

# **BUILDING CODE ADMINISTRATORS AND INSPECTORS BOARD** **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

## **BOARD INFORMATION**

### **1. What are the functions of the Building Code Administrators and Inspectors Board?**

The Building Code Administrators and Inspectors Board regulate the practice of building code administration and inspections.

### **2. Does the board have a website?**

Yes: [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Building Code Administrators and Inspectors.

### **3. What are the statutes and rules that govern Building Code Administrators and Inspectors?**

Chapter 468, Part XII, of the Florida Statutes and Rule 61G19, of the Florida Administrative Code.

### **4. Where can I obtain the laws and rules of the Board?**

The laws and rules may be obtained on the Board's website at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Building Code Administrators and Inspectors > Statutes and Rules.

If you need further assistance, you may call the Customer Contact Center at 850.487.1395.

### **5. When and where is the next board meeting?**

The dates and locations are available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Building Code Administrators and Inspectors > Board Meeting Information.

### **6. Where can I obtain a copy of the board meeting agenda or past meeting minutes?**

Agendas and minutes are available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Building Code Administrators and Inspectors > Board Meeting Information.

## **LICENSURE INFORMATION**

### **1. What are the requirements to become an inspector or plans examiner?**

In order to take the examination for an inspector or plans examiner license, you must be at least 18 years of age and be of good moral character. You must also demonstrate one of the following eligibility requirements:

- a) Five years combined experience in the field of construction or a related field, inspection, or plans review corresponding to the certification category sought;
- b) A combination of post-secondary education in the field of construction or a related field and experience which totals four years, with at least one year of such total being experience in construction, building inspection, or plans review; or
- c) Currently hold a standard certificate as issued by the board and satisfactorily complete an inspector or plans examiner training program of not less than 200 hours in the certification category sought which has been approved by the board.

## **2. What are the requirements to become a building code administrator?**

In order to take the examination for a building code administrator's license, you must be at least 18 years of age and be of good moral character. You must also demonstrate one of the following eligibility requirements:

- a) Ten years combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent, with a least five years of such experience in supervisory positions; or
- b) A combination of post-secondary education in the field of construction or a related field, no more than five years of which may be applied, and experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent which totals 10 years, with at least five years of such total being experience in supervisory positions.

## **3. What is a standard inspector?**

A standard inspector is an individual who holds a standard inspector's license in the respective category (building, mechanical, coastal construction, plumbing, electrical and 1&2 family dwelling). It is the responsibility of the inspector to conduct inspections of construction, alterations, repair, remodeling or demolition of structures and the installation of building systems, when permits are required to ensure compliance with the Florida Building Code and public safety. The inspector must perform his or her task and/or duties under the direction of a building code administrator or official.

## **4. What is a standard plans examiner?**

A standard plans examiner is a person qualified to determine that plans submitted for purposes of obtaining building and other permits comply with the applicable building, plumbing, mechanical, and electrical, gas, fire prevention, energy, accessibility and other construction codes.

## **5. What is a building code administrator?**

The term "building code administrator" or "building official" refers to any of those employees of municipal or county governments with building construction regulation responsibilities who are charged with responsibility for direct regulatory administration or supervision of plan review, enforcement, or inspection of building construction, erection, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state law or municipal or county ordinance.

**6. Are there different levels of inspectors?**

No.

**7. Do I need to complete a separate application for each license category and must I complete and verify my work experience in each category requested?**

No, you must submit a completed application form indicating the category or categories in which certification is sought. You must submit affidavits for each separate period of work experience, which have been prepared and signed by an architect, engineer, contractor, or building code administrator who has knowledge of your duties and responsibilities during the period indicated in the affidavit.

**8. Can I submit a copy of a previous application?**

Yes, you may submit a copy of a previous application providing that it is the current version of the application form. The current version of the application is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply For/Update Licenses. In addition, experience and employment information must be updated on the application.

