



City of Kent
Civil Service Meeting
320 S. Depeyster Street, Kent, Ohio 44240
April 21, 2025

AGENDA

CALL TO ORDER

1. CIVIL SERVICE COMMISSION

1.1 Approval of February 2025 minutes

1.2 Approval of March 2025 minutes

1.3 Personnel Changes

1.3.1 Max Arnett, Police Officer, resigned eff. 3/21/25

1.3.2 Sarah Naska, Laborer, started 4/2/25

1.3.3 Brandon Reed, Laborer, started 4/7/25

1.3.4 John Seidel, Water Treatment Plant Operator, started 4/21/25

1.4 Language Changes in Civil Service Rules and Regulations

1.4.1 Language changes to Rules 5.01 and 6.02, approved at the March 17, 2025 CSC meeting, were formally approved by City Council on April 16, 2025. Kathy has updated the Rules and Regulations to reflect the new language.

2. BUDGET AND FINANCE

No business

3. COMMUNITY DEVELOPMENT

3.1 Update to Building Services Supervisor Job Description

3.1.1 Bridget Susel, Community Development Director, is requesting the job description of the Building Services Supervisor position be updated. The current Building Services Supervisor, Robert Nitzsche, will be retiring soon, and the job description has not been updated since 2009. She is also requesting that this pending vacancy be considered as an exceptional appointment*, which will eliminate the need for civil service exam because the Ohio Building Code (OBC) requirements for all municipal building department personnel, as specified in Section 4101:7-3-01 of the Ohio Administrative Code, already requires specific exams and professional licensing (see OBC attachments) in order to execute the responsibilities of a Chief Building Official. See attachment.

4 HEALTH DEPARTMENT

No business

5 SAFETY ADMINISTRATION

5.1 Law Director Hope Jones is proposing adding new sections to the Rules and Regulations regarding promotion for fire and police chiefs.

5.1.1 Adding Section 5.06 Promotion to Fire Chief

In the event of a vacancy in the position of the Fire Chief, the Civil Service Commission shall prepare the promotional examination as listed above in Section 5.05, above except that the City Manager will be given the opportunity to interview the candidates for Fire Chief and the interview will count as ten percent (10%) of the total examination score.

5.1.2 Adding Section 5.08.1 Promotion to Police Chief

In the event of a vacancy in the position of the Police Chief, the Civil Service Commission shall prepare the promotional examination as listed above in Section 5.08, above except that the City Manager will be given the opportunity to interview the candidates for Police Chief and the interview will count as ten percent (10%) of the total examination score. No credit will be given for seniority or efficiency.

In addition, for the Police Chief position only, candidates from outside the department shall be permitted to apply for the position.

6 SERVICE DEPARTMENT

No business

7 NEW BUSINESS

8 OLD BUSINESS

9 ADJOURNMENT

****Rule 7.04 (b)** In the case of a vacancy in a position in the classified civil service where peculiar and exceptional qualifications of a scientific, managerial, professional, or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impractical and that the position can best be filled by a selection of some designated person of high and recognized attainments in those qualities, the Commission may suspend the provisions of Section 124.01 to 124.64 of the Revised Code that require competition in such case, but no suspension shall be general in its application. All such cases of suspension shall be reported in the minutes of the Commission and in the annual report with the reasons for the suspension.*



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: April 14, 2025
TO: Civil Service Commission
FROM: Bridget Susel, Community Development Director
RE: Chief Building Official

The City's Building Services Supervisor (Chief Building Official), Robert Nitzsche, will be retiring on or about June 30, 2025. In anticipation of Bob's pending retirement, the Community Development Department is respectfully requesting a review of an updated draft job description for the Building Services Supervisor position because it has not been updated since 2009.

The Department is also requesting this pending vacancy be considered as an "exceptional appointment," which will eliminate the need for civil service exam because the Ohio Building Code (OBC) requirements for all municipal building department personnel, as specified in Section 4101:7-3-01 of the Ohio Administrative Code, already requires specific exams and professional licensing (see OBC attachments) in order to execute the responsibilities of a Chief Building Official.

