



# **OBC Requirements for Building Department Personnel (4101:7-3-01 Ohio Administrative Code)**

## **Experience and Exam Requirements Matrix**

**OBC REQUIREMENTS FOR BUILDING DEPARTMENT PERSONNEL**  
(4101:7-3-01 Ohio Administrative Code)

CERTIFICATIONS	EXPERIENCE REQUIREMENTS	EXAM MODULE REQMNTS.		PROFESSIONAL LICENSE REQ.
		NCPCCI	or ICC	
<b>BUILDING OFFICIAL</b> 4101:7-3-01(E)(1) and (2)	<ol style="list-style-type: none"> <li>Five years of experience in non-residential building design and construction for buildings or structures within the scope of groups regulated by the rules of the board while registered in Ohio as an architect or professional engineer, or</li> <li>Ten years of experience as a general contractor or superintendent of building construction for buildings or structures dealing with all phases and trades of construction including the responsibility for obtaining approvals and inspections within the scope of groups regulated by the rules of the Board, or</li> <li>Five years of experience employed full-time as a residential building official in a certified residential building department</li> </ol>	<b>NA</b>	<b>MM, MG, BC</b>	Required for applicants using option #1
<b>MASTER PLANS EXAMINER</b> 4101:7-3-01(E)(1) and (4)	Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the board while registered in Ohio as an architect or professional engineer.	<b>1C, 2C, 3C, 4C, 5C</b>	<b>B3, E3, M3, P3</b>	Ohio registration as an Architect or Professional Engineer.
<b>BUILDING PLANS EXAMINER</b> 4101:7-3-01(E)(1) and (6)	<ol style="list-style-type: none"> <li>Five years as a full-time building inspector in a certified non-residential building department, or</li> <li>Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the Board while a registered architect or professional engineer, or</li> <li>Ten years of experience as a full-time skilled tradesman for structural carpentry, masonry, steel erection, or concrete construction work, subject to inspection under the code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board</li> </ol>	<b>1C</b>	<b>B3</b>	Required for applicants using option #2
<b>ELECTRICAL PLANS EXAMINER</b> 4101:7-3-01(E)(1) and (7)	<ol style="list-style-type: none"> <li>Five years as a full-time electrical safety inspector (ESI) in a certified building department or employed as an ESI by the Ohio Dept. of Commerce, Division of Industrial Compliance, or</li> <li>Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the Board while a registered architect or professional engineer, or</li> <li>Ten years of experience as a full-time journeyman electrician or equivalent for the installation of electrical systems, subject to inspection under the code adopted for non-residential buildings or structures, within the scope of groups regulated by the rules of the Board</li> </ol>	<b>2C</b>	<b>E3</b>	Required for applicants using option #2
<b>FIRE PROTECTION PLANS EXAMINER</b> 4101:7-3-01(E)(1) and (10)	<ol style="list-style-type: none"> <li>Five years of experience as a full-time certified fire safety inspector in a fire department or as a certified fire protection inspector for a non-residential building department, or</li> <li>Five years of experience as a full-time certified fire protection system designer with experience designing non-residential fire protection systems, or</li> <li>Five years of experience as a full-time building inspector in a certified non-residential building department, or</li> <li>Five years of experience in building design and construction for buildings within the scope of groups regulated by the rules of the board while a registered architect or professional engineer, or</li> <li>Ten years of experience as a full-time skilled tradesman for the installation of fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems and fire pump systems), subject to inspection under the code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board.</li> </ol>	<b>3C</b>	<b>CP</b>	Required for applicants using option #4
<b>MECHANICAL PLANS EXAMINER</b> 4101:7-3-01(E)(1) and (9)	<ol style="list-style-type: none"> <li>Five years of experience as a full-time mechanical inspector in a certified non-residential building department, or</li> <li>Five years of experience as a full-time residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector in a certified residential building department, or</li> <li>Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the Board while a registered architect or professional engineer, or</li> <li>Ten years of experience as a full-time skilled tradesman for heating, ventilating, and air conditioning ("HVAC") systems and associated refrigeration, fuel gas, and heating piping work, subject to inspection under the code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board</li> </ol>	<b>4C</b>	<b>M3</b>	Required for applicants using option #3
<b>PLUMBING PLANS EXAMINER</b> 4101:7-3-01(E)(1) and (8)	<ol style="list-style-type: none"> <li>Five years of experience as a full-time plumbing inspector in a certified building department, or</li> <li>Five years of experience as a certified plumbing inspector employed full-time by either the Ohio Dept. of Commerce, Division of Industrial Compliance, or by a county board of health, or</li> <li>Five years of experience in building design and construction for buildings within the scope of groups regulated by the rules of the Board while a registered architect or professional engineer, or</li> <li>Ten years of experience as a full-time journeyman plumber or equivalent for the installation of plumbing systems, subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board</li> </ol>	<b>5C</b>	<b>P3</b>	Required for applicants using option #3
<b>BUILDING INSPECTOR</b> 4101:7-3-01(E)(1) and (11)	<ol style="list-style-type: none"> <li>Five years of experience as a skilled tradesman, a supervisor, or a construction contractor for structural carpentry, masonry, steel erection, or concrete construction work subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or</li> <li>Five years of experience as a full-time non-residential building official, non-residential mechanical inspector, residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector</li> </ol>	<b>1B, 3B, 4B</b>	<b>B2, M2</b>	None Required
<b>NON-RESIDENTIAL I.U. INSPECTOR</b> 4101:7-3-01(E)(1) and (18)	<ol style="list-style-type: none"> <li>Five years of experience as a construction contractor or supervisor for non-residential buildings or structures within the scope of groups regulated by the rules of the Board, or</li> <li>Five years of experience as a skilled tradesman for work subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or</li> <li>Five years of experience as a skilled tradesman for work subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or</li> <li>Certification as a building inspector</li> </ol>	<b>1B, 3B, 4B</b>	<b>B2, M2</b>	None Required
<b>ELECTRICAL SAFETY INSPECTOR</b> 4101:7-3-01(E)(1) and (17)	<ol style="list-style-type: none"> <li>Journeyman electrician or equivalent for 4 years, 2 as an electrician foreman, and 2 years as a building department ESI trainee, or</li> <li>Journeyman electrician or equivalent for 4 years and 3 years as a building department ESI trainee, or</li> <li>Four years of experience as a building department ESI trainee, or</li> <li>Journeyman electrician or equivalent for 6 years; or</li> <li>An electrical engineer registered in the State of Ohio.</li> </ol>	<b>2A, 2B</b>	<b>E1, E2</b>	Required for applicants using option #5
<b>FIRE PROTECTION INSPECTOR</b> 4101:7-3-01(E)(1) and (13)	<ol style="list-style-type: none"> <li>Five years of experience in the installation of fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems and fire pump systems) subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or</li> <li>Five years of experience as a certified fire safety inspector or a certified fire protection system designer</li> </ol>	<b>1B, 3B</b>	<b>CA, CF</b>	None Required
<b>MECHANICAL INSPECTOR</b> 4101:7-3-01(E)(1) and (14)	<ol style="list-style-type: none"> <li>Five years of experience as a skilled heating, ventilating, and air conditioning (HVAC) system and associated refrigeration, fuel gas, and heating piping tradesman for work subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or</li> <li>Five years of experience as a full-time residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector</li> </ol>	<b>4B</b>	<b>M2</b>	None Required
<b>PLUMBING INSPECTOR</b> 4101:7-3-01(E)(1) and (16)	<ol style="list-style-type: none"> <li>Seven years of experience in the installation of plumbing, subject to inspection under the code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or</li> <li>A degree in engineering or architecture and three years of experience in plumbing system design.</li> </ol>	<b>5A, 5B</b>	<b>P1, P2</b>	None Required

