

# STATE OF OHIO BUILDING DEPARTMENT PERSONNEL CERTIFICATION PROCESS

Thomas Vanover

Chief Building Official

City of Cleveland

Department of Building and Housing.

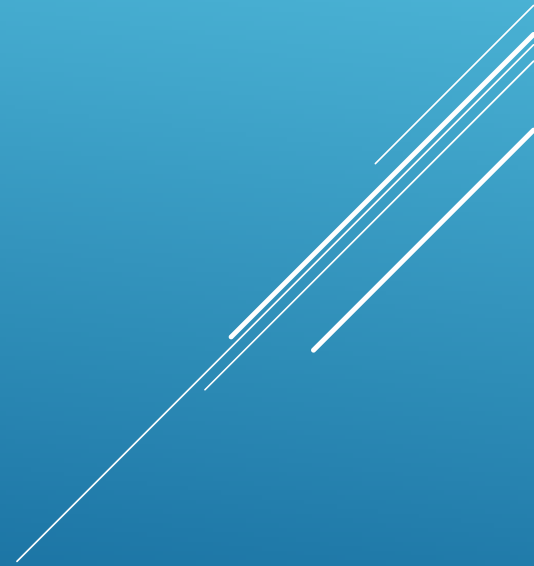
# STEPS TO CERTIFICATION.

Requirements matrix

Application Process

Testing Centers and Materials

Specific Certification tests



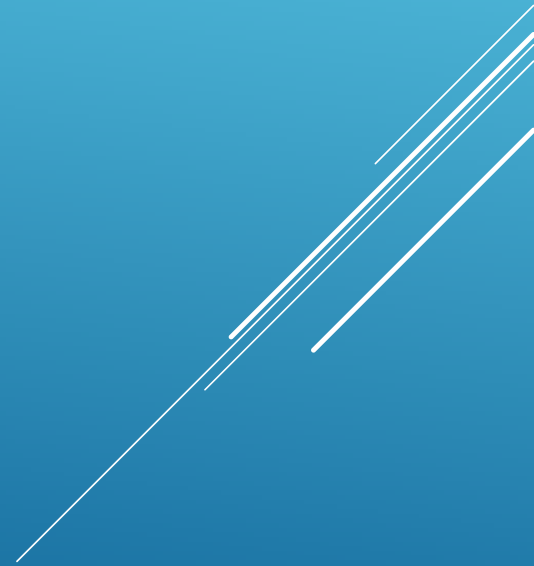
# STEP 1 EVALUATE YOUR EXPERIENCE

Each Certification has different experience requirements.  
These are explained on the Requirements Matrix  
Residential and non-residential have different requirements.

Residential Matrix



Non-Residential Matrix



# STEP 1 EVALUATE YOUR EXPERIENCE

The Ohio Administrative Code explains the type of experience that counts.

To paraphrase: The experience must be in the trade you are seeking certification for and must be for work subject to review and inspection under the a Model Building Code.

Example: For a Residential Building Inspector.

- 3 years experience as a carpenter or brick layer building new houses and additions under permits that get inspections counts
- 3 years experience as a carpenter or brick layer doing maintenance and repair work that do not have permits or inspections do not.

# STEP 1 EVALUATE YOUR EXPERIENCE

Example 2; For a Commercial Mechanical Inspector

- Five years experience installing new heating systems, duct work or piping where permits and inspections are required would be accepted.
- Five years of experience as a maintenance worker repairing building systems and clean and checks would not.

The Ohio administrative code allows for substitutions for specific types of education as well but that won't be covered today.

# STEP 2; FILL OUT THE APPLICATION

Residential and non-residential have different applications.

Each application has all certification types.