Thank you for your consideration of the above listed requests. I will be attending the April 21, 2025 meeting to answer any questions the Commission members may have regarding this position.

Thank you.

Attachments

Cc: Suzanne Stemnock, Human Resources Manager



CITY OF KENT JOB DESCRIPTION

BUILDING SERVICES SUPERVISOR (Chief Building Official)

Department: Community Development
Exempt, Classified

Reports to: Community Development Director
Updated: April 2025

RESPONSIBILITY

Under the general supervision of the Community Development Director, administers and supervises the operations of the Division of Building Services. The Building Services Supervisor ensures compliance with the Ohio Building Code, Ohio Mechanical Code, Residential Code of Ohio for One, Two, and Three Family Dwellings, Ohio Plumbing Code, National Electric Code, and Ohio Fire Code; International Energy Compliance Code, and Natural Fuel Gas Code; and certain aspects of the City's Codified Ordinances, including in the capacity as the City's Floodplain Administrator. The Building Services Supervisor is the Chief Building Official. Performs other job-related duties as required by the Director.

TYPICAL TASKS

Responsible for supervision and management of the commercial and residential building plan review procedures and the issuance of all building permits. Responsibilities include the timely management of the plan review process and conveying to applicants clearly and succinctly all specifications for construction and occupancy for all buildings in the City.

Examines plans or structures for all new construction, alterations and repair of commercial and residential buildings to ensure compliance with all applicable Ohio Building Code regulations and any applicable Kent Codified Ordinances regulations.

Supervises all Division of Building Services personnel and advises and instructs all inspectors regarding building, electrical, heating, ventilation, and air conditioning (HVAC) and plumbing inspections and procedures.

Performs building inspections for all building systems and structures for which the Building Services Supervisor has State of Ohio certifications. Provides in-person attendance and witnesses all tests of building components and personally inspects building projects for building code compliance.

Provides information to the general public, architects, engineers, and contractors with respect to building code regulations and interpretations of such codes, general construction problems, and other building code related issues. Provides recommendations for building code compliance.

Advises other plan examination and inspection personnel on building code interpretation and application and provide in-house instruction and training in these areas to City inspectors and consultants.

Testifies at public Board of Building Appeals hearings, as needed; attends, facilitates and/or makes public presentations at meetings, and performs other job-related duties as directed by the Community Development Director.

Writes technical, narrative, and statistical reports; utilizes personal computer and software applications, including word processing, spreadsheet and the City's web-based program for review, inspection and permitting of commercial and residential construction projects.

WORKING CONDITIONS

The working environment of the Building Services Supervisor involves exposure to conditions generally found in an office setting, in addition to conditions which involve working from heights, such as from scaffolding, ladders, and roofs. The Building Services Supervisor works with office equipment, such as computer hardware and software applications, telephones, tape recorders, fax machines, copy machines, and appliances. Within the office setting, the Building Services Supervisor will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment. The Building Services Supervisor travels as required, works outdoors when necessary, and works evening or weekend hours in addition to a regular 40 hour work week when required.

SPECIAL REQUIREMENTS

The Building Services Supervisor must possess current State of Ohio Certification as Building Official, Building Inspector, and Residential Building Official from the Ohio Board of Building Standards. In the alternative, State of Ohio interim certifications as a Building Official, Building Inspector, and Residential Building Official are acceptable substitutions for the corresponding permanent certifications on the condition that permanent certifications are obtained before the interim certifications expire. Additional certification Plans Examiner and/or Residential Plumbing Inspector is desired. The Building Services Supervisor must be in possession of a valid State of Ohio driver's license; must have a good driving record at the time of hire and be able to maintain such good record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Building Services Supervisor must possess a working knowledge of building design and construction methods and practices applicable to ensuring compliance with the Ohio Building Code, Ohio Mechanical Code, Residential Code of Ohio for One, Two, and Three Family Dwellings, Ohio Plumbing Code, National Electric Code, and Ohio Fire Code; International Energy Compliance Code, and Natural Fuel Gas Code; and develop a working knowledge of

the City's Codified Ordinances applicable to the Building Services Division, including but not limited to floodplain regulations.

