

Becoming a Certified Local Building Inspector in Massachusetts

Appointed Conditional Local Inspectors

The municipality shall submit a [New Employee Report Form](#) to the Building Official Certification Committee (BOCC) immediately upon appointment as a Conditional Local Building Inspector. The inspector shall submit an [Examination Approval Request](#) within 6 months of appointment.

Non-Appointed Persons

Submit an [Examination Approval Request](#) to the Building Official Certification Committee (BOCC).

Examination Approval Requests must include the applicants resume showing they meet the minimum requirements. (See page 3 for these requirements) BOCC will review the application and make one of the following determinations:

Approve to take Local Building Inspector Exams

Approve to take Local Building Inspector & Building Commissioner Exams

Deny the request for a lack of experience/education

Proceed to take the Local Inspector Exams:

NCPCCI Exam Combinations: Exam 1A - Building 1 & 2 Family, Exam 1B - Building General, & Exam 3B - Fire Protection General

OR

NCPCCI Exam Combinations: Exam 1B - Building General, Exam 1C - Building Plan Review, Exam 3B - Fire Protection General, & Exam 3C - Fire Protection Plan Review

OR

ICC Exam Combinations: Exam B1 – Residential Building Inspector, Exam B2 – Commercial Building Inspector, & Exam F3 – Fire Plan Examiner

SEE IMPORTANT NOTE ON TIMING →

Request an appeal of the decision if you believe you meet the experience and education criteria.

DO NOT PROCEED TO TAKE EXAMS. Your exams will not count toward certification even if you pass.

Appointed Conditional Local Building Inspectors must do all of the following:

1. Submit Examination Approval request within 6 months of appointment.
2. Complete all exams within 12 months of appointment.
3. Receive 1 Continuing Education Unit per month until certified as a Local Building Inspector.

Note: These requirements do not apply to non-appointed persons seeking certification.

Submit an [Application for Certification](#) to the BOCC for Local Building Inspector certification after passing all exams.

Maintain Certification by Completing 45 Continuing Education Units per 3 Year Renewal Cycle - **Next Cycle Starts 1/1/2025**

Becoming a Certified Building Commissioner/Inspector of Buildings in Massachusetts

You must be a certified Local Building Inspector to pursue Building Commissioner* certification

Appointed Conditional Building Commissioners

The municipality shall submit a [New Employee Report Form](#) to the Building Official Certification Committee (BOCC) immediately upon appointment as a Conditional Building Commissioner. The inspector shall submit an [Examination Approval Request](#) within 6 months of appointment.**

Non-Appointed Persons

Submit an [Examination Approval Request](#) to the Building Official Certification Committee (BOCC).**

Examination Approval Requests must include the applicants resume showing they meet the minimum requirements. (See page 4 for these requirements) BOCC will review the application and make one of the following determinations:

Approve to take Building Commissioner Exams

Deny the request for a lack of experience/education

Proceed to take the Building Commissioner Exams:

International Code Council Certified Building Commissioner: MG - Legal Module, MM - Management Module, & BC - Building Codes and Standard Module

OR

Massachusetts Certified Building Commissioner: ICC MG - Legal Module, ICC, MM - Management Module, & Massachusetts On-Boarding Course

SEE IMPORTANT NOTE ON TIMING →

Request an appeal of the decision if you believe you meet the experience and education criteria.

DO NOT PROCEED TO TAKE EXAMS. Your exams will not count toward certification even if you pass.

Submit an [Application for Certification](#) to the BOCC for Building Commissioner certification after passing all exams.

Maintain Certification by Completing 45 Continuing Education Units per 3 Year Renewal Cycle - **Next Cycle Starts 1/1/2025**

Appointed Conditional Building Commissioners must do all of the following:

1. Submit an Examination Approval Request within 6 months of appointment. **
2. Complete all exams within 18 months of appointment.
3. Receive 1 Continuing Education Unit per month until certified as a Building Commissioner.

Note: These requirements do not apply to non-appointed persons seeking certification.

*M.G.L. c. 143, Sec. 3 uses the title "Building Commissioner or Inspector of Buildings" but there is no difference between these titles so "Building Commissioner" in this document includes the title Inspector of Buildings.

**You may proceed to exams without submitting a new Examination Approval Request if your Local Building Inspector examination approval included approval for Building Commissioner exams.

Becoming a Certified Building Official in Massachusetts

Extension of Time Requests

The BOCC may grant extensions to the 12-month time frame to pass Local Inspector exams and the 18-month time frame to pass Building Commissioner Exams.

CONDITIONAL LOCAL INSPECTORS MUST ATTEMPT AN EXAM WITHIN 12 MONTHS OF THEIR APPOINTMENT AND CONDITIONAL BUILDING COMMISSIONERS MUST ATTEMPT AN EXAM WITHIN 18 MONTHS OF THEIR APPOINTMENT! The BOCC will not grant an extension if you have not attempted any exams during these periods.

Extension of time requests must be submitted 30 days prior to the expiration of the 12 or 18-month period.

An extension of time request must include the following information:

1. The original date of your appointment to your position.
2. All dates of tests taken and the results regardless of pass/fail.
3. All dates of prior requests for extension(s) whether granted or not.
4. A statement of all reasons that substantiate the request for an extension of time.

New Employee Report Forms

New Employee Report Form (NERF) must be submitted to the BOCC by the municipality immediately following the appointment of a Conditional or Certified Local Inspector or Building Commissioner.

Examination Approval Requests

Examination Approval Requests must be submitted to the BOCC within 6 months of appointment as a Conditional Local Inspector or Conditional Building Commissioner.

Examination Approval Requests must include a resume. Requests are often denied because the applicant does not clearly establish in the resume that they meet the minimum experience and/or educational requirements outlined in 780 CMR R7 and listed below.

Conditional Local Inspector resumes must **clearly** show:

1. Minimum five years of experience in the **supervision** of building construction.
OR
Minimum five years of experience in the **supervision** of building design.
OR
A two-year associate degree in a field related to building construction.
OR

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A two-year associate degree in a field related to building design.

OR

A combination of the supervisory and educational experience listed above which would confer equivalent knowledge and ability as someone with either of the supervisory or educational experience outlined above. (Up to BOCC to determine)

2. 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, and the energy code requirements.

Conditional Building Commissioner resumes must **clearly** show:

1. Minimum five years of experience in the **supervision** of building construction.

OR

Minimum five years of experience in the **supervision** of building design.

OR

A four-year undergraduate degree in a field related to building construction.

OR

A four-year undergraduate degree in a field related to building design.

OR

A combination of the supervisory and educational experience listed above which would confer equivalent knowledge and ability as someone with either of the supervisory or educational experience outlined above. (Up to BOCC to determine)

2. 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, Architectural Access requirements; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure.

Important Document Links

[New Employee Report Form](#)

[Examination Approval Request](#)

[Application for Certification](#)

[Extension of Time Request](#)

[Extension of Time Policy](#)