

ONTARIO BUILDING OFFICIALS ASSOCIATION

CERTIFIED BUILDING CODE OFFICIAL (CBCO)

INSTRUCTIONS TO APPLICANTS:

- Applicant must be a Government Member in good standing with the Ontario Building Officials Association (OBOA). See Schedule A for definition of Government Member.
- Application must be completed in full and submitted in duplicate in order to be accepted; including copies of pertinent certificates.
- The Certification Review Committee shall consider all applications objectively and will make their recommendation to the next Board of Directors meeting. Any application received within two weeks of a Board meeting will be held over until the next Board meeting. Any applicant denied Certification may appeal to the Board of Directors, whose decision shall be final.
- Applicants must qualify under one of the eight categories listed – see Schedule B.
- Applicants must include the applicable non-refundable fee as noted in Schedule A and shall be payable to the Ontario Building Officials Association.
- The personal information contained in this application shall be used only for the determination of Certification qualification.
- Applicants must include a letter from their municipality confirming their employment and experience. The letter shall be signed by the Clerk-Administrator, Chief Building Official or Human Resources/Personnel Manager. See sample letter attached as Schedule G.

All applications to be sent to:

Ontario Building Officials Association
Unit 8, 200 Marycroft Avenue
Woodbridge, ON L4L 5X4



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ONTARIO BUILDING OFFICIALS ASSOCIATION

APPLICATION

CERTIFIED BUILDING CODE OFFICIAL (CBCO)

Last Name: _____ First Name: _____

Preferred name on Certificate: _____

Home Address: _____

Home Phone: _____

Municipality: _____

Business Address: _____

Business Phone: _____ Fax: _____

Position held: _____ Length of employment: _____

Name of person you report to: _____ Position: _____

Applicant's Membership ID #: _____ member since: _____

Category applying under (see Schedule B): _____

I, _____, hereby submit my application for certification and attest that the information contained herein is correct to the best of my knowledge.

I understand that in order to maintain the designation Certified Building Code Official (CBCO) that I must remain a member in good standing in the Ontario Building Officials Association (OBOA).

Signature

Date

ONTARIO BUILDING OFFICIALS ASSOCIATION APPLICATION

CERTIFIED BUILDING CODE OFFICIAL (CBCO)

Please check relevant courses successfully completed in appropriate Section

Section 1: Legal Training Component

- Legal Processes & Responsibilities
- Acts, Regulations & Inspector Authority
- and Exercising Inspector Authority
- Implementation of the Building Code Act
- Administration of the Building Code Act
- General Legal exam (2003 or 2006)
- CBO Legal exam (2003 or 2006)

Section 2: Part 9 Technical Training Component

- Part 9 The Ontario Building Code
- Part 9 The House
- Part 9 Technical
- Part 9 Building Envelope
- Part 9 Health & Safety
- Part 9 Structural
- Part 9 HVAC and Fire Protection

Section 3: Part 3 Technical Training Component

- Part 3 The Ontario Building Code
- Part 3 General
- Part 3 Technical
- Part 3 Large Buildings – Class & Const
- Part 3 Large Buildings – Health & Safety
- Part 3 Fire Protection
- Part 3 Life Safety Systems
- Part 3 Fire Rated Materials & Assemblies
- Complex Buildings-2003 of 2006 exam

Section 4: Additional Training Credits *

* **Note:** any courses used in Sections 1, 2, or 3 above cannot be used in this Additional Training Credits section.

- Legal Processes & Responsibilities 1
- Acts, Regulations & Inspector Authority ½
- Exercising Inspector Authority ½
- Implementation of the Building Code Act 1
- Administration of the Building Code Act ½
- Part 9 The Ontario Building Code 1
- Part 9 The House 1
- Part 9 Technical 1
- Part 9 Building Envelope ½
- Part 9 Health & Safety ½