**9. When are the examinations administered?**

Pearson VUE is the vendor that administers the examinations. Pearson VUE has multiple test centers throughout Florida from which you may choose to sit for your examination. A list of Pearson VUE test centers is located online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Building Code Administrators and Inspectors.

**10. Do I have to take the Florida Principles and Practice examination again if it has been over two (2) years since I passed this examination?**

No, you are only required to take and pass the Florida Principles and Practice examination one time. However, you must maintain a current, active license; keep your continuing education current; and have been continuously employed in one licensure category.

**11. Are preparatory courses or study aids available for the technical examination and the Florida Principles and Practice examination?**

Yes, the International Code Council (ICC) offers preparatory courses for the technical examinations. You may contact the ICC at [www.iccsafe.org](http://www.iccsafe.org) or 1.888.422.7233. Study aids for the Florida Principles and Practice examination are available through the Building Officials Association of Florida (BOAF). You may contact BOAF at [www.boaf.net](http://www.boaf.net) or 407.804.1001.

**12. Can I take the Florida Principles and Practice examination prior to being approved by the board?**

No, you must be approved by the board to take the Florida Principles and Practice examination.

**13. Do I need to complete a separate Florida Principles and Practice examination for each category I apply for?**

No.

**14. Is the Florida Principles and Practice examination the only examination required?**

No, applicants are required to pass a technical portion for the respective professional category in which they are applying for licensure.

**15. How can I obtain a copy of the Candidate Information Booklet (CIB)?**

The CIB is a reference manual for the Florida Principles and Practice examination and is mailed by the testing vendor to those examination applicants who are approved by the board and scheduled for the Florida Principles and Practice examination. The CIB is also available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Building Code Administrators and Inspectors.

**16. If I am a licensed Florida engineer, am I exempt from licensure under the Building Code Administrators & Inspectors Board?**

No, unless the work you are performing is incidental to your job as an engineer.

**17. I have just failed the examination. Where should I send my re-examination form?**

City and county employees who have failed the technical examination should send their re-examination form directly to International Code Council (ICC). You may fax the form to ICC at 205.599.9897.

City and county employees who have failed the Florida Principles and Practice examination may reschedule their re-examination directly with the department's testing vendor, Pearson VUE, at [www.pearsonvue.com](http://www.pearsonvue.com).

Persons who are not city or county employees must send their re-examination form and a check or money order in the amount of \$25 payable to the Department of Business and Professional Regulation, Central Intake Unit, 1940 North Monroe Street, Tallahassee, Florida, 32399-0783. The form is also available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply For/Update Licenses.

## **PROVISIONAL LICENSURE INFORMATION**

**18. What is a provisional license?**

A provisional certificate or license is a certification that is only issued to government employees who are newly hired or promoted as a building code administrator, building inspector or plans examiner. The employee must submit an application for a provisional license and meet the eligibility requirements for a standard license.

**19. Can a provisional license be renewed?**

No.

**20. How long can you maintain a provisional license?**

A provisional license is issued for a period of three years.

**21. If the provisional license expires, can the person continue to work if he/she has applied for the standard license?**

No, once the license expires, the individual must stop working until they are issued a standard license.

**22. Is there anything similar to working under the direct supervision of a licensed person in the case of an expired provisional license?**

No.

**23. May I work prior to licensure if I have applied for a provisional license?**

If you have been newly employed or hired into the position of plans examiner or inspector with an agency of government, you may work for up to 120 days following the submission of your completed application for a provisional license. You must work under the direct supervision of a certified building code administrator who holds a standard license. You may not work as a provisional building code administrator pending approval of your application.

**24. May I transfer from one jurisdiction to another with a provisional license?**

Yes, you may transfer a provisional license to another agency of government, unless the board approved your provisional license for a specific entity. However, regardless of the number of jurisdictions, the license is only valid for three years.

**25. What are the voluntary certification categories?**

The voluntary certification categories are Residential Pool Inspector, Commercial Pool Inspector, Roofing Inspector, Modular Inspector, Modular Plans Examiner, and 1&2 Family Dwelling Plans Examiner.