TRAINEE CERTIFICATIONS	TRAINEE EXPERIENCE REQUIREMENTS 4101:7-3-01(F)(5)	EXAM MODULE REQUIREMENTS		PROFESSIONAL LICENSE REQ.
		NCPCCI	or ICC	
MASTER PLANS EXAMINER TRAINEE	Graduate Architect or Engineer from an NAAB, EAC-ABET, or similarly accredited university. Submit copy of degree.	Examination requirements for the related certification to be completed within the allotted time of the trainee program.		Registered within the allotted time of the trainee program
BUILDING PLANS EXAMINER TRAINEE	<ol style="list-style-type: none"> <li>Be a graduate of an "NAAB", "EAC-ABET", or similarly accredited architecture or engineering university program; or</li> <li>Have at least one year of experience as:               <ol style="list-style-type: none"> <li>A full-time building inspector, fire protection inspector, plumbing inspector, electrical safety inspector, or mechanical inspector in a certified non-residential building department, of the division of industrial compliance in the Ohio department of commerce, or of county boards of health; or</li> <li>A full-time residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector in a certified residential building department; or</li> <li>A full-time designer working under the direct supervision of a design professional preparing construction documents of any discipline directly related to buildings or structures within the scope of groups regulated by the Ohio building codes.</li> </ol> </li> <li>Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of 4101:7-3-01.</li> </ol>	Examination requirements for the related certification to be completed within the allotted time of the trainee program.		None Required
ELECTRICAL PLANS EXAMINER TRAINEE				
FIRE PROTECTION PLANS EXAMINER TRAINEE				
MECHANICAL PLANS EXAMINER TRAINEE				
PLUMBING PLANS EXAMINER TRAINEE				
BUILDING INSPECTOR TRAINEE	<ol style="list-style-type: none"> <li>One year of experience as a skilled tradesman for work subject to inspection under the building code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board</li> <li>Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of 4101:7-3-01.</li> </ol>	Examination requirements for the related certification to be completed within the allotted time of the trainee program.		None Required
MECHANICAL INSPECTOR TRAINEE				
ELECTRICAL SAFETY INSPECTOR TRAINEE	<ol style="list-style-type: none"> <li>Two years of experience in the installation of electrical systems subject to inspection under the building code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board</li> <li>Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of 4101:7-3-01.</li> </ol>	Examination requirements for the related certification to be completed within the allotted time of the trainee program.		None Required
PLUMBING INSPECTOR TRAINEE	<ol style="list-style-type: none"> <li>Three years of experience in the installation of plumbing systems subject to inspection under the building code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board</li> <li>Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of 4101:7-3-01.</li> </ol>	Examination requirements for the related certification to be completed within the allotted time of the trainee program.		None Required

