

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

Page 1 – Applicant Information

Requires information regarding the applicant, including the classification(s) being applied for. It also requires submittal of documentation 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.

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.

MILITARY/UNIFORM SERVICE WAIVERS

Fee waiver:

To waive the application fee, you must submit, with the application, proof of active service (i.e.: military ID) OR Proof of dependency (i.e., parent or spouse military ID and birth certificate or marriage certificate & military member papers,), proof of honorable discharge. A DD214 form or DD215 form or other applicable certification of discharge.

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 plumbing 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 Registration of 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.
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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 339.6009 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)
 Previously Registered
 Registration Number _____ 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.

<input type="checkbox"/> 1. Building Official Pre-requisite: Must have been 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. Include copies of licenses issued by the State of Michigan or the local licensing authority, NFPA or ICC Fire Inspector I and II certifications. <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire Protection System
<input type="checkbox"/> 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. <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire Protection System

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 associated administrative rules.

APPLICANT'S SIGNATURE	DATE
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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: <input type="checkbox"/> Military/Uniform Services fee waiver. Note: The application fee is waived if the applicant is actively serving, a veteran honorably discharged, or a dependent of an active member or veteran and provides proof. Examination, if required, may be waived if applicant meets requirements. See all requirements above.	