**26. How do I obtain information regarding these categories?**

The requirements for each category are defined in Rule 61G19-6.016, Florida Administrative Code, as each one has different requirements. You may access the rule at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Building Code Administrators and Inspectors > Statutes and Rules.

**27. How do I apply for the license?**

You must submit an application to the department. The application is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply For/Update Licenses.

**28. Do I have to hold a standard certification in order to apply for the voluntary license?**

No, unless there is a specific requirement in the rule.

### **29. Must I take and pass an examination in order to receive a license?**

Examinations are currently required for the Modular Inspector and Modular Plans Examiner. You must take and pass the Roofing Inspector examination if you are not a state certified Roofing Contractor or a General Contractor certified prior to 1974.

### **30. Can I change my address online?**

Yes. Visit our website at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply For/Update Licenses. You can also change your telephone number and email address here.

### **31. Your website provides for "main", "mailing", and "location" addresses. What are the differences?**

Three types of addresses have been established to support your needs: main, license mailing, and license location.

*Main Address* - This address is the primary address on file.

*License Mailing Address* - This is the address where the mail associated with a particular license will be sent (if different from the main or license location addresses).

*License Location Address* - This is the address where the place of business is physically located.

An example of the use of different addresses:

If Jane Doe is a contractor that works for ACME Builders, she may have 3 different addresses listed in her profile. Her main address would be the address of ACME Builders' corporate headquarters. Her license mailing may be her home so she doesn't have to visit the office to pick up her mail. Finally, her License Location would be the address of the ACME Builders' local office where she works. If Jane Doe worked independently, she might have only one address on file (Main Address) as her office is the same place she wishes to receive her mail.

### **33. Can I change all license addresses online?**

The main address and license mailing address can be changed online for all license types. License location addresses can also be changed online, except for Barbershops, Cosmetology Salons, Veterinary Establishments, and Talent Agencies. The location for these license types is tied to the license, so a location change will require submission of a new application.

### **34. How can I change my address if I do not have a computer?**

You may submit the change in writing or by fax to:  
Department of Business and Professional Regulation  
Central Intake Unit – License Maintenance  
1940 North Monroe Street  
Tallahassee, FL 32399-0783  
Fax: 850.488.8040

## **APPLICATION ASSISTANCE**

### **1. How can I obtain assistance on completing my application?**

If you have any questions or need assistance completing the application, please contact the department's Customer Contact Center at 850.487.1395.

### **2. Where do I mail my application?**

Department of Business and Professional Regulation  
Central Intake Unit  
1940 North Monroe Street  
Tallahassee, FL 32399-0783

### **3. Where can I find the various building code administrators and inspectors applications and forms?**

Board forms are accessible online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply For/Update Licenses.

### **4. What are the fees associated with licensure?**

There are no application/examination/renewal fees for government employees; however, a \$5 unlicensed activity fee is required per certification. Non-government employees must pay a \$25 application fee, a \$50 examination fee, a \$25 certification fee and a \$5 unlicensed activity fee. The reexamination fee is \$25.

### **5. What is the application fee for a provisional license?**

There are no application fees for government employees; however, a \$5 unlicensed activity fee is required per license.

## **RENEWAL INFORMATION**

### **1. How often do I have to renew my license?**

Licenses expire November 30 of odd-numbered years with the exception of provisional licenses, which expire three years after the original issuance date.

### **2. Will I receive a reminder or form in the mail regarding renewal?**

Yes. Notices are mailed approximately 90 days prior to the license expiration date.

### **3. What are the renewal fees?**

The renewal fee for government or non-government employees is \$5 per biennial renewal period.

#### **4. My license is inactive. I would like to return to active status, what do I do?**

You must submit a written request to reactivate the license, \$10 per inactive license and provide proof of 14 hours of continuing education for each inactive biennium.

#### **5. How do I place my license in inactive status?**

You may request to place your license in an inactive status by noting your request on the renewal notice at the time of renewal and paying the required \$5 fee. You will still be required to provide proof of 14 hours of approved continuing education for each biennium you were inactive once you decide to reactivate your license.