The Building Services Supervisor must be skilled in technical, narrative, and statistical report writing, in reading and analyzing building plans, site plans, and subdivision improvement plans to determine code compliance and proper construction techniques; and must be proficient in computer software and applications such as word processing, spreadsheet, and web-based applications and programs.

The Building Services Supervisor must possess effective communication skills to include the ability to consult with and give technical assistance to general public, architects, engineers, and contractors on building code interpretations; to testify at public Board of Building Appeals hearings in a technically competent manner; to work effectively and courteously with the public in order to promote acceptance and satisfaction while ensuring uniform enforcement of codes and ordinances; to establish and maintain positive working relationships with co-workers and City officials.

The Building Services Supervisor must possess management and supervisory skills to include the ability to provide instruction for Division of Building Services employees, inspectors and consultants; to make public presentations, facilitate meetings, and organize people; to assist field inspectors in complex building projects; to perform routine office paperwork and to keep appropriate records; to exercise considerable independent judgment when resolving conflicts and implementing divisional policy objectives; to manage multiple priorities and work under pressure with frequent work interruptions.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Five (5) years experience as a Building Official and/or Plans Examiner in municipal or private sector setting. Site plan review experience is also desirable. Must be a certified Residential Building Official and Building Official as specified in the Ohio Administrative Code section 4101:7-3-01.

Essential Job Functions

1. Under the general supervision of the Community Development Director, administers and supervises the operations of the Division of Building Services. The Building Services Supervisor ensures compliance with the Ohio Building Code, Ohio Mechanical Code, Residential Code of Ohio for One, Two, and Three Family Dwellings, Ohio Plumbing Code, National Electric Code, and Ohio Fire Code; International Energy Compliance Code, and Natural Fuel Gas Code; and certain aspects of the City's Codified Ordinances, including in the capacity as the City's Floodplain Administrator. Performs other job-related duties as required by the Director.

2. Advises architects, engineers, contractors, builders, realtors, attorneys, and homeowners on issues related to building code interpretations. Supervises and instructs all inspectors regarding building, electrical, heating, ventilation, and air conditioning (HVAC), and plumbing inspections and procedures. Performs inspections for complicated or unusual projects.
3. Testifies before the Board of Building Appeals and attends all the Board of Building Appeals public hearings and meetings; attends other functions as directed.
4. Maintains divisional office operations by performing routine office paperwork and maintaining appropriate records; by exercising considerable independent judgment when resolving conflicts and implementing divisional policy objectives; by managing multiple priorities and working under pressure with frequent work interruptions.
5. Lift items up to 50 lbs, walk up to 1 mile, climb stairs or ladders, bend, and crawl.
6. Produce professional communications in electronic format, including email and entries into web-based system, including use of a tablet while working in the field; proficient on a computer, operates office equipment such as scanners, copiers, or other light office equipment.
7. Ability to communicate clearly and effectively while maintaining public records and reports.
8. The Building Services Supervisor travels as required, works outdoors when necessary, and works evening or weekend hours in addition to a regular 40 hour work week when required.
9. Must be a certified Residential Building Official and Building Official as specified in the Ohio Administrative Code section 4101:7-3-01.
10. Perform other duties as assigned.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.

