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

One Federal Street, Suite 600
Boston, MA 02110-2012

New Employee Report Form

In accordance with 780 CMR R7, the "Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors", all municipalities are required to report to the Board the name of any individual who is appointed as a building code enforcement official. Once reported, a file is created at the Office of the Board with the individual's name and date of hire. This file serves as the individual's official record for the maintenance of his/her certification, once received. It is the responsibility of the individual seeking certification and the hiring municipality to ensure that all aspects of the certification process are met. 780 CMR R7 defines all requirements of the certification program. *Building Commissioner and Inspector of Buildings shall first be certified as a Local Inspector prior to being appointed by a municipality.*

Email to: BOCC-MA@Mass.gov
or
Mail to: Division of Occupational Licensure, Attn: BOCC, One Federal Street, Suite 600, Boston, MA 02110

Employee Name

Municipality

Appointment Date

BO# or SSN#

Work Email

Work Phone

Position
(select only one)

- ☐ Local Inspector
- ☐ Building Commissioner/ Inspector of Buildings
- ☐ Alternate Building Commissioner/ Inspector of Buildings

Current Certification

- ☐ None
- ☐ Local Inspector
- ☐ MCBO
- ☐ CBO

Examination Approval Received
(for conditional appointees only)

- ☐ None
- ☐ Local Exams Only
- ☐ Local and Commissioner Exams

Other Municipalities Served by Appointee

APPOINTING AUTHORITY

The Board of Building Regulations and Standards recognizes the appointing authority as the Mayor in a city and the Chair of the Select Board in a town (per M.G.L. c. 143 § 3). If the appointing authority is not the Mayor or Chair a copy of the vote of appointment and the city or town bylaws, charter or ordinance showing that the appointing authority is the chief administrative officer who makes all appointments shall be submitted along with this form.

I, the Appointing Authority, hereby confirm that I have read and understand the minimum requirements of M.G.L. c. 143 § 3 regarding qualifications for building code enforcement officials. In signing this form, I attest to the fact that the candidate herein identified meets/exceeds such qualifications for the position for which he/she is being appointed.

Name (print)

Signature

Title

Today's Date