Additional Training Credits (continued) *

- Part 9 Structural ½
- Part 9 HVAC and Fire Protection ½
- Part 3 The Ontario Building Code 1
- Part 3 General 1
- Part 3 Technical 1
- Part 3 Large Buildings – Class & Const ½
- Part 3 Large Buildings – Health & Safety ½
- Part 3 Fire Protection ½
- Part 3 Life Safety Systems ½
- Part 3 Fire Rated Materials & Assemblies ½
- Introduction to Plumbing Inspection 1
- Water Supply & Waste Disposal ½
- Building Plumbing Inspection ½
- Intermediate Plumbing Inspection ½
- On-Site Septic Systems ½
- The Inspector & the House 1
- Building Official Communication Skills ½
- Building Official Work Skills ½
- Exits and Egress ½
- Basic Plan Examination ½
- Plan Examination Strategies ½
- Wood Energy or WETT Code Compliance ½
- Introduction to Building Science ½
- Building Science Applications ½
- OBC & The Better Built House ½
- Residential Mechanical Ventilation ¼
- Part 10/ 11 Change of Use/Renovation ½
- ASHRAE 90.1 ½
- Zoning Administration ¼
- Part 9 Footing Design ¼
- Communication Skills ½
- Work Skills ½
- Introduction to Property Stds Enforcement ¼
- Community Planning and Zoning Admin ½
- Soils Mechanics ¼
- Wood Heat Safety ½
- Insulated Concrete Forms ¼
- Building Officials and the Lawr ½
- Each MMAH Qualification exam or
refresher course – provide a list ½ each
(Quartz printout accepted)

Note: other courses may be submitted for consideration with additional documentation

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SCHEDULE A

Excerpt from OBOA By-Laws (Forming part of Subsection 1.9.2)

DEFINITIONS

Government Members: shall be a municipal or provincial employee who develops, administers, applies, interprets and/or enforces building code related statutes.

The following positions may be examples of *Government Members*:

- Plan Examiner
- Building Inspector
- Building Clerk
- Permit Coordinator
- Building Department Administrator
- Customer Service Representative
- Permit Information Officer
- Zoning Inspector / Examiner
- Bylaw Enforcement Officer (enforcing building & zoning regulations)

Positions not listed above will be considered provided an official job description is provided to the Certification Committee.

Experience: with regards to obtaining CBCO designation, shall mean the period of time that a member of the OBOA is employed in an occupation closely related to the Development, Administration, and/or Enforcement of the regulations pertaining to buildings as a Government Member.

NOTE: Applicants should submit a copy of their job description to the Certification Committee for review if there is some doubt that the applicant does not fit into the definition of *Government Member* and/or *experience* contained in the OBOA by-law.

FEE SCHEDULE

Category 1 application - \$40.00 + HST (non-refundable fee)

Category 2, 3, or 4 application - \$90.00 + HST (non-refundable fee)

Category 5, 6, 7, or 8 application - \$150.00 + HST (non-refundable fee)

A verification fee of \$100.00 + HST (non-refundable fee) may be applicable to any Ministry of Municipal Affairs and Housing (MMAH) certificates that were completed with organizations that did not contract with the OBOA.

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SCHEDULE B

Categories of Qualifications

Category 1 – Certified as “ACBO” (Level II) upgrading to CBCO

Category 2 – Certified as “BCQ” upgrading to CBCO

Category 3 – Level I – Certified prior to October 1, 1989 upgrading to CBCO

Category 4 – Level I – Certified after September 30, 1989 upgrading to CBCO

Category 5 – Architect of Professional Engineer (in a related field)

Category 6 – Certified Architectural and/or Engineering Technologists or Technicians (in a field related to the Building Industry)

Category 7 – Applicants with completed post secondary education closely related to the Building Industry (includes C of Q)

Category 8 – Applicants with no post secondary education

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SCHEDULE C

Certification Requirements (by Category)

Category 1 – Certified as “ACBO” (Level II) upgrading to CBCO

- a) application fee (see Schedule A),
- b) completed Application Form, and
- c) copy of ACBO certificate, and
- d) Employment verification letter

Category 2 – Certified as “BCQ” upgrading to CBCO

- a) application fee (see Schedule A),
- b) completed Application Form,
- c) copy of BCQ certificate, and
- d) Employment verification letter (minimum three year’s relevant full time equivalence required unless BCQ certification was achieved under Category 4, then five year’s relevant full time equivalence is required)

Category 3 – Level I – Certified prior to October 1, 1989 upgrading to CBCO

- a) application fee (see Schedule A),
- b) completed Application Form,
- c) copy of Level I certificate, and
- d) Employment verification letter

Category 4 – Level I – Certified after September 30, 1989 upgrading to CBCO

- a) application fee (see Schedule A),
- b) completed Application Form,
- c) copy of Level I certificate,
- d) Employment verification letter (minimum five year’s relevant full time equivalence is required), and
- e) Legal training component (Section 1) – see Schedule D

