

# 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 / [lara-bcc-licensing@michigan.gov](mailto:lara-bcc-licensing@michigan.gov)

All applicants must submit a completed application, pay the required registration fee, and provide documentation supporting the required experience as noted below. 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, pursuant to MCL 339.5417.

**All approved applicants must now pass an examination before the registration will be issued\*\*The required passing score is 75%.**

**\*\*Fire Protection System applicants are not currently required to pass an examination at this time.**

## **Building Inspector:**

Applicant must submit documentation which shows one of the following:

- a. Applicant holds a residential builder license issued by the State of Michigan- applicant also has 6 years of experience **immediately preceding** application as either a contractor in general building construction, a skilled trades worker, or as an individual who was in charge of structural construction.
- b. Applicant holds a license from another state or foreign country with inspector experience in building construction. They must also provide a copy of their license and the requirements of licensure from that state or country.
- c. Applicant has seven years of experience in general building construction in any 1 or more of the following professions.
  - i. Building contractor
  - ii. A person in charge of general building construction
  - iii. Project manager, superintendent, supervisor, or foreman **actively engaged** in general building construction **immediately preceding** submission of application.
  - iv. Skilled worker in structural carpentry, masonry, steel erection, or concrete construction who has been **actively engaged** in general building construction **immediately preceding** submission of application.
  - v. Possesses a current license as an architect or engineer under article 20 of the occupational code.

If applicant is providing work experience in lieu of licensure, they **must** provide statements from current and/or former employers attesting to their experience.

## **Building Plan Reviewer:**

Applicant must submit documentation which shows one of the following:

- a. Applicant holds a residential builder license issued by the State of Michigan. Applicant also has 6 years of experience **immediately preceding** application as either a contractor in general building construction, a skilled trades worker, or as an individual who was in charge of structural construction.
- b. Applicant holds a license from another state or foreign country with plan reviewer experience in building construction. They must also provide the requirements of licensure from that state or country.
- c. Applicant has seven years of experience in general building construction in 1 or more of the following profession: contractor, skilled trades worker, or person in charge of structural construction. They 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 steel worker.

If applicant is providing work experience in lieu of licensure, they **must** provide statements from current and/or former employers attesting to their experience.

## **Electrical Inspector and/or Plan Reviewer:**

Applicant must be licensed as an electrical journeyman or master electrician as required under section 1022 of the Act, MCL 339.6022.

## **Mechanical Inspector and/or Plan Reviewer:**

Applicant must 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; (iv) Refrigeration; (ix) 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; (iv) Refrigeration; (ix) 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:**

Applicant must 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, they shall provide an affidavit of experience from previous and current employers attesting that the applicant was actively engaged 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, the applicant 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:**

Applicant must attest to the understanding of the building code and provide copies of NFPA or ICC Fire Inspector I and II certifications.

## **Fire Protection System Plan Reviewer:**

Applicant must attest of understanding of the building code and provide copies of NFPA or ICC Fire Inspector I and Plan Examiner Certification.

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Authority: Act 407 of 2016

Penalty: Failure to provide the information requested may result in denial of your request

LARA is an equal opportunity employer/program. Requests for accommodations should be directed to PSI directly.

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.

New Applicant                       Current Registration Number (Adding Additional Registration(s))      Registration Number \_\_\_\_\_

**Applicant Information**

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

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

<input type="checkbox"/> 1. Building Official- applicants must be registered as either an Inspector or Plan Reviewer for at least two years.
<input type="checkbox"/> 2. Inspector- Indicate which disciplines you will be inspecting. <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Protection Services
<input type="checkbox"/> 3. Plan Reviewer- Indicate the type of plan review you will be performing. <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Protection Services

**Applicants Holding Plumbing Licenses Only:**

- An inspector is not permitted to inspect his or her own work in a governmental subdivision, pursuant to MCL 339.6017(2) of 2016 PA 407.
- 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, pursuant to MCL 339.6123 of 2016 PA 407.

**By signing this application, I certify my understanding of the above portion of the Skilled Trades Regulation Act (PA 407 of 2016) and that failure to abide may result in administrative action against all relevant licensures.**

**Fire Protection System Applicants Only:**

- I have included copies of my NFPA or ICC certifications as required with this application.
- I understand the Michigan Building Code as required for Fire Protection System Inspector and Plan Reviewer.

**All Applicants:**

- I have included copies of my relevant licenses issued by the State of Michigan or local licensing authority.
- 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
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FEE PAYMENT INFORMATION	FOR OFFICE USE ONLY
<p>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 <b>\$75.00 per registration</b>. <b>INSPECTOR AND PLAN REVIEWER COUNT AS TWO SEPARATE REGISTRATIONS.</b></p> <p><b>Application Fees are NON-REFUNDABLE.</b> Make checks/money orders payable to the State of Michigan.</p> <p><input type="checkbox"/> <b>Military/Uniform Services fee waiver</b></p>	