OBC REQUIREMENTS FOR BUILDING DEPARTMENT PERSONNEL

(4101:7-3-01 Ohio Administrative Code)

CERTIFICATIONS	EXPERIENCE REQUIREMENTS	EXAM MODULE REQMNTS.		PROFESSIONAL LICENSE REQ.
		NCPCCI	or ICC	
BUILDING OFFICIAL 4101:7-3-01(E)(1) and (2)	<ol style="list-style-type: none"> Five years of experience in non-residential building design and construction for buildings or structures within the scope of groups regulated by the rules of the board while registered in Ohio as an architect or professional engineer, or Ten years of experience as a general contractor or superintendent of building construction for buildings or structures dealing with all phases and trades of construction including the responsibility for obtaining approvals and inspections within the scope of groups regulated by the rules of the Board, or Five years of experience employed full-time as a residential building official in a certified residential building department. 	NA	MM, MG, BC	Ohio registration required for applicants using option #1
MASTER PLANS EXAMINER 4101:7-3-01(E)(1) and (4)	Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the board while registered in Ohio as an architect or professional engineer.	1C, 2C, 3C, 4C, 5C	B3, E3, M3, P3	Ohio registration as an Architect or Professional Engineer.
BUILDING PLANS EXAMINER 4101:7-3-01(E)(1) and (6)	<ol style="list-style-type: none"> Five years as a full-time building inspector in a certified non-residential building department, or Ohio registration as an architect or professional engineer, or Ten years of experience as a full-time skilled tradesman for structural carpentry, masonry, steel erection, or concrete construction work, subject to inspection under a code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board. 	1C	B3	Ohio registration required for applicants using option #2
ELECTRICAL PLANS EXAMINER 4101:7-3-01(E)(1) and (7)	<ol style="list-style-type: none"> Five years as a full-time electrical safety inspector (ESI) in a certified building department or employed full-time as an ESI by the Ohio Dept. of Commerce, Division of Industrial Compliance, or Five years of experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the Board while a registered architect or professional engineer, or Ohio registration as an architect or professional engineer, or Ten years of experience as a full-time journeyman electrician or equivalent for the installation of electrical systems, subject to inspection under a code adopted for buildings or structures, within the scope of groups regulated by the rules of the Board. 	2C	E3	Ohio registration required for applicants using option #2
FIRE PROTECTION PLANS EXAMINER 4101:7-3-01(E)(1) and (10)	<ol style="list-style-type: none"> Five years of experience as a full-time certified fire safety inspector in a fire department or as a certified fire protection inspector for a non-residential building department, or Five years of experience as a full-time certified fire protection system designer with experience designing non-residential fire protection systems, or Five years of experience as a full-time building inspector in a certified non-residential building department, or Ohio registration as an architect or professional engineer, or Ten years of experience as a full-time skilled tradesman for the installation of fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems and fire pump systems), subject to inspection under a code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board. 	3C	CP	Ohio registration required for applicants using option #4
MECHANICAL PLANS EXAMINER 4101:7-3-01(E)(1) and (9)	<ol style="list-style-type: none"> Five years of experience as a full-time building inspector or mechanical inspector in a certified non-residential building department, or Five years of experience as a full-time residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector in a certified residential building department, or Ohio registration as an architect or professional engineer, or Ten years of experience as a full-time skilled tradesman for heating, ventilating, and air conditioning ("HVAC") systems and associated refrigeration, fuel gas, and heating piping work, subject to inspection under a code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board. 	4C	M3	Ohio registration required for applicants using option #3