#### **6. My license is null and void. What is required to become licensed again?**

You must reapply with a new application and all of the required documentation. You must meet the current eligibility requirements. You may obtain application forms online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply For/Update Licenses.

#### **7. Are there any exceptions?**

You can petition the board for reinstatement of a null and void license based upon illness or hardship. For more information, please contact the board office at 850.717.1980.

### **CONTINUING EDUCATION INFORMATION**

#### **1. What are the continuing education requirements?**

Licensees are required to obtain 14 hours of approved continuing education every two years. Of the 14 hours, two hours must be in the area of accessibility, two hours must be in the area of Florida laws and rules, and one hour in the area of ethics. If you were initially licensed with less than 12 months prior to your first renewal, no continuing education is required. If you have been licensed more than 12 months prior to your first renewal, seven hours of continuing education is required which shall include a minimum of one hour in the area of accessibility. The renewal date for all licensees is November 30<sup>th</sup> of odd years.

All continuing education courses must be approved by the Building Code Administrators & Inspectors Board, the Construction Industry Licensing Board, the Electrical Contractors Licensing Board, or the Board of Architecture and Interior Design. A list of approved continuing education providers and courses is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Building Code Administrators and Inspectors.

#### **2. Are provisional licensees required to obtain continuing education hours?**

No, continuing education is not required.

#### **3. Whom do I contact for a schedule of accessibility courses?**

You may contact the Florida Building Commission at 850.487.1824 or [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Florida Building Commission for information on accessibility courses.

## **COMPLAINTS**

### **1. I have a complaint about a building inspector, plans examiner or building code administrator. Whom do I contact?**

Contact the department's Customer Contact Center at 850.487.1395 or file a complaint online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > For Consumers > File a Complaint against a Business or Professional.

### **2. I have a complaint about an unlicensed building inspector, plans examiner or building code administrator. Whom do I contact?**

Contact the department's toll-free unlicensed activity complaint line at 1.866.532.1440 or file a complaint online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > File a Complaint

## **SPECIAL BOARD ISSUES**

### **1. Do I need to be state certified to be a threshold inspector?**

Please contact the Board of Architecture and Interior Design (BOAID) for information regarding this certification. You may obtain additional information regarding BOAID at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Architecture and Interior Design.

### **2. How can I become certified as a home inspector?**

Information on home inspectors can be found at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Home Inspectors.

### **3. Where can I get information about the current building codes?**

You may contact the Florida Building Commission at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Florida Building Commission or 850.487.1824.

### **4. My address is marked private on the board website. Why?**

According to Section 119.071(5)(a), Florida Statutes, an exemption exists authorizing the automatic exclusion of the names of code enforcement officers, both current and former, along with the names of spouses and children, addresses, home telephone numbers, place of employment of spouses and children, and schools and day care facilities of such persons.

If your address is not marked private, you must submit your request in writing to the department to have this done.

**5. I also hold another license through the department. How do I get that licensure information marked private, too?**

You must submit a written request to the Department of Business and Professional Regulation, License Maintenance, 1940 North Monroe Street, Tallahassee, Florida 32399-0783, asking that your additional license be marked private. Please indicate in your request that you would like this licensure information marked private in accordance with the exemption you are afforded as a result of your building code license.

**SURCHARGE REPORT**

**1. I have the new form dated October 2010 to submit the surcharge report to the department. It indicates that I should pay 1.5% of the amount collected for permits issued. Do I still have to submit the fees for the square footage?**

No, you only submit the new form for the 1.5%.

**2. Can I submit payment electronically?**

No, you must send in a check to the address on the form.

**3. Do I have to pay the 1.5% to both the Florida Building Commission and the Department of Business and Professional Regulation or just one of them?**

Yes, you submit payment to each.

**4. If we have not been submitting the payment, how to we correct this?**

You will need to complete the form for each quarter that you have not submitted payment and submit a check payable to DBPR for the total amount due.