Application for Registration of
Building Officials, Inspectors, and Plan Reviewers
Examination Application Qualifications

All applicants must submit a completed application, pay the required registration fee, and provide documentation supporting the required experience as noted below.

All approved applicants must now pass an examination before the registration will be issued. Passing scores are rated at 75%.

Building Inspector:
i) A residential builder's license issued by this state and 6 years of experience immediately preceding application in any 1 or more of the following professions: (a) a contractor in general building construction as a contractor (b) a skilled trades worker (c) an individual who was in charge of structural construction.
ii) A license as a building inspector from other states or foreign countries with inspector experience in building construction. Must provide requirements for licensure prior to approval from department.
iii) Seven years of experience in general building construction in any 1 or more of the following: (a) a building contractor (b) a person in charge of general building construction (c) a project manager, superintendent, supervisor or foreman actively engaged in general building construction immediately preceding submission of application (d) a skilled worker in structural carpentry, structural masonry, structural steel erection, or structural concrete construction who has been actively engaged in the general building construction field immediately preceding application (e) a current license as an architect or engineer under article 20 of the occupational code, 1980 PA 299, MCL 339.2001 to 339.2014.
CONTRACTOR AND GENERAL CONSTRUCTION DOES NOT INCLUDE A PLUMBING, ELECTRICAL OR MECHANICAL CONTRACTOR LICENSE.

Building Plan Reviewer:
i) A residential builder's license issued by this state and 6 years of experience immediately preceding application in any 1 or more of the following professions: (a) general building construction as a contractor (b) skilled trades worker (c) a person in charge of structural construction.
ii) A license as a building plan review from another state or foreign county with plan reviewer experience in building construction. Must provide requirements of licensure before receiving approval from the department.
iii) Seven years experience in general building construction in 1 or more of the following professions: (a)Contractor (b) A skilled trades worker (c) An individual who was a person in charge of structural construction. An individual applying under (iii) must also possess 2 years of experience as a journey level, structural, construction or skilled trades worker including as a carpenter, brick layer or mason, or a steel worker.

Electrical Inspector and Plan Reviewer:
Licensed as an electrical journeyman or master electrician as required under section 1022 of the act, MCL 339.6022.

Mechanical Inspector and Plan Reviewer:
Hold a mechanical license from this state in 3 of the 4 following categories for at least 1 year: (i) Hydronic heating and cooling and process piping; (ii) HVAC equipment; (iii) Refrigeration; (iv) Fire suppression.
If the individual does not hold a mechanical license from this state, shall provide to the department an affidavit of experience from previous and current employers. The affidavit must comply with both of the following: (a) attest that the individual has been actively engaged in the performance of mechanical work in 3 of the 4 categories for 6 years under a licensed mechanical contractor: (i) Hydronic heating and cooling process piping; (ii) HVAC equipment; (iii) Refrigeration; (iv) Fire Suppression.
(b) Attest that the licensed mechanical contractor who supervised the applicant was licensed in the required categories at the time of supervision.

Plumbing Inspector and Plan Reviewer:
Hold a journey plumber's license from this state for at least 2 years immediately preceding application; or a current master plumbing license from this state.
If the individual does not hold a plumber license from this state, he/she shall provide an affidavit of experience from previous and current employers attesting that he/she was actively engage in the performance of plumbing work for 5 years under a licensed plumbing contractor. If an individual holds a license as a plumbing inspector and/or plumbing plan reviewer for another state or foreign country with inspector and/or plan review experience in plumbing code enforcement, he/she shall provide to the department proof of licensure and the licensing requirements for that state or country to be eligible to receive approval from the department.

Fire Protection System Inspector:
Execute the statement of attestation of understanding of the building code and provide copies of NFPA or ICC Fire Inspector I and II certifications.

Fire Protection System Plan Reviewer:
Execute the statement of attestation of understanding of the building code and provide copies of NFPA or ICC Fire Inspector I and Plan Examiner Certification.

