



Department of Commerce

Division of Industrial Compliance
& Labor

To Whom It May Concern:

Enclosed per your request is the form, "Application for Certification of a Residential Building Department."

Also enclosed are pertinent excerpts from the Ohio Administrative Code regarding certification of residential building departments.

Acceptance of the application for certification will be contingent upon receipt of the materials requested on Form A, and certification of residential building department personnel. An initial application form must be received at least six weeks prior to the public hearing. Completed certification information must be received at least two days before the BBS Conference Meeting prior to the BBS Public Hearing.

Submit the original and five copies of:

- 1) Completed and signed "Application for Certification of a Residential Building Department" as required by appropriate officials.
- 2) All documents requested under the type of certification for which you are applying.
- 3) Completed and signed "Application for Certification of Residential Building Department Personnel" and appropriate resume form for non-certified personnel.

Requirements for application for certification of a residential building department are provided pursuant to Section 3781.10(A) and (E) of the Revised Code, and to the regulations for certification adopted by the Ohio Board of Building Standards. Legal requirements for certification require the Board to hold a public hearing and adopt an administrative rule pursuant to Section 119.03 of the Revised Code.

Should you have any questions, please contact this office at 614/644-2613.

Very truly yours,

BOARD OF BUILDING STANDARDS

A handwritten signature in cursive script that reads "Regina S. Hanshaw".

Regina S. Hanshaw
Executive Secretary

Enclosures



Board of Building Standards

6606 Tussing Road, P.O. Box 4009

Reynoldsburg, OH 43068-9009

(614) 644-2613 Fax (614) 644-3147

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www.com.ohio.gov/dico/bbs.aspx

APPLICATION

FOR THE CERTIFICATION OF A RESIDENTIAL BUILDING DEPARTMENT

Pursuant to section 3781.10(A) of the Ohio Revised Code and rules adopted by the Board of Building Standards, this application is being submitted for certification of a residential building department to accept construction documents and to exercise enforcement authority in accordance with the Residential Code of Ohio.

1. BUILDING DEPARTMENT:

Dept. Name: _____

Street: _____

City: _____

Zip Code: _____

Telephone No: _____

Fax No: _____

Date: _____ Year: 20 _____

E-mail Address: _____

2. BUILDING DEPARTMENT CERTIFICATION:

Is the Residential Bldg. Dept. certification being requested as a part of the enforcement authority of a certified nonresidential building department? Yes No If "Yes" give the nonresidential Bldg. Dept. Number (from Appndx. Z): _____

3. BUILDING DEPARTMENT INFORMATION:

Is this application a Sub-Department Certification* with another Certified Residential Bldg. Dept.? Yes No

(* The intent is to create a "paper dept." with another political subdivision exercising exclusive enforcement authority – otherwise, check "No" skip to Items #4, 5a, & 6.)

Is the certification to include authority for plumbing? Yes No

If "Yes", give name of the Certified Residential Bldg. Dept. that will exercise exclusive enforcement authority in the Per-Contract Certification. _____

4. Appropriated Operating Budget: \$ _____ For Fiscal Year: _____ To: _____
Jurisdiction Area Population at Date Building
in Square Miles: _____ Last Census: _____ Dept. Established: 20 _____

5a. DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION* (indicate enclosure with an "X" in the appropriate box):

- Ordinance/Resolution Creating Res. Building Department
- Ordinance/Resolution Requesting Res. Certification
- Res. Department Organizational Chart
- Inspection and Plan Examination Procedures
- List of Primary and Backup Positions Directly Employed as Required for Enforcement Pursuant to 4101:8-1-03 OAC.