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SCHEDULE C

Certification Requirements (by Category)

Category 5 – Architect of Professional Engineer (in a related field)

- a) application fee (see Schedule A),
- b) completed Application Form,
- c) copy of pertinent certificate (ie: OAA or PEO),
- d) copy of current membership card – must be a member in good standing, indicate respective discipline where applicable),
- e) Employment verification letter (minimum three year’s relevant full time equivalence is required),
- f) Legal training component (Section 1) – see Schedule D,
- g) Part 9 technical training component (Section 2) – see Schedule E, and
- h) Part 3 technical training component (Section 3) – see Schedule F

Category 6 – Certified Architectural and/or Engineering Technologists or Technicians (in a field related to the Building Industry)

- a) application fee (see Schedule A),
- b) completed Application Form,
- c) copy of pertinent certificate (ie: MAATO, A ScT, or CET),
- d) copy of current membership card – must be a member in good standing, indicate respective discipline where applicable),
- e) Employment verification letter (minimum three year’s relevant full time equivalence is required),
- f) Legal training component (Section 1) – see Schedule D,
- g) Part 9 technical training component (Section 2) – see Schedule E, and
- h) Part 3 technical training component (Section 3) – see Schedule F

Category 7 – Applicants with completed post secondary education closely related to the Building Industry (includes C of Q)

- a) application fee (see Schedule A),
- b) completed Application Form,
- c) copy of pertinent certificate, diploma or C of Q,
- d) Employment verification letter (minimum three year’s relevant full time equivalence is required),
- e) Legal training component (Section 1) – see Schedule D,
- f) Part 9 technical training component (Section 2) – see Schedule E,
- g) Part 3 technical training component (Section 3) – see Schedule F, and
- h) one additional training credit – see page 2 of application

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SCHEDULE C

Certification Requirements (by Category)

Category 8 – Applicants with no post secondary education

- a) application fee (see Schedule A),
- b) completed Application Form,
- c) Employment verification letter (minimum five year's relevant full time equivalence is required),
- d) Legal training component (Section 1) – see Schedule D,
- e) Part 9 technical training component (Section 2) – see Schedule E,
- f) Part 3 technical training component (Section 3) – see Schedule F, and
- g) three additional training credits – see page 2 of application

SCHEDULE D

Legal Training Requirements

(Section 1)

Must have one of the following:

- i) Legal Processes & Responsibilities,
- ii) Acts, Regulations & Inspector Authority and Exercising Inspector Authority,
- iii) Implementation of the Building Code Act,
- iv) General Legal exam (2003 or 2006),
- v) CBO Legal exam (2003 or 2006)

SCHEDULE E

Part 9 Technical Training Requirements

(Section 2)

Must have one of the following:

- i) Part 9 The House,
- ii) Part 9 Technical,
- iii) Any two of the following:
 - 1. Part 9 Building Envelope,
 - 2. Part 9 Health & Safety,
 - 3. Part 9 Structural Requirements,
 - 4. Part 9 HVAC and Fire Protection.

SCHEDULE F

Part 3 Technical Training Requirements

(Section 3)

Must have one of the following:

- i) Part 3 General,
- ii) Part 3 Technical,
- iii) Part 3 Large Buildings - Classification & Construction and Part 3 Large Buildings - Health & Safety,
- iv) Any two of the following:
 - 1. Part 3 Fire Protection,
 - 2. Part 3 Life Safety Systems,
 - 3. Part 3 Fire Rated Materials and Assemblies,
- v) Complex Buildings exam (2003 or 2006) and any one of the following:
 - 1. Part 3 Large Buildings - Classification & Construction,
 - 2. Part 3 Large Buildings - Health & Safety,
 - 3. Part 3 Fire Protection,
 - 4. Part 3 Life Safety Systems, or
 - 5. Part 3 Fire Rated Materials and Assemblies, and

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SCHEDULE G

Sample Employment Letter

Sample Employment Verification Letter (to be on Municipal Letterhead)

Date

Municipality Department Address

City, Province Postal Code

TO WHOM IT MAY CONCERN:

This letter is to confirm that <name of employee> has been employed with the <municipality> for <years> (full time equivalent in calendar years) since <date>.

<name of employee> has been employed as <position and duties performed> with the <department>.

Signature

Printed Name

Title (must be Clerk-Administrator, Chief Building Official or Human Resources/Personnel Manager)