designer working under the direct supervision of a design professional preparing construction documents of any discipline directly related to buildings or structures within the scope of groups regulated by the Ohio building codes.
- (c) Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of this rule.
- (v) A residential plans examiner trainee applicant for a residential building department shall meet one of the following:

  - (a) Have at least one year of experience as a full-time designer working under the direct supervision of a design professional preparing construction documents;
  - (b) Have at least one year of experience as a skilled tradesman for work subject to inspection under a residential or non-residential code adopted for buildings or structures regulated by the "Residential Code of Ohio" or the "Ohio Building Code"; or
  - (c) Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of this rule.
- (vi) A building inspector or mechanical inspector trainee applicant for a non-residential building department shall:

  - (a) Have at least one year of experience as a skilled tradesman for work subject to inspection under either a model building

code of a national model code organization or a code adopted for buildings or structures and within the scope of groups regulated by the rules of the board; or

(b) Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of this rule.

(vii) The building inspector or mechanical inspector trainee applicant for a residential building department shall

(a) Have at least one year of experience as a skilled tradesman for work subject to inspection under a residential or non-residential code adopted for buildings or structures regulated by the "Residential Code of Ohio" or the "Ohio Building Code"; or

(b) Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of this rule.

(viii) A plumbing inspector trainee applicant shall:

(a) Have at least three years of experience in the installation of plumbing systems subject to inspection under either a model building code of a national model code organization or a code adopted for buildings or structures and within the scope of groups regulated by the rules of the board; or

(b) Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of this rule.

(ix) An electrical safety inspector trainee applicant shall:

(a) Have at least two years of experience in the installation of electrical systems subject to inspection under either a model building code of a national model code organization or a code adopted for buildings or structures and within the scope of groups regulated by the rules of the board; or

(b) Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of this rule.

(b) Trainee supervisors. A trainee supervisor shall:

- (i) Be a full time employee of the same political subdivision as the trainee and shall be available to the trainee during normal working hours;
  - (ii) Currently possess the certification for which the trainee is being trained except that a master plans examiner may supervise any elective plans examiner trainee;
  - (iii) Be responsible for no more than two trainees at one time and shall immediately notify the board of the trainee(s) under supervision;
  - (iv) Notify the board of any change in supervisor or trainee status within thirty days;
  - (v) Supervise, check, and sign the trainee's inspections and reports or a plans examiner trainee's plans examinations; and
  - (vi) Provide to the board a report documenting at least twenty-five inspections or plans examinations made yearly by the trainee under the direct supervision of the trainee supervisor, with an evaluation of the trainee at the end of the first six months of the program, at the end of one year, and annually afterward.
- (c) Trainee sponsor requirements. The trainee sponsor (county, township, or municipal corporation) shall:
- (i) Direct the appropriate building official to certify to the board that the trainee is a full time employee of the county, township, or municipal corporation and is under the direct supervision of an individual possessing the certification for which the trainee is being trained; and
  - (ii) Provide the trainee with a copy of the current rules of the board.
- (d) Trainee certification. The board shall issue a trainee certification to each applicant who has met the qualification requirements. The certification shall expire not more than six years from the date of applicant approval by the board. After a minimum of two years, or four years for electrical safety inspector trainees, and upon satisfactory completion of the trainee program pursuant to paragraph (F)(5)(e) of this rule, the trainee may apply for certification in the respective classification. The trainee certification is not renewable and upon expiration the individual may not reapply as a new trainee for a period of one year. The board may approve a trainee program on a case-by-case basis in lieu of the requirements of paragraph



(F)(5)(e) that provides an equivalent level of training and education based on the individual applicant's documented experience.

(e) Trainee course and work requirements.

(i) Plans examiner trainees:

(a) A master plans examiner trainee, prior to completion of the trainee program, shall:

(i) Perform at least twenty-five plans examinations yearly while under the direct supervision of the trainee supervisor;

(ii) Attend and successfully complete at least ten hours of approved code education courses yearly, including completion of the "Ohio Building Code Academy" as required in paragraph (F)(3) of this rule;

(iii) Complete the appropriate examination requirements; and

(iv) Become registered in Ohio as an architect or professional engineer.