PLUMBING PLANS EXAMINER 4101:7-3-01(E)(1) and (8)	<ol style="list-style-type: none"> Five years of experience as a full-time plumbing inspector in a certified building department, or Five years of experience as a certified plumbing inspector employed full-time by either the Ohio Dept. of Commerce, Division of Industrial Compliance, or by a county board of health, or Ohio registration as an architect or professional engineer, or Ten years of experience as a full-time journeyman plumber or equivalent for the installation of plumbing systems, subject to inspection under a code adopted for buildings, within the scope of groups regulated by the rules of the Board. 	5C	P3	Ohio registration required for applicants using option #3
BUILDING INSPECTOR 4101:7-3-01(E)(1) and (11)	<ol style="list-style-type: none"> Five years of experience in structural carpentry, masonry, steel erection, or concrete construction work subject to inspection under a code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board as a skilled tradesman, a supervisor, or a construction contractor, or Five years of experience as a full-time non-residential building official, master plans examiner, non-residential mechanical inspector, residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector. 	1B, 3B, 4B	B2, M2	None Required
NON-RESIDENTIAL I.U. INSPECTOR 4101:7-3-01(E)(1) and (18)	<ol style="list-style-type: none"> Five years of experience as a construction contractor or supervisor for non-residential buildings or structures within the scope of groups regulated by the rules of the Board, or Five years of experience as a skilled tradesman for work subject to inspection under a code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or Five years of experience as a skilled tradesman for work subject to inspection under a code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board, or Certification as a building inspector. 	1B, 3B, 4B	B2, M2	None Required
ELECTRICAL SAFETY INSPECTOR 4101:7-3-01(E)(1) and (17)	<ol style="list-style-type: none"> Journeyman electrician or equivalent for 4 years, 2 as an electrician foreman, and 2 years as a building department ESI trainee, or Journeyman electrician or equivalent for 4 years and 3 years as a building department ESI trainee, or Four years of experience as a building department ESI trainee, or Journeyman electrician or equivalent for 6 years; or An electrical engineer registered in the State of Ohio. 	2B	E2	Ohio registration required for applicants using option #5
FIRE PROTECTION INSPECTOR 4101:7-3-01(E)(1) and (13)	<ol style="list-style-type: none"> Five years of experience in the installation of fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems and fire pump systems) subject to inspection under a code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board, or Five years of experience as a certified fire safety inspector or a certified fire protection system designer 	1B, 3B	CA, CF	None Required
MECHANICAL INSPECTOR 4101:7-3-01(E)(1) and (14)	<ol style="list-style-type: none"> Five years of experience as a skilled heating, ventilating, and air conditioning (HVAC) system and associated refrigeration, fuel gas, and heating piping tradesman for work subject to inspection under a code adopted for non-residential buildings, within the scope of groups regulated by the rules of the Board, or Five years of experience as a full-time building official, master plans examiner, building inspector, residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector. 	4B	M2	None Required
PLUMBING INSPECTOR 4101:7-3-01(E)(1) and (16)	<ol style="list-style-type: none"> Seven years of experience in the installation of plumbing, subject to inspection under a code adopted for buildings, within the scope of groups regulated by the rules of the Board, or A degree in engineering or architecture and three years of experience in plumbing system design. 	5B	P2	None Required