Examination waiver: {IF EXAMINATION IS REQUIRED FOR LICENSURE}

Licensure without examination is possible IF the applicant Provides proof that the applicant is a member of the armed forces or uniformed services, A veteran, or A dependent of a member of the armed forces, a member of the uniformed services, or a veteran AND has an active, valid trade license in at least 1 other state of the United States.

To meet this waiver please complete the MILITARY/UNIFORMED SERVICES EXAMINATION WAIVER FORM (MILITARY EXAMINATION WAIVER PROCEDURE) and attach that to this application.

For additional information regarding requirements of registration and renewal see the rules www.michigan.gov.bcc, Administrative Rules, Codes, Public Acts & Standards.

Application for Examination to Register as Building Officials, Inspectors and Plan Reviewers

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Licensing Section
P.O. Box 30255, Lansing, MI 48909
517-241-9316 / www.michigan.gov/bcc

Authority: Act 407 of 2016 Penalty: Failure to provide the information may result in denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Article 10 of Act 407 requires all building officials, plan reviewers, and inspectors to **apply for registration within 30 days of employment**. To register, an applicant shall complete and submit this form, include required supporting documentation and appropriate fee to the address listed above.

An individual who is a **licensed journey or master plumber** and employed or acting as a plumbing inspector shall not engage in, or be directly or indirectly connected with, the plumbing business, including, but not limited to, the furnishing of labor, materials, or appliances for the construction, alteration, or maintenance of a building or the preparation of plans or specifications for the construction, alteration, or maintenance of a building, and shall not engage in any work that conflicts with his or her official duties. **By signing this application**, you certify your understanding of this statement (MCL 339.6123 of 2016 PA 407) and acknowledge that continued use of the journey or master plumber license **will** result in administrative action against the plumbing license and inspector registration.

❑ New Applicant

❑ Currently Registered - Adding additional registration(s)
Registration Number_____

❑ Previously Registered
Registration Number _____

Applicant Information

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER
HOME ADDRESS	HOME TELEPHONE NUMBER (Include Area Code)
CITY/STATE/ZIP	E-MAIL ADDRESS

Indicate the classifications for which you are seeking registration by placing a check mark in the appropriate box or boxes.

❑ 1.**Building Official** Pre-requisite: Must have been registered as either an inspector or plan reviewer for at least two years.

❑ 2. **Inspector:** Indicate which disciplines you will be inspecting. **Include copies of licenses issued by the State of Michigan or the local licensing authority, NFPA or ICC Fire Inspector I and II certifications.**

❑ Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Fire Protection System
**exam not currently required

❑ 3. **Plan Reviewer**: Indicate the type of plan review you will be performing. **Include copies of licenses issued by the State of Michigan or the local licensing authority, NFPA or ICC Fire Inspector I and Plan Examiner certifications.**

☐ Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Fire Protection System
** exam not currently required

Applicant Certification and Signature

☐ I understand the Michigan Building Code as required for Fire Protection System inspector and plan reviewer.
☐ I hereby certify that I meet all requirements for registration under the provisions of Article 10 of Act 407 and the associated administrative rules and all information contained in this application is true and complete and any falsification of material fact will result in my forfeiting any rights to consideration for registration under the provisions of the Act and associated administrative rules.

APPLICANT'S SIGNATURE	DATE

Fee Payment Information	For office Use Only - Validation
An applicant for registration shall pay a registration fee in the amount of $25.00 **for each year of the 3-year** registration for a total of **$75.00 per registration**. Pursuant to statute, the license fee must be paid at time of application. **Application Fees** are **NON-REFUNDABLE.** Make checks/money orders payable to the State of Michigan. **TOTAL AMOUNT SENT:** ☐ **Military/Uniform Services fee waiver.** The department shall waive the fee for an initial license or initial registration that is otherwise required under this act, or an application processing fee charged by the department for an initial license or initial registration, if the applicant meets 1 of: (a) is actively serving; (b) an individual that can provide a DD214 or DD215 or other form that is satisfactory; or (c) is a dependent of a member of the armed forces and provides proof. MCL 339.5417	