ADDITIONAL DOCUMENTATION WHEN USING CONTRACT PERSONNEL: Copy of Contract(s)
If Not Directly Employed, Contract/Agreement(s) for: Res. Bldg. Official(s) Res. Plan Exam.(s) Res. Bldg. Inspector(s)
 Elec. Safety Inspector(s) Res. Elec. Plan Exam.(s) Res. Plmbg. Inspector(s)

5b. *DOCUMENTS TO BE SUBMITTED ONLY FOR PER-CONTRACT CERTIFICATION:

- Ordinance/Resolution Creating Per-Contract Res. Bldg. Dept.
- Ordinance/Resolution Requesting Per-Contract Res. Certification
- Ordinance/Resolution Authorizing Per-Contract Certification

6. SIGNATURES OF APPROPRIATE AUTHORITIES (Municipal Officials, County Commissioners, or Township Trustees):

_____	_____	_____
Name	Title	Date
_____	_____	_____
Name	Title	Date
_____	_____	_____
Name	Title	Date

**SAMPLE ORDINANCE REQUESTING CERTIFICATION
(NOT For Use for Per-Contract Certification)**

(Village, City, County) of _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING A REQUEST TO THE OHIO BOARD OF BUILDING STANDARDS TO CERTIFY THE (village, city, township, county) of _____ FOR ENFORCEMENT OF THE RESIDENTIAL CODE OF OHIO TO EXERCISE ENFORCEMENT AUTHORITY AND ACCEPT AND APPROVE PLANS AND SPECIFICATIONS, AND MAKE INSPECTIONS.

WHEREAS, the (village, city, township, county) of _____, Ohio desires to enforce the Residential Code of Ohio for the purpose of providing uniform standards and requirements for the erection, construction, repair, alteration, and maintenance of buildings specified in section 3781.06 of the Revised Code of Ohio; and

WHEREAS, the (village, city, township, county) of _____, Ohio seeks to obtain the authority for enforcement of the provisions of the Residential Code of Ohio through certification by the Ohio Board of Building Standards pursuant to Section 3781.10(E) of the Revised Code to exercise the enforcement authority and accept and approve plans and specifications, and make inspections in accordance with the Residential Code of Ohio;

WHEREAS, the said Board of Building Standards has certified the _____ Building Department to exercise enforcement authority in accordance with the Residential Code of Ohio, effective _____, as set forth in said Board's certification; and

WHEREAS, it is necessary in accordance with law to administer and enforce the Residential Code of Ohio within the limits of the (village, city, township, county) of _____; and

THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF THE (village, city, township, county) of _____, (county) _____, County, Ohio, three-fourths of all members elected thereto concurring, that:

SECTION I: That Ohio Administrative Code 4101:8 – Residential Code of Ohio as promulgated by the Ohio Board of Building Standards, shall apply and be enforced within the (village, city, township, county) of _____, Ohio,

SECTION II: That this ordinance shall be in full force and effect from and after the earliest period permitted by law following promulgated of the Residential Code of Ohio By the Board of Building Standards through the certification process, adoption and effective date of certification issued by the Ohio Board of Building Standards.

SECTION III: The (mayor, president board of commissioners) of the (village, city, township, county) of _____ is hereby authorized and directed to sign and submit an application to the Ohio Board of Building Standards requesting said Board to certify the (village, city, township, county) of _____ for enforcement of the Residential Code of Ohio.

SECTION IV: This Ordinance is hereby declared to be an emergency measure, the immediate passage of which is necessary for the public health, safety and welfare and for the further reason that said Code must be enforced and administered according to law and particularly pursuant to the requirements of Chapter 3781 of the Revised Code of Ohio;

wherefore, this Ordinance shall take effect and be in force immediately upon its passage and effective date of certification issued by the Ohio Board of Building Standards.

