

INSPIRING THE BUILDING OF SAFE, SUSTAINABLE AND ACCESSIBLE COMMUNITIES

BECOMING A
BUILDING OFFICIAL



ONTARIO BUILDING OFFICIALS ASSOCIATION



Who is OBOA:

The Ontario Building Officials Association (OBOA) is a self-governing, not-for-profit organization dedicated to upholding high professional standards in building code administration. OBOA supports safer, more sustainable, and accessible buildings in Ontario through training, certification, and industry collaboration. OBOA is a leader in Building Official development, offering essential education and resources to help members excel in their careers.

What is A Building Official:

Building Officials are vital to the construction industry and public safety. Working as a Building Official is about making sure homes, buildings and structures in our communities meet the provincial building code and are built right. This means examining and inspecting building construction and interpreting and applying the Ontario Building code. As a Building Official, you'll work at a municipality and play a vital role collaborating with home owners, developers, contractors, architects and engineers in the planning, building and growing of communities.

CREATE POSITIVE IMPACT


Ontario Building Code:

The Ontario Building Code (OBC) is crucial for ensuring the safety, sustainability, and accessibility of buildings across the province. By setting strict standards for structural integrity, fire protection, energy efficiency, and barrier-free design, the OBC protects public health and safety while promoting environmentally responsible construction. It provides a consistent framework for builders, architects, and inspectors, ensuring that all structures meet modern safety and performance standards. Additionally, by enforcing uniform regulations, the OBC helps prevent building failures, improves resilience to environmental challenges, and supports a high quality of life for all Ontarians.



MUNICIPAL CAREERS: COMPETITIVE SALARIES & EXCEPTIONAL BENEFITS

444 MUNICIPALITIES
Pension plans and
health benefits offered!



**EARN AN
ABOVE-AVERAGE
SALARY**

Entry-Level Building Official Salary Range:

\$60,000 to \$100,000

Chief Building Official Salary Range:

\$95,000 to \$275,000

SUCCESS STORY

As an immigrant Architect and Urban Planner, I was looking for the right place to grow and build my career in Canada. I discovered Clarington through the Job Seekers page on the Ontario Building Officials Association (OBOA) website. Since then, Clarington has greatly supported my professional journey, helping me advance from a temporary plans examiner to a senior plans examiner by regularly sending me to valuable courses provided by OBOA.

Nirali Bhatt, Senior Plans Examiner, Municipality of Clarington



Municipalities are Hiring!

Building Officials are essential to both the construction industry and public safety, as they ensure that homes, buildings, and other structures comply with the Ontario Building Code. Their responsibilities include examining and inspecting construction projects, as well as interpreting and applying the Ontario Building Code. Working for a municipality, they collaborate with builders, developers, contractors, architects, and engineers to support the planning, building, and growth of communities across Ontario. Their role is crucial in maintaining the safety, integrity, and development of the built environment. The role of a Building Official goes beyond inspections and vary from Entry Level to Senior-Level. These important roles include plan reviews, zoning compliance, enforcement of fire & safety regulations and more.



OBOA's Job Board
features job postings
from communities
all over Ontario.



A CAREER AS A BUILDING OFFICIAL

Roles & Responsibilities

Entry Level:

This role often involves customer service and technical administrative tasks like initial application review, front counter inquiries and inspection scheduling. Individuals who are seeking Building Official qualifications and experience to progress in the profession.

Housing & Small Buildings Plans Examiner / Building Inspector:

Approves and/or inspects plans and on-site construction with limitations on scope of work. Often asked to assist or mentor entry level individuals. Individuals with 1-2 years experience who have demonstrated the knowledge and ability to review plans and conduct inspections on residential and small commercial or industrial projects.

Large Buildings Plans Examiner / Building Inspector:

Works on large and complex buildings including large commercial, industrial and institutional projects and smaller intricate projects. Often asked to assist or mentor junior individuals. Experienced individuals who have been in the Building Official profession for a number of years and are qualified under a number of designations.

Specialty Plans Examiner / Building Inspector:

Individuals that carry specialized qualifications or designations (e.g. Inspectors of HVAC, Mechanical, Plumbing, Septic etc.) Specialized plans examiners and inspectors typically work in medium to large municipalities. Specialized focus on their area of expertise.

Chief Building Official (CBO) / Deputy CBO:

Senior Level individuals who have demonstrated leadership, operational and technical abilities. CBO's have good knowledge of the OBC and understands risk liability. Responsibilities include people and administrative supervision, government relations and advocacy, finance management, budgeting, reporting and more.





ONTARIO IS HIRING
Jobs are in demand

ONTARIO GOAL
To Build
1,500,000
Homes by 2031

A CAREER AS A BUILDING OFFICIAL

Throughout my career as a Building Official, I have progressed from a front counter Building Technician to a Plans Examiner and am currently in a Building Inspector role. I particularly enjoy working for a municipality because it allows me to apply my skills and knowledge on a daily basis, while also learning from colleagues with diverse professional backgrounds. The most rewarding part of my job is the opportunity to educate those without a strong understanding of the Ontario Building Code and help them understand the importance of compliance with the code requirements.