## Residential

1-2-3 Family Homes

Garages

Additions

Remodels

## Non-Residential

Apartment Buildings

Hospitals

Offices

Stores/ Restaurants/Factories



**APPLICATION**  
FOR  
CERTIFICATION OF  
RESIDENTIAL BUILDING  
DEPARTMENT PERSONNEL

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



**Board of Building Standards**

6606 Tussing Road, P.O. Box 4009  
Reynoldsburg, Ohio 43068-9009  
(614) 644-2613 Fax: (614) 644-3147  
dic.bbs@com.state.oh.us  
www.com.ohio.gov/dico/BBS.aspx

**1. APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Department/Firm: \_\_\_\_\_

**2. SPECIFIC CERTIFICATE(S) BEING REQUESTED:** (Please check appropriate box for certification(s) being sought.)

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Res. Building Official | <input type="checkbox"/> Res. Plans Examiner      | <input type="checkbox"/> Res. Building Insp.      | <input type="checkbox"/> Res. Mechanical Insp. |
| <input type="checkbox"/> Res. Plns. Ex. Trainee | <input type="checkbox"/> Res. Bldg. Insp. Trainee | <input type="checkbox"/> Res. Mech. Insp. Trainee | <input type="checkbox"/> Res. I.U. Inspector   |

Interim Application on File; All Interim Requirements Completed – Seek Full Certification

**3. LIST ANY OHIO LICENSE, CERTIFICATE, OR REGISTRATION HELD: (mark "T" if trainee):**

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



| 4. EMPLOYMENT/EDUCATION:  |                  |
|---|------------------|
| a. Formal Education:  | Date Graduated   |
|   |                  |
| b. Related Vocational or Related Technical Training:  | Years Experience |
|   |                  |
| c. U.S. Military construction experience (MOS or other designation):  | Years Experience |
|   |                  |
| d. Place of Employment:   | Years Employed   |
|   |                  |
| 5. APPLICANTS REQUESTING MEDICAL GAS INSPECTOR CERTIFICATION:<br>Attach proof of certification by an ASSE recognized third-party certifier in accordance with ASSE standard 6020. |                  |



## Board of Building Standards

### APPLICATION FOR CERTIFICATION OF BUILDING DEPARTMENT PERSONNEL

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| 6. OBC BUILDING INSPECTION EXPERIENCE PERFORMED FOR A BBS CERTIFIED BUILDING DEPARTMENT: |                              |        |   |
|--|------------------------------|--------|---|
| BBS Certified Building Department  | BBS Certified Position/Title | Duties | Date of Service & Length of Time (MM/DD/YY) |
|  |                              |        |   |

| 7. APPLICANTS FOR ELECTRICAL SAFETY INSPECTOR <u>ONLY</u> MUST COMPLETE THIS ITEM - ESI-SPECIFIC EXPERIENCE QUALIFICATIONS:  |  |
|--|--|
| <p>Section 3783 of the Ohio Revised Code specifies that an applicant for a Certificate of Competency as an Electrical Safety Inspector must meet one of the following to qualify to take required examination. Please check the qualification that applies: <span style="float: right;">Yes</span></p> <ol style="list-style-type: none"> <li>1. Have been a journeyman electrician or equivalent for four years, two of which were as an electrician foreman, and have had two years experience as a building department electrical inspector trainee;</li> <li>2. Have been a journeyman electrician or equivalent for four years and have had three years experience as a building department electrical inspector trainee;</li> <li>3. Have had for four years experience as a building department electrical inspector trainee;</li> <li>4. Have been a journeyman electrician or equivalent for six years;</li> <li>5. Am a graduate electrical engineer and registered in the State of Ohio. Registration number: _____</li> <li>6. Applicant authorizes all testing organizations including ICC to provide test results to the BBS.</li> </ol> |  |

8. **EXPERIENCE** : Refer to Experience Requirements Listed in 4101:7-3-01 OAC and 3783 ORC (DO NOT SUBSTITUTE WITH OTHER RESUMES). State the specific duties and type of work performed for each position listed. Give only information which relates directly to the information you provide. Provide letters from certified inspectors, employers, or contractors verifying your experience. Submit copies of any certificates, diplomas, licenses, or DD Form 214 received.