SECTION V: The said clerk is further directed to publish this Ordinance _____

PASSED: _____

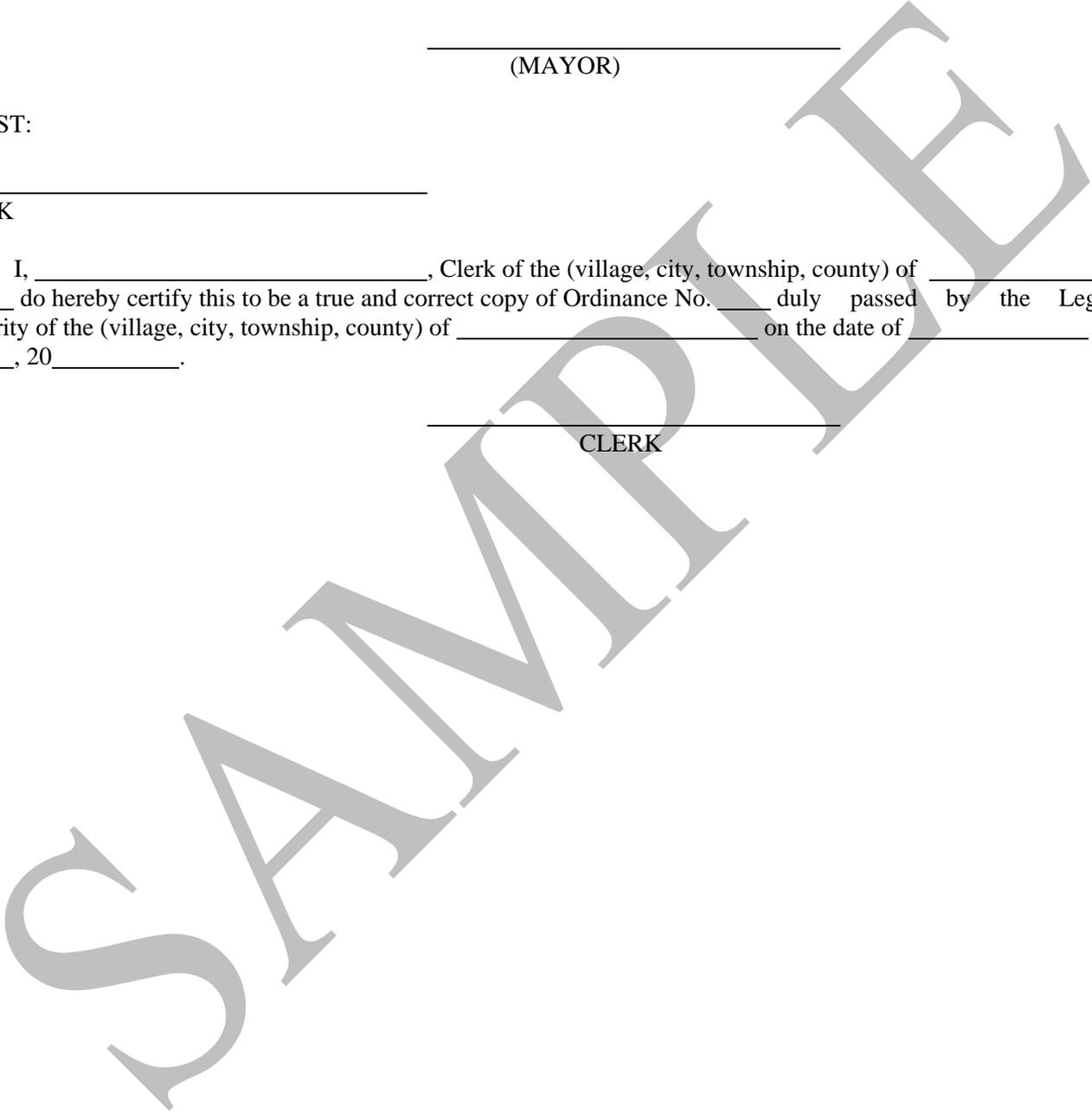
(MAYOR)

ATTEST:

CLERK

I, _____, Clerk of the (village, city, township, county) of _____ do hereby certify this to be a true and correct copy of Ordinance No. _____ duly passed by the Legislative Authority of the (village, city, township, county) of _____ on the date of _____, 20____.

CLERK



**SAMPLE ORDINANCE REQUESTING
PER-CONTRACT CERTIFICATION
(For Use for Per-Contract Certification)**

(Village, City, County) of _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING A REQUEST TO THE OHIO BOARD OF BUILDING STANDARDS TO CERTIFY THE (village, city, township, county) of _____ FOR ENFORCEMENT OF THE RESIDENTIAL CODE OF OHIO WITH THE CONDITION THAT THE (certified department) _____ RESIDENTIAL BUILDING DEPARTMENT EXERCISE ENFORCEMENT AUTHORITY AND ACCEPT AND APPROVE PLANS AND SPECIFICATIONS, AND MAKE INSPECTIONS, AND AUTHORIZING AN AGREEMENT FOR SUCH ENFORCEMENT BETWEEN THE (village, city, county) OF _____ AND (certified, city, township, village, county) _____.