Lucas Herrera, Building Inspector, City of Burlington



ARE YOU A GOOD FIT?

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A perfect match

Are you looking to advance in your career, find a new job or make a change? It's important to figure out if the Building Official career path is right for you. Many Building Officials have an engineering, architectural technology or construction-related background - but this is not a prerequisite. Attention to detail, a positive attitude, and a willingness to learn will be your keys to success. Excellent communication skills are also highly valued by municipal employers.

OBOA EMPOWERS CAREER ADVANCEMENT

As a proud member of the Ontario Building Officials Association (OBOA) for several years, I have gained significant benefits from the resources and support they offer. The OBOA's comprehensive training courses have been instrumental in helping me prepare for the BCIN qualification exams needed to become a qualified Building Official. Additionally, the association's membership perks, such as insurance and travel discounts, have been invaluable. Whenever I'm exploring new career opportunities, I always turn to the OBOA job postings, which are frequently updated and feature a broad range of Building Official positions across the province and even nationwide.

ANDREW WILLOWS: CHAMPIONING EDUCATION AND DEDICATION IN BUILDING SAFETY

Andrew Willows, CBCO
Chief Building Official
Town of Smiths Falls



At the heart of Smiths Falls commitment to building safety and community education, Andrew Willows, Chief Building Official, is a passionate leader who blends experience, dedication, and a unique background to make a meaningful impact. As a retired athlete, he draws on the discipline, focus, and perseverance learned through years of training for the Olympic stage, qualities that now inform his approach to building safety in this small but vibrant town.

What sets Andrew apart, is his unwavering passion for educating the public about the building code, rather than merely enforcing it. “It’s not just about making sure people follow the rules”, Willows says. “It’s about taking the time to explain why the rules are there in the first place.” By breaking down complex codes and sharing knowledge in an approachable way, Andrew fosters collaboration and understanding with the local community.

In his journey of professional development, Andrew recently earned his Certified Building Code Official (CBCO) designation, a significant milestone in a career focused on building expertise and knowledge. But his is not stopping there. Andrew is already working towards achieving a national designation, a step that will further solidify their credibility and influence in the field. This drive for excellence underscores his commitment to professional growth and the betterment of building practices in Smiths Falls.

Despite being fully qualified, Andrew acknowledges that a major challenge is gaining experience on larger-scale projects, which is more difficult in a smaller municipality like Smiths

Falls. However, he has taken this challenge in stride, continuing to learn and adapt to ensure he is always prepared for any situation that may arise. Andrew understands that each project, big or small, is an opportunity for growth, and he embrace every experience with the same level of dedication.

Looking ahead, Andrew remains steadfast in his mission to bridge the gap between building safety requirements and the community. With his eye on continued professional growth and their passion for educating others, there's no doubt that Smiths Falls is in capable hands. For Andrew, building a safer, more informed community isn't just a job, it's a personal commitment driven by the same values that once fueled his athletic career.

**"IT'S NOT JUST ABOUT MAKING SURE
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WILLOWS SAYS.
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TO EXPLAIN WHY THE RULES ARE THERE
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As Chief Building Official, Andrew Willows is not only safeguarding the town's physical structures but also fostering a culture of understanding and respect for the regulations that keep them standing tall.

INVESTING IN FUTURE BUILDING OFFICIALS

Student Bursaries

Given the workforce challenges our industry is currently facing, OBOA is dedicated to supporting the growth of our workforce and attracting more building officials to Ontario. To help achieve this, we've teamed up with schools across the province to offer bursaries to eligible students. Students can learn more about the OBOA bursary through their school's awards page including eligibility and how to apply.

OBOA has partnered with the following colleges:

- George Brown College
- Conestoga College
- Confederation College
- Algonquin College
- Georgian College
- Mohawk College

Internship

Through our internship program, OBOA provides the framework for matching qualified applicants with municipal Building Departments. Interns are mentored by a provincially qualified inspector or Chief Building Official, and complete certain tasks while pursuing CBCO certification.



ENHANCING YOUR BUILDING CODE KNOWLEDGE: WITH TOP TIER TRAINING & CERTIFICATION

OBOA is dedicated to excellence in professional training, learning, certification, and to developing leaders who make a difference in communities. With a history of building industry training innovation, the OBOA is a recognized leader in the professional development of Building Officials and other industry professionals who use the building code, nation-wide. OBOA offers over 25 courses and continues to enhance our course content to ensure it reflects the latest regulations of the Ontario Building Code.

TRAINING WITH OBOA

“The level of education, information and expertise from the OBOA instructors has been the reason I have progressed in gaining Ministry Qualifications and in better understanding & implementing the OBC in general.”