| List Each Construction Project <u>AND</u><br>Specific Type of Work Performed   | Name of Employer, Contact, Address,<br>Telephone Number        | Project Time: From_To_<br>(MM/DD/YY) |    |
|--|--|--------------------------------------|----|
| Wilson Residence<br>4444 Green St Cleveland OH.<br>Rough framing carpentry of a 3000 sf addition on a single family home.                      | ABC Construction<br>123 Main St Berea OH<br>216 555-5555       | 01/08-07/08                          | 6  |
| The Estates a River Run<br>New development in Brunswick OH<br>Carpentry for 23 new homes.  | Big Bobs Building<br>2222 Broad Rd Medina OH<br>330-555-0000   | 07/08- 05/10                         | 21 |
| 2323 Lake St Ridgeville OH<br>Framing, drywall and finishes to turn a basement into 1400sf of occupied space manage inspections and approvals. | Man Cave Builders<br>1313 Beer Rd Cleveland OH<br>216-555-1111 | 5/10-12/10                           | 7  |
| 444 Big Rd Ridgeville OH<br>Remove and rebuild 500sf front porch including foundation, framing, railing, stairs and roof.                      | Man Cave Builders<br>1313 Beer Rd Cleveland OH<br>216-555-1111 | 12/10-4/11                           | 4  |
| <b>TOTAL EXPERIENCE ON THIS PAGE (IN MONTHS):</b>  |  | <b>38</b>                            |    |

**NOTE:** Only experience **DIRECTLY** related to the types of buildings or structures regulated by the Ohio Building Codes shall be acceptable for credit for any certification, pursuant to rule 4101:7-3-01.

## STEP 3 SEND THE APPLICATION AND \$

Your application for interim certification will be reviewed by The Ohio Board of Building Standards Certification Board.

They only meet once a month generally. Below is the link to their calendar.



If approved they will send you your Interim Certification in the mail.

# STEP 4 FULL CERTIFICATION

Interim Certifications are issued one time and are valid for two years with no extensions.

All interim certifications require attendance to the Code Academy in Columbus and completion of the testing requirements listed in the matrix above.

The Code Academy is a 3 day training offered by The Ohio Board of Building Standards. It is typically offered twice a year and they send out a notification.

Testing is different for each Certification.

There are two different testing agencies accepted by the State of Ohio

# STEP 5 TESTING MATERIALS AND AGENCIES

All tests are open book and the testing agency determines which books you can bring in.  
Below are the testing agencies and the bulletins for testing.

International Code Council (ICC)



National Certification Program for Construction Code Inspectors (NCPCCI)



# STEP 6 READING THE BULLETINS

ICC

## B1 Residential Building Inspector

60 multiple-choice questions  
Exam fee: \$199  
Open book—2-hour time limit

| Content Area                           | % of Total  | Reference   |
|--|-------------|---|
| Code Administration                    | 4%          | 2012 <i>International Residential Code</i> ®                |
| Building Planning                      | 8%          | Store ID (2012—soft-cover): 3100S12; (M) \$91.50; (N) \$122 |
| Footings and Foundations               | 16%         | Store ID (2012—loose-leaf): 3100L12; (M) \$107; (N) \$143   |
| Floor Construction                     | 14%         |   |
| Wall Construction and Coverings        | 27%         |   |
| Roof/Ceiling Construction              | 14%         |   |
| Public Safety and Special Construction | 17%         |   |
| <b>Total</b>                           | <b>100%</b> |   |

## B1 Residential Building Inspector

60 multiple-choice questions  
Exam fee: \$199  
Open book—2-hour time limit

| Content Area                           | % of Total  | Reference   |
|--|-------------|---|
| Code Administration                    | 4%          | 2015 <i>International Residential Code</i> ®              |
| Building Planning                      | 8%          | Store ID (2015—soft-cover): 3100S15; (M) \$96; (N) \$128  |
| Footings and Foundations               | 16%         | Store ID (2015—loose-leaf): 3100L15; (M) \$113; (N) \$150 |
| Floor Construction                     | 14%         |   |
| Wall Construction and Coverings        | 27%         |   |
| Roof/Ceiling Construction              | 14%         |   |
| Public Safety and Special Construction | 17%         |   |
| <b>Total</b>                           | <b>100%</b> |   |