NOTES TO OBC CERTIFICATION REQUIREMENTS FOR BUILDING DEPARTMENT PERSONNEL

- NOTE 1.** Only experience directly related to buildings or structures within the scope of groups regulated by the Ohio Building Code is acceptable for any class certification. THIS DOES NOT INCLUDE ONE-, TWO-, OR THREE-FAMILY STRUCTURES.
- NOTE 2.** Applicants may obtain credit for one year of the required experience through education pursuant to 4101:7-3-01(F)(6) OAC. Documentation must be submitted with the application.
- NOTE 3.** All trainee applicants must be under the direct supervision of a person certified in the trainee's respective field. Sponsor and Supervisor forms must be signed by the Building Official and the certified supervisor, respectively. Submit with application.
- NOTE 4.** Applicants may contact either: Prometric, 1360 Energy Lane, St. Paul MN 55108, (800) 864-5309, www.prometric.com for NCPCCI exams or, International Code Council, National Certification Services, 900 Montclair Road, Birmingham, AL 35213, (888) 422-7233, www.iccsafe.org for scheduling examinations.
- NOTE 5.** Acceptable experience is in enforcement, inspection, or plans examination performed (a) prior to 1984, for a non-residential building department certified by the board of building standards to exercise enforcement authority for buildings or structures within the scope of groups regulated by the rules of the board; (b) in an agency or jurisdiction outside the state of Ohio enforcing a model non-residential building code of a national model code organization or a code adopted for the respective buildings or structures of the types regulated by the rules of the board; or (c) certification by the department of commerce, division of industrial compliance, as a plumbing inspector when application is made for board certification as a plumbing inspector. **THIS DOES NOT INCLUDE ONE-, TWO-, OR THREE-FAMILY STRUCTURES.**
- NOTE 6.** Module description:
- | NCPCCI: | ICC: |
|---------------------------------------|---|
| 1A – Building 1-, 2-Family Dwelling | MM – Management |
| 1B – Building General | MG – Legal |
| 1C – Building Plan Review | BC – Building Codes and Standards |
| 2A – Electrical 1-, 2-Family Dwelling | CA – Commercial Fire Alarm Inspector |
| 2B – Electrical General | CF – Commercial Sprinkler Inspector |
| 2C – Electrical Plan Review | CP – Commercial Fire Sprinkler Plans Examiner |
| 3B – Fire Protection General | B1 – Residential Building Inspector |
| 3C – Fire Protection Plan Review | B2 – Commercial Building Inspector |
| 4A – Mechanical 1-, 2-Family Dwelling | B3 – Building Plan Examiner |
| 4B – Mechanical General | E1 – Residential Electrical Inspector |
| 4C – Mechanical Plan Review | E2 – Commercial Electrical Inspector |
| 5A – Plumbing 1-, 2-Family Dwelling | E3 – Electrical Plan Examiner |
| 5B – Plumbing General | M1 – Residential Mechanical Inspector |
| 5C – Plumbing Plan Review | M2 – Commercial Mechanical Inspector |
| | M3 – Mechanical Plan Examiner |
| | P1 – Residential Plumbing Inspector |
| | P2 – Commercial Plumbing Inspector |
| | P3 – Plumbing Plan Examiner |
- NOTE 7.** All applicants must complete the Ohio Building Code Academy during their initial certification period.
- Exceptions:**
- Medical gas piping inspectors pursuant to paragraph (E)(20) of 4101:7-3-01.
 - Industrialized unit inspectors or residential industrialized unit inspectors.
 - Plumbing inspectors certified pursuant to Chapter 3703. of the Revised Code with five years of experience as full-time employees of the Division of Industrial Compliance in the Ohio Dept. of Commerce or of county boards of health who are seeking plumbing inspector certification.
 - Individuals who have completed the Ohio Building Code Academy within thirty-six months immediately preceding the date of receipt of initial certification may attend “Code Administration and Skills Training” provided by the Board in lieu of the Ohio Building Code Academy.
- NOTE 8.** Applicants for Electrical Safety Inspector must be authorized by the Board **prior** to taking the required examinations. Applicants for the Electrical Safety Inspector who fail the examinations twice must enter the Electrical Safety Inspector Training Program.
- NOTE 9.** Completion of non-residential exam modules may be accepted as equivalent to the respective required residential certification modules when applying for residential certifications.

OBC REQUIREMENTS FOR RESIDENTIAL BUILDING DEPARTMENT PERSONNEL

(4101:7-3-01 Ohio Administrative Code)

