

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

An applicant for registration shall provide, along with this application and fee, written verification of completing not less than the required number of hours of education in approved educational or training programs. See Rule 408.30031(5) and Table 31 of this rule. The full rule set may be found at www.michigan.gov.bcc

Page 1 – Applicant Information

Requires information regarding the applicant, including the classification(s) being applied for. It also requires submittal of a resume outlining requisite experience for each classification being applied for.

Building Inspector:

- Must have 4 years of experience actively engaged in the construction business; if you are a licensed residential builder or maintenance and alteration contractor, please include a copy of your license; however, simply holding a license does not qualify an applicant for registration. See Rule R 408.30037.
- Possess a license as an architect or engineer with the State of Michigan; a copy of the license must be included
- Up to 2 years may be considered for completion of a recognized curriculum in a construction related field. (1 year, 2,080 hours for an Associate Degree; 2 years, for a Bachelor's Degree) A copy of the degree must be provided.
- A licensed or registered building inspector from other states, Canada, or other recognized countries with inspection experience in general building construction and who holds a master or certified building official certificate obtained from the International Code Council (ICC), defined as an inspector by the Skilled Trades Regulation Act, 2016 PA 407.
- Work experience related to structural carpentry, structural masonry, structural steel erection, and structural concrete construction, or a person who oversees general building construction can be considered.

The following are examples of supporting documentation of work experience, which must be submitted with the application:

- Building permits & inspection reports (if self-employed).
- Letters of reference stating the type of work performed and the amount of time spent on each project.
- Letters from employers on company letterhead and signed by an authorized company representative stating job duties, percentage of time spent on each duty, dates of employment, and number of hours worked per week. **Please note:** Character references cannot be considered towards work experience.

Electrical Inspector:

- Must have 2 years' experience as a licensed electrical journey worker or shall be licensed as a master electrician within the State of Michigan. See Rule R 408.30040.
- A copy of the license must be provided.

Mechanical Inspector:

- Must possess a State of Michigan mechanical license for not less than 1 year in 3 or more of the following categories: 1, 2, 4 or 9.
- A copy of the license must be provided.

Plumbing Inspector:

- Must have possessed a journey license for not less than 2 years' or shall be licensed as a master plumber within the State of Michigan.
- A copy of the license must be provided.

Fire Protection System Inspector:

- Execute the statement of attestation of understanding of the building code.
- Provide copies of NFPA or ICC Fire Inspector I and II certifications.
- Pay the appropriate fee(s).

Fire Protection System Plan Reviewer:

- Execute the statement of attestation of understanding of the building code.
- Provide copies of NFPA or ICC Fire Inspector I and Plan Examiner certifications.
- Pay the appropriate fee(s).

