# Application for Registration of Building Officials, Inspectors, and Plan Reviewers

An applicant for registration shall provide, along with this application and fee, written verification of completing not less than the required number of hours of education in approved educational or training programs. See Rule 408.30031(5) and Table 31 of this rule.

Notice to Veterans: In accordance with 2012 PA 314, any veteran providing satisfactory proof of separation from the armed forces of the United States under "honorable" or "general under honorable conditions" is exempt from registration fees. For consideration, please attach a copy of either a DD-214 or DD-215 to your application. If you do not have a DD-214 or DD-215 in your possession, please contact the Michigan Veterans Affairs Agency at 517-284-5298 for assistance.

## **Page 1 – Applicant Information**

Requires information regarding the applicant, including the classification(s) being applied for. It also requires submittal of a resume outlining requisite experience for each classification being applied for.

#### **Building Inspector:**

- Must have 4 years of experience actively engaged in the construction business; if you are a licensed residential builder
  or maintenance and alteration contractor, please include a copy of your license; however, simply holding a license does
  not qualify an applicant for registration. See Rule R 408.30037.
- Possess a license as an architect or engineer with the State of Michigan; a copy of the license must be included
- Up to 2 years may be considered for completion of a recognized curriculum in a construction related field. (1 year, 2,080 hours for an Associates Degree; 2 years, for a Bachelor's Degree) A copy of the degree must be provided.
- A licensed or registered building inspector from other states, Canada or other recognized countries with inspection
  experience in general building construction and who holds a master or certified building official certificate obtained
  from the International Code Council (ICC), defined as an inspector by the Building Officials and Inspectors
  Registration Act, 1986 PA 54, MCL 338.2301 to 338.2313.
- Work experience related to structural carpentry, structural masonry, structural steel erection, and structural concrete construction, or a person who is in charge of general building construction can be considered.

# The following are examples of supporting documentation of work experience, which must be submitted with the application:

- Building permits & inspection reports (if self-employed).
- Letters of reference stating the type of work performed and the amount of time spent on each project.
- Letters from employers on company letterhead and signed by an authorized company representative stating job
  duties, percentage of time spent on each duty, dates of employment, and amount of hours worked per week.
   Please note: Character references cannot be considered towards work experience.

BCC-320

## **Electrical Inspector:**

- Must have 2 years' experience as a licensed electrical journey worker or shall be licensed as a master electrician within the State of Michigan. See Rule R 408.30040.
- A copy of the license must be provided.

## **Mechanical Inspector**:

- Must possess a State of Michigan mechanical license for not less than 1 year in 3 or more of the following categories: 1, 2, 4 or 9.
- A copy of the license must be provided.

#### **Plumbing Inspector:**

- Must have possessed a journey license for not less than 2 years' or shall be licensed as a master plumber within the State of Michigan.
- A copy of the license must be provided.

## **Fire Protection System Inspector:**

- Execute the statement of attestation of understanding of the building code.
- Provide copies of NFPA or ICC Fire Inspector I and II certifications.
- Pay the appropriate fee(s).

#### Fire Protection System Plan Reviewer:

- Execute the statement of attestation of understanding of the building code.
- Provide copies of NFPA or ICC Fire Inspector I and Plan Examiner certifications.
- Pay the appropriate fee(s).

BCC-320

# Application for Registration of Building Officials, Inspectors and Plan Reviewers

Michigan Department of Licensing and Regulatory Affairs **Bureau of Construction Codes** P.O. Box 30255, Lansing, MI 48909 517-241-9316 www.michigan.gov/bcc

Authority: 1986 PA 54 LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable

Pena	Penalty: Failure to provide the information may result in denial of your request.			accommodations are available upon request to individuals with disabilities.				
and i	inspectors to <b>app</b> appropriate fee t	ly for registration o the address liste	an Reviewers, and Inspe within 30 days of emplored ad above. This application cannot be processed and	<b>oyment</b> . To regi on must be com	ster, an applican pleted in its enti	t shall completerety and include	te and submit this form	
	New Applicant   Currently Registered - Adding additional classification(				Previously Registered			
	• •		umber			tion Number _		
App	licant Informatio	on .						
	E (Last, First, Middle)	···	SOCIAL SECURITY NUMBER					
HOM	E ADDRESS		HOME TELEPHONE NUMBER (Include Area Code)					
CITY			COUNTY		STATE		ZIP CODE	
	d below are the		cations. Indicate the class	ssifications for w	hich you are see	eking registrati	ion by placing a check	
	1."Building Official" means a construction code enforcement person working as an inspector or plan reviewer or actively engaged in the administration and enforcement of adopted building, electrical, mechanical or plumbing codes, or any combination of these codes. <i>Prerequisite: Registration as an inspector or plan reviewer for two years.</i>							
	2. "Inspector" means the person responsible for the administration and enforcement of the construction of buildings, structures or appurtenances under the requirements of the applicable building, electrical, mechanical or plumbing code administered and enforced within the jurisdiction of the employing enforcing agency.							
		ndicate which disciplines you will be inspecting. Include copies of licenses issued by the State of Michigan or the loc censing authority, NFPA or ICC Fire Inspector I and II certifications.						
	☐ Building	□ Electrical	☐ Mechanical	☐ Plumb	oing 🗆 F	Fire Protection	System	
	3. "Plan Reviewer" means a person engaged in the practice of examining construction documents for the purpose of determining compliance with applicable codes.							
	Indicate the type of plan review you will be performing. Include copies of licenses issued by the State of Michigan or the local licensing authority, NFPA or ICC Fire Inspector I and Plan Examiner certifications.							
	☐ Building	□ Electrical	☐ Mechanical	□ Plumb	oing 🗆	Fire Protection	n System	
	mit <b>\$25.00</b> for <b>ea</b> hich you are see		or each year of the curre	ent code cycle				
\$		Total Fee	Make check or money o					
	□ Veteran	No Fee Due	Copy of either a DD-2	214 or DD-215				
BCC-3	20 (Rev. 07/16) Page 1		1					

Applicants must provide a detailed resume outlining the required experience need	ded for each registration being sought.
Qualifications for registration are evaluated by reviewing the resume to determin set forth in the Building Officials, Plan Reviewers and Inspector Registration Rul provisional registration, specifically, Rules 31 through 49. (Please note that R Copies of the rules are available from the Michigan Department of Licensing and <a href="https://www.michigan.gov/bcc">www.michigan.gov/bcc</a> .	es R 408.30004-R 408.30055 providing standards for ule 37 requires 4 years of combined experience.)
Applicants for Fire Protection System Inspectors and Plan Reviewers shall include a Fire Inspector I and II, and Plan Examiner as required by 1986 PA 54, Section	
Fire Protection System Inspectors or Plan Reviewers Only - This must be che	ecked to receive your registration.
$\hfill \Box$ By checking you are certifying that you have understanding of the Mi	chigan Building Code.
Applicant Certification and Signature	
I hereby certify all information contained in this application is true and complete fact will result in my forfeiting any rights to consideration for registration under administrative rules.	er the provisions of 1986 PA 54 and the associated
SIGNATURE OF APPLICANT	DATEB

BCC-320 (Rev. 07/16) Page 2