(b) A residential plans examiner trainee, prior to completion of the trainee program, shall:

(i) Perform at least twenty-five plans examinations yearly while under the direct supervision of the trainee supervisor;

(ii) Attend and successfully complete at least one-hundred hours of approved code education courses, including completion of the "Ohio Building Code Academy" as required in paragraph (F)(3) of this rule; and

(iii) Complete the appropriate examination requirements.

(c) An elective plans examiner trainee, prior to completion of the trainee program, shall:

(i) Perform at least twenty-five plans examinations yearly while under the direct supervision of the trainee supervisor;

(ii) Attend and successfully complete at least two-hundred hours of approved code education courses, including completion of the "Ohio Building Code Academy" as required in paragraph (F)(3) of this rule;

(iii) Complete the appropriate examination requirements.

(ii) Inspector trainees:

(a) A non-residential building, mechanical, or plumbing inspector trainee, prior to completion of the trainee program, shall:

(i) Perform at least twenty-five inspections yearly while under the direct supervision of the trainee supervisor;

(ii) Attend and successfully complete at least two-hundred hours of approved code education courses, including completion of the "Ohio Building Code Academy" as required in paragraph (F)(3) of this rule; and

(iii) Complete the appropriate examination requirements.

(b) A residential building, mechanical, or plumbing inspector trainee, prior to completion of the trainee program, shall:

(i) Perform at least twenty-five inspections yearly while under the direct supervision of the trainee supervisor;

(ii) Attend and successfully complete at least one-hundred hours of approved code education courses, including completion of the "Ohio Building Code Academy" as required in paragraph (F)(3) of this rule; and

(iii) Complete the appropriate examination requirements.

(c) An electrical safety inspector trainee, prior to completion of the trainee program, shall:

(i) Perform at least twenty-five inspections yearly while under the direct supervision of the trainee supervisor;

(ii) Attend and successfully complete at least two-hundred hours of approved code education courses, including

completion of the "Ohio Building Code Academy" as required in paragraph (F)(3) of this rule; and

(iii) Complete the appropriate examination requirements.

(6) Education credit. An applicant for a board certification may obtain credit for one year of the required experience through education pursuant to the following:

(a) Documentation. Supporting documentation shall be provided and may include a certificate of completion, a career passport, a transcript, a college degree or diploma granted by an accredited or state sponsored institution.

(i) The applicant shall document nine hundred or more contact hours of training in an approved vocational education program at the high school or adult level; or

(ii) The applicant shall document the completion of a baccalaureate degree or an associate degree program in building design or construction.

(b) Educational programs. Education credit shall not be prorated or combined for partial or full credit and shall be awarded only upon successful completion of a specific educational program. Miscellaneous course work or isolated classes shall not be considered.

(i) Vocational programs. Vocational instructional programs that are acceptable for credit include:

(a) Air conditioning, heating, and ventilation.

(b) Carpentry.

(c) Electricity.

(d) Masonry.

(e) Plumbing and pipefitting.

(f) Firefighting.

(ii) Technical programs. Technical education instructional programs offering associate degrees that are acceptable for credit include:

(a) Architectural/construction technology.

(b) Heating and air conditioning technology.

(c) Fire science technology.

- (iii) Other programs. The successful completion of other specific vocational instructional programs of a minimum of nine hundred contact hours or technical education instructional programs may be considered by the board if the training is directly related to the design and construction of buildings or structures within the scope of groups regulated by the rules of the board.

An applicant for electrical safety inspector trainee may obtain credit for one year of required experience through the completion of approved vocational training in the fundamentals of electricity.

- (7) Certification, revocation or suspension. In accordance with division (E) of section 3781.10 of the Revised Code, a certification may be revoked or suspended upon receipt by the board of building standards of a written complaint from any person affected by the exercise of the authority granted under such certification, or by the board on its own motion pursuant to this paragraph.