# STEP 6 READING THE BULLETINS


NCPCCI

| Certification Test |  | Reference Materials and Purchase Resource  |
|--------------------|--|--|
| 1A                 | Building Inspector<br>One- and Two-Family<br>Dwellings   | <ul style="list-style-type: none"> <li>• <i>International Residential Code for One- and Two-Family Dwellings</i>, 2015 Edition. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795 <a href="http://www.iccsafe.org">www.iccsafe.org</a></li> </ul>  |
| 1B                 | Building Inspector General                               | <ul style="list-style-type: none"> <li>• <i>International Building Code</i>, 2015 Edition. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, <a href="http://www.iccsafe.org">www.iccsafe.org</a>.</li> </ul>   |
| 1C                 | Building Inspector - Plan<br>Review                      | <ul style="list-style-type: none"> <li>• <i>International Building Code</i>, 2015 Edition. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795 <a href="http://www.iccsafe.org">www.iccsafe.org</a>.</li> </ul>  |
| 2A                 | Electrical Inspector<br>One- and Two-Family<br>Dwellings | <ul style="list-style-type: none"> <li>• <i>International Residential Code for One- and Two-Family Dwellings</i>, 2015 Edition. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795 <a href="http://www.iccsafe.org">www.iccsafe.org</a>.</li> <li>• <i>NFPA 70 – National Electrical Code</i>, 2014 Edition. National Fire Protection Association, <a href="http://www.nfpa.org">www.nfpa.org</a>. 1 Batterymarch Park, Quincy, MA 02619</li> </ul> |
| 2B                 | Electrical General                                       | <ul style="list-style-type: none"> <li>• <i>NFPA 70 – National Electrical Code</i>, 2014 Edition. National Fire Protection Association, <a href="http://www.nfpa.org">www.nfpa.org</a>. 1 Batterymarch Park, Quincy, MA 02619</li> </ul>   |
| 2C                 | Electrical Plan Review                                   | <ul style="list-style-type: none"> <li>• <i>NFPA 70 – National Electrical Code</i>, 2014 Edition. National Fire Protection Association, <a href="http://www.nfpa.org">www.nfpa.org</a>. 1 Batterymarch Park, Quincy, MA 02619</li> </ul>   |



# STEP 7 STUDYING

Every body studies differently so here are some key notes.

- The tests are open book so practice navigating the book.
  - You can make notes in the book as long as they are in ink.
  - Avoid highlighting entire sections or too much.
  - Compare what you believe to be code with the actual code.
  - Purchase study materials as you see fit.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a dark blue background.

