

1 Department of Administration

2

3 Adopted Permanent Rules Relating to Certified Building Officials

4

5 Rules as Adopted

6 1301.0200 FORMS OF CERTIFICATION.

7 Subpart 1. Certified building official. A "certified
8 building official" is a person currently identified on the
9 certification card as a "certified building official," "building
10 official class II," or "building official Class S." Effective
11 July 1, 1993, all newly certified or recertified officials of
12 these certifications must be identified as "certified building
13 official" on the certification card. This classification is
14 granted to a person who has met the "certified building
15 official" prerequisites of part 1301.0300 and successfully
16 passed the written examination prepared by the state. A person
17 with this certification may serve as the building official for
18 any municipality.

19 Subp. 1a. Grandfathered certification. A grandfathered
20 certification is identified with the letter "M" on the
21 certification card. This classification was granted to a person
22 who was serving a community as a building inspector on May 27,
23 1971, and continued to serve in that position through July 1,
24 1972. A person with this certification may only serve the
25 community the person was serving on July 1, 1972.

26 Subp. 2. [See repealer.]

27 Subp. 3. Class I certification. A Class I certification
28 is identified as "Class I" on the certification card. This
29 classification was granted to a person who met a prerequisite
30 and passed a written examination. This classification restricts
31 the holder to administering the code only for one- and
32 two-family dwellings and their accessory structures. As of July
33 1, 1990, this class is no longer issued. Persons with this
34 classification may continue to hold this classification by
35 submitting evidence of fulfilling the appropriate continuing

1 education program established by part 1301.0900, item A.

2 Subp. 4. [See repealer.]

3 Subp. 5. **Certified building official-limited.** This
4 certification is identified as "certified building
5 official-limited" on the certification card. This
6 classification is granted to a person who has met the "certified
7 building official-limited" prerequisites of part 1301.0300 and
8 successfully passed the written examination prepared by the
9 state. A person with this classification may perform code
10 administration for one- and two-family dwellings, their
11 accessory structures, and "exempt classes of buildings" as
12 provided in part 1800.5000 of the Board of Architecture,
13 Engineering, Land Surveying, and Landscape Architecture rules,
14 as well as "facilities for the handicapped" provisions in
15 chapter 1340 of the Minnesota State Building Code. Code
16 administration for all other buildings must be performed by a
17 certified building official as defined in subpart 1. However,
18 the certified building official-limited may conduct inspections
19 at the direction of a certified building official or the state
20 building inspector.

21 Subp. 6. **Accessibility specialist.** This certification is
22 identified as "accessibility specialist" on the certification
23 card. This certification is granted to a person who has met the
24 "accessibility specialist" prerequisites of part 1301.0300 and
25 successfully passed the written examination prepared by the
26 state. A person with this classification is limited to the
27 administration of those provisions of the Minnesota State
28 Building Code which provide access for persons with disabilities.

29 Use of this certification is restricted to municipalities
30 that according to Minnesota Statutes, sections 16B.72 and
31 16B.73, do not administer the code. If a municipality adopts
32 the Minnesota State Building Code, the responsibilities for code
33 administration and enforcement are under the authority of the
34 certified building official or the certified building
35 official-limited.

1 1301.0300 CERTIFICATION PREREQUISITES.

2 Prior to making application for certification as a
3 certified building official, a person shall accumulate a minimum
4 of 100 points from the categories in items A to C.

5 Prior to making application for certification as a
6 certified building official-limited, a person shall accumulate a
7 minimum of 30 points from categories in items A to C and attend
8 the course specified by the state building inspector.

9 Prior to making application for certification as an
10 accessibility specialist, a person shall attend the course
11 specified by the state building inspector.

12 A. Education: BI/BIT refers to building inspection
13 technology programs offered in the community college system.
14 Points shall be awarded as follows for successful completion of
15 the program or courses listed:

16 (1) BI/BIT AAS degree, 100 points;

17 (2) BI/BIT certificate, 60 points;

18 (3) BI/BIT code-related courses:

19 (a) field inspection, nonstructural plan
20 review, building department administration, and building codes
21 and standards, 20 points total for all four courses; zero points
22 if any of the courses in this unit have not been successfully
23 completed;

24 (b) upon successful completion of the
25 courses named in unit (a), additional BI/BIT building code
26 courses, four points each up to a maximum accumulation of 40
27 points;

28 (4) postsecondary courses in building
29 construction, building construction-oriented architecture or
30 engineering, or public administration, one point each up to a
31 maximum accumulation of 30 points;

32 (5) an associate's degree in building
33 construction, building construction-oriented architecture or
34 engineering, or public administration, 30 points;

35 (6) a bachelor's degree in building
36 construction-oriented architecture or engineering, 60 points.

1 If points are claimed in this category, additional points may
2 not be claimed in subitem (4) or (5).

3 B. Certifications: Points shall be awarded for
4 certifications obtained as follows:

5 (1) