



2021 APPLICATION: BUILDING CODE ENFORCEMENT OFFICIAL LICENSURE EXAM

In order to become licensed in any one of the nine subcategories of Connecticut Building Code Enforcement Official,* you must pass a qualifying exam. There are two routes to the exam; but you must qualify for either path based on your construction industry experience and knowledge.

One route is to qualify for and pass the exam that is offered once a quarter; the other way is to qualify for and attend the Pre-Licensure Training Program that is currently being redesigned into a modular format. At the end of each module, there will be an exam. This

class won't be offered until fall 2022.

Because you must be accepted into the exam it's imperative that you answer the **Technical Experience** questions starting on page 7 in detail, as your application will be evaluated on how closely your experience and knowledge match the statutory and regulatory requirements found on pages 11 and 12.

*Building Official, Assistant Building Official, Residential Building Inspector, Plan Review Technician, Mechanical Inspector, Electrical Inspector, Plumbing Inspector, Heating and Cooling Inspector, Construction Inspector

BUILDING CODE ENFORCEMENT OFFICIAL LICENSURE EXAM

February, May, August, November

First Monday of the month • 8:30 a.m.

Middlesex Community College, Middletown

APPLICATION DEADLINES AT: PORTAL.CT.GOV
SEARCH: OEDM TESTING

The Office of Education and Data Management (OEDM), on behalf of the Office of the State Building Inspector, is responsible for all functions related to credentialing building code enforcement officials. This includes developing and administering licensure exams.

This application is for licensure exams in any of the following nine classifications: Building Official, Assistant Building Official, Residential Building Inspector, Plan Review Technician, Mechanical Inspector, Electrical Inspector, Plumbing Inspector, Heating & Cooling Inspector and Construction Inspector.

Application deadlines can be found at www.portal.ct.gov and search: OEDM testing. You'll receive written notification of acceptance or denial from OEDM. If accepted, the letter will include the exam title, date, time and directions. To be admitted into the exam, you must bring your acceptance letter and a photo ID. Laptops and tablets are not allowed.

INFORMATION FOR THE PRE-LICENSURE QUARTERLY EXAM

You must document that you meet the requirements for licensure. For example, if you hold a trade license, send a copy of the license; if you're a certified engineer, send a copy of the certification. You may want to submit your transcript or a list of construction-related courses you completed toward your degree. **Applications that are incomplete and without appropriate documentation will be returned without review.**

There are no fees for taking the exam, but **you must purchase your own code books**. See below for a list of books required by license type.

An overall score of 70% (75% for Building Officials) **and** a score of 65% on each code book section exam is required for licensure. See the chart below for details. You have three attempts to pass the exam, including code book section retakes.

Quarterly Exams will be held at Middlesex Community College in Middletown until further notice.

Licensing examinations and code training programs are paid for by the Code Training and Education Fund. Revenue for the fund comes from assessments on the construction value of building permits.

Submit your signed Application Form with documentation to:

Email:

OEDM@ct.gov

Subject: Building Application

Fax:

860-920-3093

Attention: Building Application

Mail:

**Department of Administrative Services
Office of Education and Data Management
450 Columbus Boulevard—Suite 1306
Hartford, CT 06103**

CODE BOOK AND EXAM INFORMATION BY LICENSE TYPE

- The 2018 Connecticut State Building Code Document (www.portal.ct.gov search: State Building Code)
- Code books and Standards corresponding to licensure type are referenced in the chart below:
 - ◇ Book 1: 2015 International Residential Code (with Connecticut Amendments)
 - ◇ Book 2: 2015 International Building Code (with Connecticut Amendments)
 - ◇ Book 3: 2015 International Mechanical Code
 - ◇ Book 4: 2015 International Plumbing Code
 - ◇ Book 5: 2017 National Electric Code (NFPA 70)
 - ◇ Book 6: 2015 International Energy Conservation Code
 - ◇ Book 7: 2015 International Existing Building Code
 - ◇ Book 8: ICC/ANSI A117.1-2009 Accessible and Usable Buildings and Facilities
 - ◇ Book 9: 2015 National Fuel Gas Code (NFPA 54)

Students in the Pre-Licensure Training Program are welcome to purchase the electronic versions of the codes for use in class, but **paper books must be used during all exams.**

Licensure Exam Title	Exam Duration	Number of Multiple Choice Questions	Minimum Code Book Section Score	Minimum Overall Score	Code Books and Standards (see list above)
Building Official	6 hrs	125	65%	75%	1, 2, 3, 4, 5, 6, 7, 8, 9
Assistant Building Official	5 hrs, 30 min	115	65%	70%	1, 2, 3, 4, 5, 6, 7, 8, 9
Residential Building Inspector	4 hrs	80	65%	70%	1, 5, 6
Plan Review Technician	5 hrs	100	65%	70%	1, 2, 3, 4, 5, 6, 7, 8, 9
Mechanical Inspector	4 hrs	80	65%	70%	1, 2, 3, 4, 6, 9
Electrical Inspector	4 hrs	80	65%	70%	1, 5, 6
Plumbing Inspector	4 hrs	80	65%	70%	1, 2, 4, 9
Heating and Cooling Inspector	4 hrs	80	65%	70%	1, 2, 3, 6, 9
Construction Inspector	4 hrs	80	65%	70%	1, 2, 6, 7



2021 APPLICATION: BUILDING CODE ENFORCEMENT OFFICIAL LICENSURE EXAM

Type or print clearly and **complete the application in its entirety. Incomplete applications will be returned.**

☐ QUARTERLY EXAM

☐ February 1, 2021

☐ August 2, 2021

☐ May 3, 2021

☐ November 1, 2021

LICENSE SOUGHT

Check only one

☐ BUILDING OFFICIAL

☐ PROVISIONAL BUILDING OFFICIAL

CHECK HERE ONLY IF YOU ARE TO BE APPOINTED AS A PROVISIONAL BUILDING OFFICIAL. ATTACH A LETTER FROM THE APPOINTING AUTHORITY STATING THE DATE TO BE APPOINTED AS **PROVISIONAL BUILDING OFFICIAL**.

☐ ASSISTANT BUILDING OFFICIAL

☐ MECHANICAL INSPECTOR INCLUDES
PLUMBING, HEATING & COOLING

☐ RESIDENTIAL BUILDING INSPECTOR

☐ PLUMBING INSPECTOR

☐ PLAN REVIEW TECHNICIAN

☐ HEATING AND COOLING INSPECTOR

☐ ELECTRICAL INSPECTOR

☐ CONSTRUCTION INSPECTOR

APPLICANT INFORMATION

Name _____
First Last Middle Initial

Address _____
City State Zip

Phone (____) _____ (____) _____ (____) _____
Cell Day Evening

Email _____ OEDM ID _____
First 3 letters of last name—last 4 digits of SS#

Section 1-217 of the Connecticut General Statutes exempts the residential addresses of a number of occupational categories from release to the public under the Freedom of Information Act. Such categories include, but are not limited to, police officers, firefighters and employees of the Department of Correction. If you believe that your residential address is exempt under this law, please check mark the box: ☐

For questions regarding applications, please contact OEDM at 860.713.5522 or OEDM@ct.gov

EDUCATION

HIGH SCHOOL

Name of School _____
City State Zip

Address _____

Dates Attended _____ From To Date of Diploma or Equivalent _____

If Vocational or Technical School, Discipline of Diploma (Plumbing, Electrical, etc.) _____

COLLEGE

Name of School _____

Address _____
City State Zip

Dates Attended _____ From To Degree Earned _____ Major _____

GRADUATE SCHOOL

Name of School _____

Address _____
City State Zip

Dates Attended _____ From To Degree Earned _____ Major _____

CODE AND/OR CONSTRUCTION TRAINING CERTIFICATIONS

Name of School _____

Address _____
City State Zip

Dates Attended _____ From To Certificate Earned _____

PROFESSIONAL AND TRADE LICENSES AND CERTIFICATIONS

Complete this section and include past and present construction-related licenses, certifications and/or registrations, i.e. Mechanical, Plumbing, Heating and Cooling, or Electrical Inspector; Architect; Engineer; Contractor; or Journeyman in Electrical, HVAC, Plumbing, etc. **You must enter the date first issued, and submit a copy of your credential(s).**

1. Name of License/Certificate/Registration _____

State _____ Date First Issued _____ License/Certificate/Registration Number _____

Has credential ever been Suspended or Revoked? If Yes, Date of Suspension/Revocation _____

Yes ☐

No ☐

Reason: _____

PROFESSIONAL AND TRADE LICENSES AND CERTIFICATIONS *continued*

2. Name of License/Certificate/Registration _____

State _____ Date First Issued _____ License/Certificate/Registration Number _____

Has credential ever been Suspended or Revoked? If Yes, Date of Suspension/Revocation _____

Yes ☐

No ☐

Reason: _____

3. Name of License/Certificate/Registration _____

State _____ Date First Issued _____ License/Certificate/Registration Number _____

Has credential ever been Suspended or Revoked? If Yes, Date of Suspension/Revocation _____

Yes ☐

No ☐

Reason: _____

BUILDING CONSTRUCTION-RELATED AFFILIATIONS

List organizations, committees, associations, etc., in which you have participated.

1. Name of Organization/Committee/Association _____

Dates of Participation _____ Office(s) Held _____
Mo/Yr to Mo/Yr

Principal Activities _____

2. Name of Organization/Committee/Association _____

Dates of Participation _____ Office(s) Held _____
Mo/Yr to Mo/Yr

Principal Activities _____

3. Name of Organization/Committee/Association _____

Dates of Participation _____ Office(s) Held _____
Mo/Yr to Mo/Yr

Principal Activities _____

REFERENCES

List three individuals associated with the construction industry who are familiar with your construction and code experience and or educational background (if applicable). These individuals cannot be related to you. Do not name a member of the Codes and Standards Committee or the State Building Inspector.

1. Name and Title _____ **Phone** ____ (____) _____

Address _____
City State Zip

Email _____ **Relationship to Applicant** _____

2. Name and Title _____ **Phone** ____ (____) _____

Address _____
City State Zip

Email _____ **Relationship to Applicant** _____

3. Name and Title _____ **Phone** ____ (____) _____

Address _____
City State Zip

Email _____ **Relationship to Applicant** _____

I attest that the statements made within this application are true. _____
Applicant's Signature Date

TECHNICAL EXPERIENCE

Your application is evaluated based on your ability to demonstrate that your background and experience meet the requirements set forth in the Connecticut General Statutes (C.G.S) or Regulations of Connecticut State Agencies (R.C.S.A) for the license that you seek.

Starting on the next page, make sure when you describe your job duties and responsibilities that you clearly detail your experience and knowledge as it relates to each of the numbered requirements on pages 11 and 12.

For each job, tell us specifically what you did—for example did you work a trade, were you a designer, a supervisor, a project manager or a licensed building code official? It may be easier for you to detail individual construction projects you've worked on and summarize your duties and responsibilities on each project. Broad statements are fine to start, but they need to be supported with details. A one or two sentence response is not sufficient.

Feel free to use extra sheets of paper or add attachments, including your resume, project summaries, job specs, etc.

When applying for Building Official or Assistant Building Official licensure through the Quarterly Exam or the Pre-Licensure Training Program, remember that a local building official deals with all of the different construction trades and design professions. Even though you may have many years of wood frame construction experience building new homes or remodeling, you must also have experience with fire resistive, noncombustible, ordinary and heavy timber construction. A building official has the responsibilities associated with building permits, plan reviews and inspections of buildings and structures proposed and constructed within their municipality. This includes occupancies such as residential, assembly, mercantile, factories, storage, educational, business and others. Remember to document your commercial construction experience in addition to your residential construction experience.

For the other license sub-categories, demonstrated technical abilities and knowledge, application of appropriate codes and standards, and related plan review skills are key to detailing how you meet each of the numbered requirements.

TECHNICAL EXPERIENCE

JOB 1

☐

Residential

☐

Commercial

Job Title _____ Dates of Employment _____
Mo/Yr to Mo/Yr

Name of Employer _____ Hours worked per week _____

Employer Address _____
City State Zip

Employer Phone __ (____) _____ Type of Business _____

Name and Title of Immediate Supervisor _____

Supervisor Phone __ (____) _____ Supervisor Email _____

Describe Job Duties and Responsibilities in Detail. You must explain in detail how your experience fulfills each of the numbered items on pages 11 and 12 for the license you seek.

TECHNICAL EXPERIENCE

JOB 2

☐

Residential

☐

Commercial

Job Title _____ Dates of Employment _____
Mo/Yr to Mo/Yr

Name of Employer _____ Hours worked per week _____

Employer Address _____
City State Zip

Employer Phone __ (____) _____ Type of Business _____

Name and Title of Immediate Supervisor _____

Supervisor Phone __ (____) _____ Supervisor Email _____

Describe Job Duties and Responsibilities in Detail. You must explain in detail how your experience fulfills each of the numbered items on pages 11 and 12 for the license you seek.

TECHNICAL EXPERIENCE

JOB 3

☐

Residential

☐

Commercial

Job Title _____ Dates of Employment _____
Mo/Yr to Mo/Yr

Name of Employer _____ Hours worked per week _____

Employer Address _____
City State Zip

Employer Phone __ (____) _____ Type of Business _____

Name and Title of Immediate Supervisor _____

Supervisor Phone __ (____) _____ Supervisor Email _____

Describe Job Duties and Responsibilities in Detail. You must explain in detail how your experience fulfills each of the numbered items on pages 11 and 12 for the license you seek.

TECHNICAL EXPERIENCE

JOB 4

☐

Residential

☐

Commercial

Job Title _____ Dates of Employment _____
Mo/Yr to Mo/Yr

Name of Employer _____ Hours worked per week _____

Employer Address _____
City State Zip

Employer Phone __ (____) _____ Type of Business _____

Name and Title of Immediate Supervisor _____

Supervisor Phone __ (____) _____ Supervisor Email _____

Describe Job Duties and Responsibilities in Detail. You must explain in detail how your experience fulfills each of the numbered items on pages 11 and 12 for the license you seek.

REQUIREMENTS FOR CT BUILDING CODE ENFORCEMENT LICENSURE EXAM OR PRE-LICENSURE TRAINING

Based on Connecticut Statutes and Regulations

C.G.S. 29-261. Building Official

The minimum requirements that OEDM looks for in Building Official Licensure Exam or Pre-Licensure Training applications include:

1. At least five years experience in construction, design or supervision
2. Knowledge of the quality and strength of building materials
3. Knowledge of building construction requirements
4. Knowledge of the accepted accessibility requirements
5. Knowledge of fire prevention practices
6. Knowledge of light and ventilation requirements
7. Knowledge of health, safety and sanitation requirements

C.G.S. 29-261. Assistant Building Official

The minimum requirements that OEDM looks for in Assistant Building Official Licensure Exam or Pre-Licensure Training applications include:

1. At least three years construction, design or supervision experience
2. Knowledge of the quality and strength of building materials
3. Knowledge of building construction requirements
4. Knowledge of the accepted accessibility requirements
5. Knowledge of fire prevention practices
6. Knowledge of light and ventilation requirements
7. Knowledge of health, safety and sanitation requirements