# REVIEW OF THE EXPERIENCE MATRIX HANDOUT

- Matrix
- Notes

| OBC REQUIREMENTS FOR BUILDING DEPARTMENT PERSONNEL<br>(4101.7-3-01 Ohio Administrative Code) |  |  |   |
|--|--|--|---|
| CERTIFICATION CLASSIFICATION   | EXPERIENCE REQUIREMENTS  | EXAMINATION REQUIREMENTS<br>NCPCCI or ICC  | PROFESSIONAL LICENSE REQUIREMENT  |
| BUILDING OFFICIAL  | 1. Five years as a registered design professional in building design and construction.<br>2. Ten years as a general contractor or superintendent of building construction as OBC building inspection with a certified building department.<br>3. Five years as a full-time residential building official in a certified residential building department.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)  | NA   | Examination modules:<br>MM, MG, DG<br>REFER TO NOTES 4 & 6<br>Required for applicants using option #1   |
| MASTER PLANS EXAMINER  | Five years as a registered design professional in building design and construction.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)<br>Graduate Architect or Engineer from an accredited university. Submit copy of degree.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(5)  | Examination modules:<br>AC, BC, CC, AC, CC<br>REFER TO NOTES 4 & 6                       | Examination modules:<br>SR, SA, MS, PS<br>REFER TO NOTES 4 & 6<br>Required for applicants using option #1<br>Registered within the allotted time of the trainee program |
| TRAINEE  | Five years as a full-time electrical safety inspector in a certified building department.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)   | Examination modules:<br>EC<br>REFER TO NOTES 4 & 6                                       | Examination modules:<br>E3<br>REFER TO NOTES 4 & 6<br>None Required   |
| ELECTRICAL PLANS EXAMINER  | Five years as a full-time plumbing inspector in a certified building department.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)  | Examination modules:<br>SC<br>REFER TO NOTES 4 & 6                                       | Examination modules:<br>PF<br>REFER TO NOTES 4 & 6<br>None Required   |
| PLUMBING PLANS EXAMINER  | 1. Five years as a full-time mechanical inspector in a certified building department; or<br>2. Five years as a full-time residential building official, residential building inspector, or residential mechanical inspector.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)  | Examination modules:<br>AC<br>REFER TO NOTES 4 & 6                                       | Examination modules:<br>MD<br>REFER TO NOTES 4 & 6<br>None Required   |
| MECHANICAL PLANS EXAMINER  | 1. Five years as a construction contractor or supervisor or as a skilled tradesman for structural carpentry, masonry, steel, or concrete work subject to inspection.<br>2. Five years as a full-time non-residential building official, residential building official, residential building inspector, or residential mechanical inspector.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)   | Examination modules:<br>IB, SB, 4B<br>REFER TO NOTES 4 & 6                               | Examination modules:<br>BI, M2<br>REFER TO NOTES 4 & 6<br>None Required   |
| BUILDING INSPECTOR & COMMERCIAL LU INSPECTOR   | 1. Five years as a construction contractor or supervisor or as a skilled tradesman for structural carpentry, masonry, steel, or concrete work subject to inspection.<br>2. Five years as a full-time non-residential building official, residential building official, residential building inspector, or residential mechanical inspector.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)   | Examination modules:<br>IB, SB<br>REFER TO NOTES 4 & 6                                   | Examination modules:<br>CA, CF<br>REFER TO NOTES 4 & 6<br>None Required   |
| BUILDING INSPECTOR TRAINEE   | One year as a skilled tradesman for work subject to inspection.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(5)   | Examination requirement to be completed within the allotted time of the trainee program. | None Required   |
| FIRE PROTECTION INSPECTOR  | 1. Five years in the installation of fire protection systems subject to inspection under a model building code of a national model code organization or a code adopted for buildings or structures within the scope of groups regulated by the rules of the board; or<br>2. Five years as a certified fire safety inspector.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)  | Examination modules:<br>IB, SB<br>REFER TO NOTES 4 & 6                                   | Examination modules:<br>CA, CF<br>REFER TO NOTES 4 & 6<br>None Required   |
| MECHANICAL INSPECTOR   | 1. Five years as a skilled tradesman for HVAC systems and associated refrigeration, fuel gas, and heating piping subject to inspection; or<br>2. Five years as a full-time residential building official, residential building inspector, or residential mechanical inspector.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)  | Examination modules:<br>4B<br>REFER TO NOTES 4 & 6                                       | Examination modules:<br>M2<br>REFER TO NOTES 4 & 6<br>None Required   |
| TRAINEE  | At least one year experience as a skilled HVAC tradesman for work subject to inspection.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(5)  | Examination requirement to be completed within the allotted time of the trainee program. | None Required   |
| ELECTRICAL SAFETY INSPECTOR  | 1. Journeymen electrician or equivalent for 4 years, 2 as an electrician foreman, and 2 years as a building department ESI trainee.<br>2. Journeymen electrician or equivalent for 4 years and 3 years as a building department ESI trainee.<br>3. Four years experience as a building department ESI trainee.<br>4. Journeymen electrician or equivalent for 6 years; or<br>5. An electrical engineer registered in the State of Ohio.<br>REFER TO NOTES 1.5.7.8, 4881-5-40(R)(3) and (5) | Examination modules:<br>2A, 2B<br>REFER TO NOTES 4 & 6                                   | Examination modules:<br>E1, E2<br>REFER TO NOTES 4 & 6<br>Required for applicants using option #5   |
| TRAINEE  | Two years in the installation of electrical systems under NFPA 70 subject to inspection.<br>REFER TO NOTES 1.5.6.8, 4881-5-40(R)(5)  | Examination requirement to be completed within the allotted time of the trainee program. | None Required   |
| PLUMBING INSPECTOR   | 1. Seven years in the installation of plumbing subject to inspection; or<br>2. A degree in engineering or architecture and three years experience in plumbing system design.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(3) and (5)  | Examination modules:<br>SA, SB<br>REFER TO NOTES 4 & 6                                   | Examination modules:<br>PI, P2<br>REFER TO NOTES 4 & 6<br>Required only for applicant using option #2   |
| TRAINEE  | Three years experience in the installation of plumbing.<br>REFER TO NOTES 1.5.6.7, 4881-5-40(R)(5)   | Examination requirement to be completed within the allotted time of the trainee program. | None Required   |

REFER TO NOTES ATTACHED FOR EXPLANATORY INFORMATION

