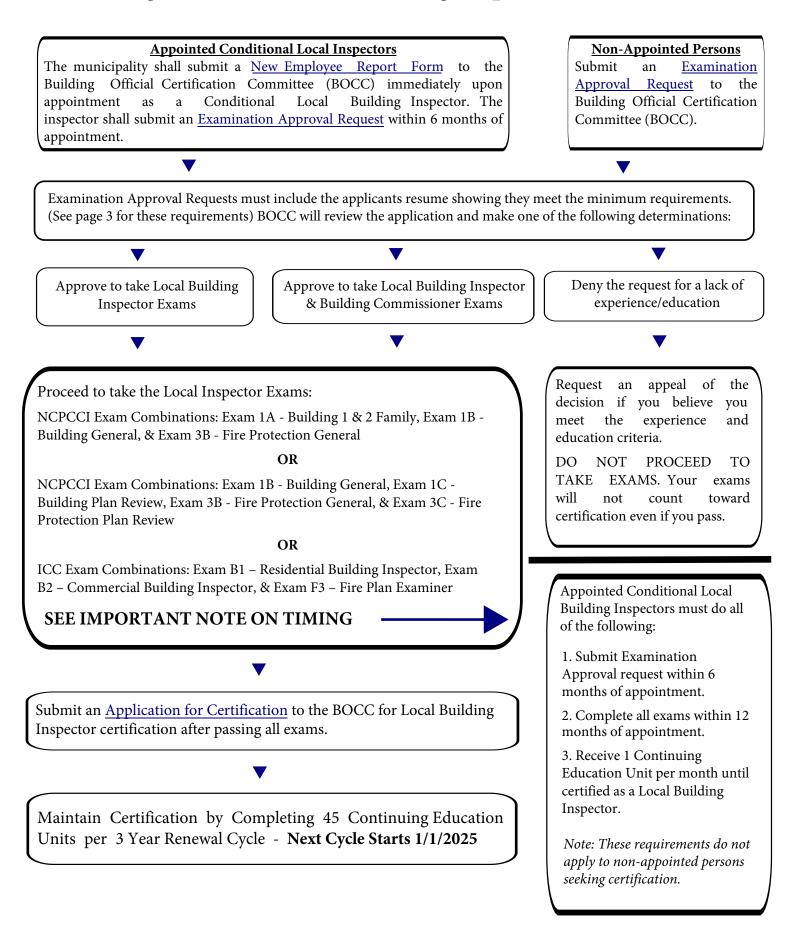
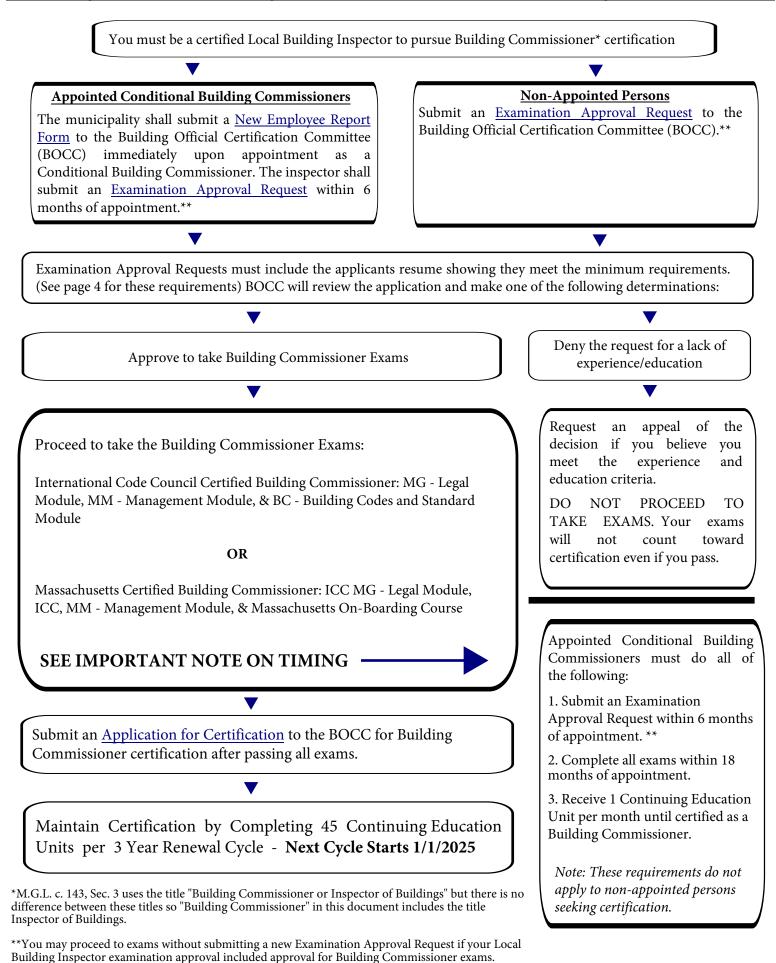
## Becoming a Certified Local Building Inspector in Massachusetts



### Becoming a Certified Building Commissioner/Inspector of Buildings in Massachusetts



# **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 <u>clearly</u> show:

 Minimum five years of experience in the <u>supervision</u> of building construction. OR

Minimum five years of experience in the **<u>supervision</u>** of building design.

OR

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

OR

# **Becoming a Certified Building Official in Massachusetts**

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 **<u>clearly</u>** show:

1. Minimum five years of experience in the **<u>supervision</u>** of building construction.

OR

Minimum five years of experience in the **<u>supervision</u>** 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