- (a) Complaint process. Upon receipt of a complaint against a holder of a certification that is substantiated to the satisfaction of the board or upon the board's own motion:

(i) The board shall decide whether the information submitted warrants causing an investigation to be initiated or sending a notice of opportunity for hearing as outlined in paragraph (F)(7)(a)(iv) of this rule;

(ii) If a formal investigation is warranted, the subject of the investigation shall be notified that an investigation has been initiated by the board;

(iii) Upon completion of the investigation, findings shall be reported to the board.

(iv) The board may dismiss the complaint, table the matter for future action, or initiate action to suspend or revoke the certification. If the board decides to initiate action to suspend or revoke the certification it shall notify the certificate holder of the charges, pursuant to paragraph (F)(7)(c) of this rule, by certified mail, return receipt requested. The certificate holder shall be informed that a hearing, if desired, must be requested within thirty days from the

date of the mailing to request a hearing before the board. The order shall inform the certificate holder that counsel may represent the certificate holder at the hearing. Failure by the certification holder to request a hearing within thirty days from the date of the mailing of the notification may cause the board, after a hearing, to uphold an order revoking or suspending certification.

(v) In the event that the certificate holder timely requests a hearing, the board shall decide to either conduct a hearing or appoint a hearing officer to conduct a hearing.

(a) Board decision to hold a hearing.

(i) The board shall schedule a hearing to be held seven to fifteen days after receipt of the request.

(ii) The board may continue or postpone the hearing upon application by the party or upon its own motion.

(iii) The board shall conduct a hearing during which parties and witnesses can be examined and offer testimony in a manner that prevents unnecessary delay, and that ensures the development of a clear and adequate record. The hearing shall be conducted pursuant to the provisions of sections 3781.10, 3781.101, and 119.09 of the Revised Code.

(b) Board decision to appoint a hearing officer. The hearing officer shall submit, within thirty days after the conclusion of the hearing, a written report of the finding of fact and recommendations to the board for its consideration.

(vi) Following the hearing or following receipt of the hearing officer's report, the board shall take action. The party affected shall be sent a certified copy of the board's action and informed by certified mail, return receipt requested, that the certification holder may appeal the order within fifteen days to the court of common pleas in Franklin county pursuant to sections 3781.10, 3781.101, and 119.12 of the Revised Code.

(b) Building department personnel certification, hearings and appeals. Hearings shall be held by the board of building standards and appeals shall be

permitted on any proceedings for certification as provided in section 119.07 of the Revised Code and in paragraph (F)(7)(a) of this rule.

- (c) Grounds for revocation or suspension. The board shall revoke or suspend an individual's certification if the board concludes that the individual has committed one or more of the following:
  - (i) The practice of fraud or deceit in obtaining the certification;
  - (ii) A felony or crime involving moral turpitude;
  - (iii) Gross negligence, incompetence, misconduct in performance of duties, or engaging in conduct that is considered a conflict of interest;
  - (iv) Failure to complete the continuing education requirements prior to expiration date of the certificate;
  - (v) Violation of the duties described in section 104 of rule 4101:1-1-01 of the Administrative Code for non-residential certifications and section 104 of rule 4101:8-1-01 of the Administrative Code for residential certifications.
- (d) Revocation or suspension. In the event of suspension or revocation of a certification, the individual shall no longer hold out to the public or any jurisdiction that the individual is certified to exercise enforcement authority or holds the board certification which has been suspended or certification revoked. During a suspension, the certificate holder shall comply with the training, reporting, auditing, or other remedial action required by the board. In addition to such other authority the board may have, the board is authorized to revoke the individual's certification for failure to comply with such remedial requirements.
- (e) Probationary status. In the event of an investigation in which the board decides not to immediately suspend or revoke an individual's certification, the board may place the individual on probationary status for a period of time and require remedial action as the board deems appropriate. During this time the certificate holder shall comply with the training, reporting, auditing, or other remedial action required by the board. In addition to such other authority the board may have, the board is authorized to revoke or suspend the certificate holder's certification for failure to comply with such remedial requirements.

Effective: 4/1/2019

Five Year Review (FYR) Dates: 11/1/2022

CERTIFIED ELECTRONICALLY

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Certification

12/14/2018

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Date

Promulgated Under: 119.03  
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 Rule Amplifies: 3781.10, 3783.05  
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