



Commonwealth of Massachusetts
Division of Professional Licensure
Office of Public Safety and Inspections
Board of Building Regulations and Standards
1000 Washington Street • Suite 710 • Boston • Massachusetts • 02118

Application for Certification as a Building Code Enforcement Official

Chapter 143 § 3 establishes minimum qualifications for inspector of buildings, building commissioners and local inspectors. Chapter 168 of the Acts of 1992 expanded these qualifications to include certification. The following passages are excerpted from this section of law (the language is repeated under Section 105.3 and 105.4 of the Sixth Edition of the State Building Code).

"Each inspector of buildings or building commissioner shall have had at least five years of experience in the supervision of building construction or design or as an alternative, at least a four year undergraduate degree in a field related to building construction or design or shall have any combination of education and experience so determined by the Board of Building Regulations and Standards which would confer equivalent knowledge and ability. In addition, such person shall have had a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, safe exits and the requirements of section thirteen A of chapter twenty-two and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure."

"Each local inspector shall have had at least five years of experience in the supervision of building construction or design or in the alternative a two year associate degree in a field related to building construction or design or shall have any combination of education and experience so determined by the Board of Building Regulations and Standards which would confer equivalent knowledge and ability. In addition, such person shall have a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe exits; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure."

An applicant for certification as a building code enforcement official **must** meet or exceed the minimum qualifications stated above for the level of certification desired. In addition, each applicant must have successfully taken all requisite examinations for the category of certification sought.

A candidate for certification as a **Local Inspector** must attain passing scores in all examinations required for certification under the National Certification Program for Construction Code Inspector (NCPCCI) or International Code Council (ICC). A candidate for certification as an **Inspector of Buildings/Building Commissioner** must attain passing scores in all examinations required for certification as a Local Inspector. In addition he/she must attain passing scores in all examinations required for certification as a Certified Building Official under the Certified Building Officials Program of the International Code Council (ICC). Or receive a **Massachusetts Certified Building Official** Certification (MCBO) by passing all required exams for certification as a Local Inspector, attain passing scores on the Legal Module and Management Module under the International Code Council (ICC), and attend and attain a passing score through On-board Training. Utilizing the MCBO option does **not** qualify for receipt of a Certified Building Official (CBO) issued through the International Code Council (ICC).

Once a candidate accomplishes these goals, he/she may apply to the Board of Building Regulations and Standards on the attached form to receive the Commonwealth's testimonial of certification. Please remember that certification status **must be maintained** through continuing education. For information regarding this and other topics regarding this process, please refer to the **Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioner and Local Inspectors, 780-CMR R7**.

Mail applications to:

Office of Public Safety and Inspections
Attn: Kimberly Spencer • 1000 Washington Street – Suite 710
Boston, MA 02118
617-826-5224 p • 617-248-0813 f





Commonwealth of Massachusetts

Application for Certification as a Building Code Enforcement Official

bbrs\certif\bceoapplication (Revised 2020)

Date: _____

Vote of Committee:

Approve Denied

Certification Number _____

Massachusetts General Law c 143 § 3 requires all individuals who serve as municipal building code enforcement officials to be certified in accordance with regulations promulgated by the Board of Building Regulations and Standards. Please complete this application fully, providing all required attachments. Incomplete applications will be returned. If you have any questions regarding the application process, please email Kimberly.spencer@mass.gov.

Applicant Information

Full Name**: _____
Last First M.I.

Home Address: _____
Street Address

City State ZIP Code

Home Phone: () _____ Email Address: _____

Work Address: _____
Street Address Municipality

City State ZIP Code

Work Phone: () _____ Email Address: _____

Level of Certification

√ Please attach copies of passing results for each exam. √ Retain the original results for your files. √ Please check off exam sequence completed.
PRONTO EXAMS - EMAIL exam results required - ICC Certificates will not be accepted.

LOCAL INSPECTOR Building Inspector - NCPCCI and/or ICC Exams

√ Please check off exams completed

___ 1A - Building One- and Two- Family Dwelling ___ B1 - Residential Bldg Inspector ___ Computer Exam ___ PRONTO Online Exam
___ 1B - Building General ___ B2 - Commercial Inspector ___ Computer Based Exam ___ PRONTO Online Exam
___ 3B - Fire Protection General ___ F3 - Fire Plans Examiner ___ Computer Based Exam ___ PRONTO Online Exam

INSPECTOR OF BUILDINGS / BUILDING COMMISSIONER (CBO) - ICC Exams

MM - Management Module ___ Computer Based Exam ___ PRONTO Online Exam
MG - Legal Module ___ Computer Based Exam ___ PRONTO Online Exam
BC - Building Codes and Standards Module ___ Computer Based Exam ___ PRONTO Online Exam

MASSACHUSETTS CERTIFIED BUILDING OFFICIAL Certification (MCBO)

MM - Management Module ___ Computer Based Exam ___ PRONTO Online Exam
MG - Legal Module ___ Computer Based Exam ___ PRONTO Online Exam
On-Board Training Certificate

I do solemnly swear that the answers given by me on this application including all attachments are true and complete to the best of my knowledge under the penalties of perjury. Also, I hereby attest to the fact that I have read and understand the minimum qualifications as defined by Massachusetts General Law c 143 § 3 (repeated on the cover page of this application) and attest that I meet or exceed these qualifications by virtue of my education and/or experience. My signature, or a photocopy thereof, authorizes the Office of Public Safety and Inspections to electronically access my photograph from the *Massachusetts Registry of Motor Vehicles database for use on this application.

*Individuals who do not hold a Massachusetts driver's license please submit a color Passport Photo 2 x 2 inches in size taken within the past 6 months showing current appearance. **Please provide CSL or SS# if you are not a Conditional/Certified Local Inspector _____

Signature of applicant**: _____ Date: _____

Notary Public: _____ Date: _____ Expiration of Commission: _____

Mail Application to: Office of Public Safety · 1000 Washington Street - Suite 710 · Boston, MA 02118 · Attn: Kim Spencer