## NOTES TO OBC CERTIFICATION REQUIREMENTS FOR BUILDING DEPARTMENT PERSONNEL

- NOTE 1.** Only experience directly related to buildings or structures within the scope of groups regulated by the Ohio Building Code is acceptable for any class certification. THIS DOES NOT INCLUDE ONE-, TWO-, OR THREE-FAMILY STRUCTURES.
- NOTE 2.** All applicants may obtain credit for one year of the required experience through education pursuant to 4101:7-3-01(F)(6) OAC. Documentation must be submitted with the application.
- NOTE 3.** All trainee applicants must be under the direct supervision of a person certified in the trainee's respective field. Sponsor and Supervisor forms must be signed by the Building Official and the certified supervisor, respectively. Submit with application.
- NOTE 4.** Applicants may contact either: Prometric, 1360 Energy Lane, St. Paul MN 55108, (800) 864-5309, [www.prometric.com](http://www.prometric.com) for NCPCCI exams or, International Code Council, National Certification Services, 900 Montclair Road, Birmingham, AL 35213, (888) 422-7233, [www.iccsafe.org](http://www.iccsafe.org) for scheduling examinations.
- NOTE 5.** Only enforcement, inspection, or plans examination experience performed (a) prior to 1984, for a non-residential building department certified by the board of building standards to exercise enforcement authority for buildings or structures within the scope of groups regulated by the rules of the board; (b) for an agency or jurisdiction outside the state of Ohio enforcing a model non-residential building code of a national model code organization or a code adopted for the respective buildings or structures of the types regulated by the rules of the board; or (c) certification by the department of commerce, division of industrial compliance, as a plumbing inspector when application is made for board certification as a plumbing inspector. **THIS DOES NOT INCLUDE ONE-, TWO-, OR THREE-FAMILY STRUCTURES.**
- NOTE 6.** Module description:
- | <u>NCPCCI:</u>                        | <u>ICC:</u>                                   |
|---------------------------------------|---|
| 1A – Building 1-, 2-Family Dwelling   | MM – Management                               |
| 1B – Building General                 | MG – Legal                                    |
| 1C – Building Plan Review             | BC – Building Codes and Standards             |
| 2A – Electrical 1-, 2-Family Dwelling | CA – Commercial Fire Alarm Inspector          |
| 2B – Electrical General               | CF – Commercial Sprinkler Inspector           |
| 2C – Electrical Plan Review           | CP – Commercial Fire Sprinkler Plans Examiner |
| 3B – Fire Protection General          | B1 – Residential Building Inspector           |
| 3C – Fire Protection Plan Review      | B2 – Commercial Building Inspector            |
| 4A – Mechanical 1-, 2-Family Dwelling | B3 – Building Plan Examiner                   |
| 4B – Mechanical General               | E1 – Residential Electrical Inspector         |
| 4C – Mechanical Plan Review           | E2 – Commercial Electrical Inspector          |
| 5A – Plumbing 1-, 2-Family Dwelling   | E3 – Electrical Plan Examiner                 |
| 5B – Plumbing General                 | M1 – Residential Mechanical Inspector         |
| 5C – Plumbing Plan Review             | M2 – Commercial Mechanical Inspector          |
|                                       | M3 – Mechanical Plan Examiner                 |
|                                       | P1 – Residential Plumbing Inspector           |
|                                       | P2 – Commercial Plumbing Inspector            |
|                                       | P3 – Plumbing Plan Examiner                   |
- NOTE 7.** All applicants must complete the Ohio Building Code Academy during their initial certification period.  
**Exceptions:**
- Medical gas piping inspectors pursuant to paragraph (E)(20) of 4101:7-3-01.
  - Industrialized unit inspectors or residential industrialized unit inspectors.
  - Plumbing inspectors certified pursuant to Chapter 3703. of the Revised Code with five years of experience as full-time employees of the division of industrial compliance in the Ohio Dept. of Commerce or of county boards of health who are seeking plumbing inspector certification.
  - Individuals who have completed the code academy within thirty-six months immediately preceding the date of receipt of initial certification.
- NOTE 8.** Applicants for Electrical Safety Inspector must be authorized by the Board *prior* to taking the required examinations. Applicants for the Electrical Safety Inspector who fail the examinations twice must enter the Electrical Safety Inspector Training Program.
- NOTE 9.** Completion of non-residential exam modules may be accepted as equivalent to the respective required residential certification modules when applying for residential certifications.