R.C.S.A. 29-262-5b. Residential Building Inspector

The minimum requirements that OEDM looks for in Residential Building Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. At least five years experience in the construction, design or supervision of the construction of one- and two-family detached dwellings and one-family townhouses
3. Knowledge of the quality and strength of building materials
4. Knowledge of building construction requirements
5. Knowledge of light and ventilation requirements
6. Knowledge of health, safety and sanitation requirements for one- and two-family detached dwellings and one-family townhouses
7. Ability to read and interpret plans and specifications of one- and two-family detached dwellings and one-family townhouses and their accessory structures
8. Ability to recognize faulty construction and unsafe conditions in new and existing one- and two-family

detached dwellings and one-family townhouses and their accessory structures

9. Ability to write and speak clearly and concisely

R.C.S.A. Sec. 29-262-6b. Plan Review Technician

The minimum requirements that OEDM looks for in Plan Review Technician Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. At least three years experience in building construction or code interpretation or enforcement
3. Knowledge of applicable codes, referenced standards and other regulations
4. Ability to read and interpret plans and specifications
5. Knowledge of building construction materials
6. Knowledge of the principles, practices and methods of building design
7. Ability to make recommendations on plans submitted for approval
8. Ability to write and speak clearly and concisely

R.C.S.A. Sec. 29-262-7b. Mechanical Inspector

The minimum requirements that OEDM looks for in Mechanical Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. Possession and maintenance of a P-1 or P-2 license
3. Possession and maintenance of an S-1 or S-2 license
4. Knowledge of materials, methods and techniques of plumbing, heating, air conditioning and refrigeration installations
5. Knowledge of the applicable plumbing and mechanical codes, referenced standards and other regulations
6. Ability to read and interpret plans and specifications
7. Ability to diagnose violations, hazards, and unsafe or unsanitary conditions caused by faulty materials or poor workmanship in new or existing mechanical installations
8. Ability to write and speak clearly and concisely

R.C.S.A. Sec. 29-262-9b. Plumbing Inspector

The minimum requirements that OEDM looks for in Plumbing Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. Possession and maintenance of a P-1 or P-2 license for a minimum of two (2) years
3. Knowledge of applicable codes, referenced standards and other related regulations

continued next page

REQUIREMENTS FOR CT BUILDING CODE ENFORCEMENT LICENSURE EXAM OR PRE-LICENSURE TRAINING

Based on Connecticut Statutes and Regulations

4. Knowledge of methods, materials and techniques of plumbing installations
5. Ability to diagnose plumbing code violations, hazards, unsafe conditions and unsanitary conditions in new and existing plumbing installations
6. Ability to read and interpret plans and specifications
7. Ability to write and speak clearly and concisely

R.C.S.A. Sec. 29-262-10b. Heating and Cooling Inspector

The minimum requirements that OEDM looks for in Heating and Cooling Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. Possession and maintenance of an S-1 or S-2 license for a minimum of two (2) years
3. Knowledge of applicable codes, referenced standards and other related regulations
4. Knowledge of the methods and materials used in the installation of heating, refrigeration, ventilation and air conditioning systems
5. Knowledge of steam fitting
6. Ability to read and interpret plans and specifications
7. Ability to diagnose violations, unsafe conditions, and hazards in new and existing heating and cooling installations
8. Ability to write and speak clearly and concisely

R.C.S.A. Sec. 29-262-8b. Electrical Inspector

The minimum requirements that OEDM looks for in Electrical Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. Possession and maintenance of an E-1 or E-2 license for not less than two (2) years
3. Knowledge of methods, materials and techniques of the electrical trade
4. Knowledge of applicable codes, referenced standards and other related regulations
5. Ability to diagnose violations, unsafe conditions and hazards in new and existing electrical installations
6. Ability to read and interpret plans and specifications
7. Ability to write and speak clearly and concisely

R.C.S.A. Sec. 29-262-11b. Construction Inspector

The minimum requirements that OEDM looks for in Construction Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. At least three years experience in building construction
3. Knowledge of materials, methods and techniques used in building construction
4. Knowledge of applicable codes, referenced standards and other related regulations
5. Ability to read and interpret plans and specifications
6. Ability to recognize faulty construction or hazardous and unsafe conditions in new and existing installations
7. Ability to write and speak clearly and concisely