CERTIFICATIONS	EXPERIENCE REQUIREMENTS	EXAM MODULE REQMNTS.		PROFESSIONAL LICENSE REQ.
		NCPCCI	or ICC	
RESIDENTIAL BUILDING OFFICIAL 4101:7-3-01(E)(1) and (3)	1. Ohio registration as an architect or professional engineer, or 2. Five years of experience as a residential contractor or non-residential contractor or superintendent with responsibility for obtaining approvals and inspections of structures regulated by the rules of the Board, or	1A, 4A and: 2A or 5A	B1, M1 and: E1 or P1	Ohio registration required for applicants using option #1
RESIDENTIAL PLANS EXAMINER 4101:7-3-01(E)(1) and (5)	1. Ohio registration as an architect or professional engineer, or 2. Five years of experience in building design and construction for residential or non-residential buildings structures regulated by the rules of the Board.	1A and: 4A or 2A or 5A	B1, M1 and: E1 or P1	Ohio registration required for applicants using option #1
RESIDENTIAL BUILDING INSPECTOR 4101:7-3-01(E)(1) and (12)	1. Three years of experience as a contractor or supervisor for residential or non-residential buildings or structures regulated by the rules of the Board, or 2. Three years of experience as a skilled tradesman for work subject to inspection under a code adopted for buildings or structures regulated by the rules of the Board.	1A	B1	None Required
RESIDENTIAL I.U. INSPECTOR 4101:7-3-01(E)(1) and (19)	1. Three years of experience as a construction contractor or supervisor for buildings or structures regulated by the rules of the Board, or 2. Certification as a building inspector, residential building inspector, or industrialized unit inspector.	1A, 2A, 4A, 5A	B1, E1, M1, P1	None Required
RESIDENTIAL MECHANICAL INSPECTOR 4101:7-3-01(E)(1) and (15)	1. Three years of experience as an HVAC system or supervisor for residential or non-residential buildings within the scope of groups regulated by the rules of the Board, or 2. At least three years of experience as a skilled tradesman for HVAC systems and associated refrigeration, fuel gas, and heating piping work for residential or non-residential buildings or structures regulated by the rules of the Board.	4A	M1	None Required

NOTES TO BOARD REQUIREMENTS FOR RESIDENTIAL BUILDING DEPARTMENT PERSONNEL CERTIFICATION

- NOTE 1.** Only experience directly related to buildings or structures regulated by the rules of the Board shall be acceptable for any class certification.
- NOTE 2.** Applicants for certification may obtain credit for one year of the required experience through education pursuant to Section 4101:7-3-01(F)(6) of the Ohio Administrative Code. Documentation must be submitted with the application.
- NOTE 3.** All trainee applicants must be under the direct supervision of a person certified in the trainee's respective field. Sponsor and Supervisor forms must be signed by the Building Official and the certified supervisor, respectively. Submit with application.
- NOTE 4.** Applicants may contact either: Prov, 150 West Civic Center Drive, Suite 601, Sandy, Utah, 84070, (877) 228-3926, <https://provexam.com/> for NCPCCI exams or, International Code Council, National Certification Services, 900 Montclair Road, Birmingham, AL 35213, (888) 422-7233, <https://www.iccsafe.org/certification-exam-catalog/> for scheduling examinations.
- NOTE 5.** Enforcement, inspection, or plans examination experience must be performed (a) prior to May 27th, 2006, for a building department exercising enforcement authority for buildings or structures regulated by an adopted model residential code, (b) for an agency or jurisdiction outside the state of Ohio enforcing a model residential code of a national model code organization for buildings or structures regulated by the Residential Code of Ohio, or (c) by an employee of a certified building department who is the holder of a BBS certification other than that for which application is being made.
- NOTE 6.** Module description:
- | | |
|---|--|
| <p style="text-align: center;">NCPCCI:</p> <p>1A – Building 1, 2-Family Dwelling
 2A – Electrical 1, 2-Family Dwelling
 4A – Mechanical 1, 2-Family Dwelling
 5A – Plumbing 1, 2-Family Dwelling</p> | <p style="text-align: center;">ICC:</p> <p>B1 – Residential Building Inspector
 E1 – Residential Electrical Inspector
 M1 – Residential Mechanical Inspector
 P1 – Residential Plumbing Inspector</p> |
|---|--|
- NOTE 7.** Individuals certified as Non-Residential Building Officials, Master Plan Examiners, or Building Inspectors must make application to the Board, but individuals will qualify without further testing and without providing related experience to become a residential Building Official, Plans Examiner and/or Building Inspector.
- NOTE 8.** Completion of non-residential exam modules may be accepted as equivalent to the respective required residential certification modules when applying for residential certifications.