Commonwealth of Massachusetts
Division of Occupational Licensure
Office of Public Safety and Inspections
Board of Building Regulations and Standards

1 Federal Street, Suite 0600
Boston, MA 02110-2012

Application for Certification as a Building Code Enforcement Official

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 **BOCC-MA@mass.gov**.

Applicant Information

Last Name **First Name** **M.I.**

Street Address

City, State, Zip Code

SSN # **CSL # (optional)**

Phone **Email Address**

Exam Approval Date

Previously Approved Extension of Time Request History:
If you have previously been granted Extension of Time Requests, please complete the following section and submit copies of Extension Approval Letters.

- ☐ **1st Extension Approval Date**
- ☐ **2nd Extension Approval Date**
- ☐ **3rd Extension Approval Date**

Level of Certification

Instructions: Please check the exam sequence completed below and list the dates of attempted and/or passed exams. Be sure to attach copies of the results for each exam (both attempted and passed) and retain the original results for your files. If completed by PRONTO Online Exam's please indicate below.

LOCAL INSPECTOR

Building Inspector

NCPCCI

- ☐ 1A – Building One- and Two- Family Dwelling **Dates:**
- ☐ 1B– Building General **Dates:**
- ☐ 3B – Fire Protection General **Dates:**

ICC

- ☐ B1 – Residential Bldg Inspector **Dates:**
- ☐ B2 – Commercial Inspector **Dates:**
- ☐ F3 – Fire Plans Examiner **Dates:**

INSPECTOR OF BUILDINGS / BUILDING COMMISSIONER

ICC Certified Building Official (CBO)

- ☐ MM - Management Module
- ☐ MG - Legal Module
- ☐ BC - Building Codes and Standards Module

MASSACHUSETTS INSPECTOR OF BUILDINGS / BUILDING COMMISSIONER (MCBO)

- ☐ MM - Management Module **Dates:**
- ☐ MG – Legal Module **Dates:**
- ☐ On-Board Training Certificate *(copy of certificate required)*

If any exams were PRONTO Online Exams indicate below:

☐ **B1**	☐ **F3**	☐ **MG**
☐ **B2**	☐ **MM**	☐ **B**

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.

Signature of applicant: _____ Date: _____

AUTHORIZATION FOR RELEASE OF RMV PHOTO INFORMATION (MASSACHUSETTS RESIDENTS ONLY)*

My signature below authorizes the Office of Public Safety and Inspections to electronically access my photograph from the Massachusetts Registry of Motor Vehicles database solely for use on this license/registration.

Signature of applicant: _____ Date: _____

*Individuals who do not hold a Massachusetts driver's license or do not authorize the Office of Public Safety and Inspections to electronically access their photograph from the RMV, please submit a color Passport Photo 2 x 2 inches in size taken within the past 6 months showing current appearance.

Email Application to: BOCC-MA@mass.gov

Division of Occupational Licensure: BOCC · 1 Federal Street – Suite 0600 · Boston, MA 02110-2012

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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 in the current edition of the Massachusetts 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.**