WHEREAS, the (village, city, township, county) of _____, Ohio desires to enforce the Residential Code of Ohio for the purpose of providing uniform standards and requirements for the erection, construction, repair, alteration, and maintenance of buildings specified in section 3781.06 of the Revised Code of Ohio; and

WHEREAS, the (village, city, township, county) of _____, Ohio seeks to obtain the authority for enforcement of the provisions of the Residential Code of Ohio through certification by the Ohio Board of Building Standards pursuant to Section 3781.10(E) of the Revised Code, with the condition that the (certified department) _____ Residential Building Department exercise the enforcement authority and accept and approve plans and specifications, and make inspections in accordance with the Residential Code of Ohio;

WHEREAS, the said Board of Building Standards has certified the _____ Building Department to exercise enforcement authority in accordance with the Residential Code of Ohio, effective _____, as set forth in said Board's certification rule; and

WHEREAS, it is necessary in accordance with law to administer and enforce the Residential Code of Ohio within the limits of the (village, city, township, county) of _____; and

WHEREAS, it is necessary than an agreement be entered into between the (village, city, township, county) of _____ and (certified village, city, township, county) _____ for the enforcement of the Residential Code of Ohio within the limits of said (village, city, township, county) of _____;

THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF THE (village, city, township, county) of _____, (county) _____, County, Ohio, three-fourths of all members elected thereto concurring, that:

SECTION I: That Ohio Administrative Code 4101:8 – Residential Code of Ohio as promulgated by the Ohio Board of Building Standards, shall apply and be enforced within the (village, city, township, county) of _____, Ohio,

SECTION II: That this ordinance shall be in full force and effect from and after the earliest period permitted by law following promulgated of the Residential Code of Ohio By the Board of Building Standards through the certification process, adoption and effective date of certification issued by the Ohio Board of Building Standards.

SECTION III: The (mayor, president board of commissioners) of the (village, city, township, county) of _____

_____ is hereby authorized and directed to sign and submit an application to the Ohio Board of Building Standards requesting said Board to certify the (village, city, township, county) of _____ for enforcement of the Residential Code of Ohio with the condition that the (certified department) _____ Residential Building Department exercise the enforcement authority as necessary in accordance with the Residential Code of Ohio within the limits of said (village, city, township, county) and to enter into an agreement with (certified city, township, county) _____ Residential Building Department for such purpose.

SECTION IV: The (village, city, township, county) of _____ through its (mayor, or other) _____ and its (clerk) _____ is hereby authorized and directed to enter into an agreement with (village, city, township, county) _____ for the enforcement of the Residential Code of Ohio within the limits of said (village, city, county), whereby the (village, city, township, county) _____ Residential Building Department will exercise all enforcement authority and accept and approve plans and specifications and make inspections necessary within said (village, city, township, county) in accordance with the provisions of the Residential Code of Ohio.

SECTION V: The terms of the said agreement shall grant to the (village, city, township, county) full authority to do all things necessary to administer and enforce the Residential Code of Ohio within the limits of the (village, city, township, county) of _____ and in consideration therefore to allow the (village, city, township, county) to retain all permit and inspection fees authorized by the State of Ohio for such purposes.

SECTION VI: The Legislature Authority of said (village, city, township, county) of _____ further agrees to hold the (village, city, township, county) _____ harmless for all claims or causes of action of every kind and nature arising from the acts of the (village, city, township, county), its agents, employees, and representatives in the administration and enforcement of said codes.

SECTION VII: This Ordinance is hereby declared to be an emergency measure, the immediate passage of which is necessary for the public health, safety and welfare and for the further reason that said Code must be enforced and administered according to law and particularly pursuant to the requirements of Chapter 3781 of the Revised Code of Ohio; wherefore, this Ordinance shall take effect and be in force immediately upon its passage and effective date of certification issued by the Ohio Board of Building Standards.

SECTION VIII: The said clerk is further directed to publish this Ordinance _____

PASSED: _____

(MAYOR)

ATTEST:

CLERK

I, _____, Clerk of the (village, city, township, county) of _____ do hereby certify this to be a true and correct copy of Ordinance No. ____ duly passed by the Legislative Authority of the (village, city, township, county) of _____ on the date of _____, 20____.

CLERK