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

Examination Approval

Effective March 1, 2006 any individual interested in taking the required examinations for Local Inspector or Inspector of Buildings/Building Commissioner **must** receive *prior approval,* from the Board of Building Regulations and Standards, before taking the examinations. **780 CMR R7.2.2.3 and 2.3.3:** No candidate shall be allowed to take said examinations without prior approval of the Board of Building Regulations and Standards or the certification committee at the Board's discretion. If you have any questions please contact BOCC-MA@mass.gov.

Applicant Information

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

Home Address: _____
Street Address

_____
City *State* *ZIP Code*

DOB _____ SSN _____

Phone: _____ Personal Email Address: _____

If employed by a municipality, please complete the following section:

Municipality: _____ Position: _____

Date of Appointment: _____ NERF submitted: _____

Work Address: _____
Street Address

_____
City *State* *ZIP Code*

Work Phone: _____ Work Email Address: _____

Experience

Instructions:
You must attach a **RESUME** detailing all relevant supervisory construction experience with corresponding dates of employment. The BOCC considers **Supervisory Construction Experience** to be time when the applicant has demonstrated he/she has held an onsite leadership role and oversight of the actual construction of a building or parts thereof.

Please check one box below that corresponds to you experience:

☐ 5 years' experience in Supervisory Construction Experience* of the Massachusetts Building Code in building construction or design

I have held a Massachusetts Construction Supervisors License for at least 5 years?
Yes☐ No☐

☐ Education; Two (2) year associate degree in a field related to building construction or design for local inspector or Four (4) year degree in a field related to building construction or design for inspector of buildings / building commissioner. (**Attach verification of degree)**

Degree Discipline _____

☐ Combination of education and work experience which would confer equivalent knowledge and ability. (**Attach verification of degree)**

☐ **REQUIRED:**
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.

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: _____

VERIFICATION BY NOTARY:

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of document signer), and proved to me through satisfactory evidence of identification, which was/were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public _____ Expiration of Commission _____

Mail Application to: *Division of Occupational Licensure · Attn: BOCC · 1 Federal Street – Suite 0600 · Boston, MA 02110-2012 or* ***e-mail:*** *BOCC-MA@mass.gov*

Chapter 143: Section 3. Inspector of buildings or building commissioner; local inspectors; employment and designation; qualifications; city or town without local inspectors

Section 3. The chief administrative officer of each city or town shall employ and designate an inspector of buildings or building commissioner as well as such other local inspectors as are reasonably necessary to assist the inspector of buildings or building commissioner to administer and enforce the state building code as well as section thirteen A of chapter twenty-two and the rules and regulations made under the authority thereof. The building commissioner or inspector of buildings shall be the administrative chief in a city or town responsible for administering and enforcing the state building code as well as section thirteen A of chapter twenty-two and the rules and regulations made under the authority thereof. Any additional persons employed by a city or town to assist the building commissioner or inspector of buildings in the performance of his duties shall be called local inspectors. The local inspector shall also be responsible for enforcing the state building code as well as section thirteen A of chapter twenty-two and the rules and regulations made under the authority thereof. The inspector of buildings or building commissioner shall report directly and be solely responsible to the person or public body that appointed him. Two or more cities or towns may combine and share expenses in the appointment of any building commissioner or inspector of buildings and local inspectors. If the board of selectmen of two or more towns so vote, such towns may enter into an agreement with the county commissioners of the county wherein such towns are located relative to the appointment and compensation of a building commissioner or inspector of buildings and local inspectors. The county commissioners shall apportion the budget approved for the building commissioner or inspector of buildings and local inspectors in accordance with said agreement. Said apportionment shall forthwith be certified by said commissioners to the board of selectmen of each member town and the amounts so certified shall be appropriated and paid to the county treasurer in accordance with provisions of said agreement.

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 in the alternative a four year undergraduate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the board. 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 any combination of education and experience which would confer equivalent knowledge and ability, as determined by the board. In addition, such persons 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.

In the event that a city or town shall be without a local inspector, the board may, with the approval of the commissioner, direct an inspector to temporarily fulfill the duties of the local inspector for a period not to exceed thirty days. In such an event the inspector shall have all the powers of a local inspector. Each city or town shall reimburse the commonwealth for the actual cost of such services provided.

The clerk of each city and town shall annually, not later than April first, transmit to the board in writing the name and official address of each inspector of buildings or building commissioner and each local inspector in such city or town.

Every inspector of buildings, building commissioner or local inspector shall be certified by the board of building regulations and standards in accordance with regulations promulgated by said board.