Kathleen Pulfer
Building Official Township of Stone Mills

List of Courses:

Introduction Courses

- OBOA Foundations on the Ontario Building Code
- Permit Administration
- Plan Examination (Part 9)
- Plan Examination (Part 3)
- Land Use Planning and Zoning Enforcement

Independent Study

- OBOA-ITS (Inspectors' Technique Suite)

Overview Courses

- Legal Process for Building Officials and Designers
- House
- Plumbing – House
- HVAC House
- Small Buildings
- Large Buildings
- Complex Buildings
- Building Services
- Building Structural
- Plumbing – All Buildings
- Fire Protection

Technical Courses

- Building Officials and the Law
- Part 9 – Building Envelope
- Part 9 – Health and Safety
- Part 9 – Structural
- Part 9 – Fire Protection
- Part 3 – Health and Safety
- Part 3 – Classification and Construction
- Part 2 – Large Farm Buildings
- Part 8 – Onsite Sewage Systems
- Part 10/11 – Change of Use and Renovations
- OBOA Beyond the Code – Accessibility Learning Series

GETTING CERTIFIED: For over 25 years, the Certified Building Code Official (CBCO) designation has stood for an exceptional industry standard of knowledge and competency throughout Ontario. CBCO and BCQ certifications are career-boosting voluntary designations that go above and beyond MMAH requirements.

CBCO DESIGNATION Designation as a Certified Building Code Official (CBCO) is voluntary enhancement to the Ministry of Municipal Affairs and Housing (MMAH) qualification examination requirements signifying a level of competency above the legislated baseline. To achieve CBCO designation, an OBOA member must complete prescribed minimum levels of examination, education and experience.

BCQ DESIGNATION When a Government Member has completed the required training, yet lacks the requisite experience component, or an Associate Member has completed the required training, the professional designation Building Code Qualified (BCQ) is available.

Continuing Professional Development

OBOA's Continuing Professional Development Program (CPDP) allows members to maintain their designations and is rich in both technical and leadership training.



POWER UP YOUR CAREER

OBOA members are among the world's most qualified and most sought-after building code experts and are respected across the building industry. A powerful presence within the profession, the OBOA inspires members and the building industry to make a positive impact on community growth. Members get instant access to certification, career advice, nation- wide job boards, mentorship, professional development, free resources, building code insights, advocacy, networking, fun events and more.



As a member, you have access to:

- Resources designed to support your career and help you excel at building Ontario right.
- Exclusive member discounts from leading companies and trusted local businesses.
- Professional training, learning, certification, and development.
- Canada-wide job board, expert career tips, and hiring advice.

Visit our website for a full catalogue of member benefits and perks.

LUCAS HERRERA: A JOURNEY TO BECOMING A MUNICIPAL BUILDING INSPECTOR

Lucas Herrera

Building Inspector - Building Department
Development & Growth Management
City of Burlington



After graduating from Mohawk College with a diploma in Construction Engineering Technician – Building & Renovation, I began my career as a custom home framer. I then transitioned to a renovation company, where I worked for six years as a carpenter on major residential projects. However, a knee injury sustained during my mid-20s while playing sports led my surgeon to advise me to pursue a less physically demanding career to avoid needing a knee replacement by the time I reached 40. I wanted to continue using the knowledge and experience I had gained as a carpenter in a new role.

While applying for a building permit with the City of Hamilton, I spoke with a Plans Examiner about my career options and asked how I could become a municipal Building Official. She recommended I enroll in an Architectural Technology program and start working on my BCIN qualifications while studying. A few weeks later, I enrolled in Mohawk College's Architectural Technology program with the specific goal of becoming a municipal Building Official.

During my time at Mohawk, I had the opportunity to co-op with the City of Hamilton Building Department, where I gained my first hands-on experience as a Building Official. I can

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I DEVELOPED DURING THIS TIME HAVE
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honestly say that the mentorship and friendships I developed during this time have been pivotal in shaping my career. Throughout my co-op experiences, I worked to obtain my BCIN qualifications to position myself as a strong candidate for a Building Official role upon graduation.

In my final co-op with the City of Hamilton, I was offered a position as a Building Technician with the City of St. Catharines, which I accepted while finishing my last semester in the Architectural Technology program. Upon completing my program, I transitioned into a Plans Examiner role with the City of St. Catharines. In April 2023, I achieved my ultimate career goal when I was offered a position as a Building Inspector with the City of Burlington.

As a municipal Building Inspector, my favorite part of the job is watching a building come to life from the ground up, knowing I played a small role in creating someone's home, business, or workplace. I enjoy the variety of my work, from conducting septic system inspections on rural properties to performing occupancy inspections for multi-million-dollar custom homes. This career is the perfect fit for me, as it allows me to apply my carpentry knowledge while staying at the forefront of new building codes, regulations, and innovative products.

Working for a municipality has been an incredible experience. No two inspections are ever the same, and every day brings new challenges and opportunities. The benefits of working for a municipality include access to top-tier training, collaboration with colleagues who have diverse expertise, and competitive salaries with pension and health benefits.



Building Knowledge & Community



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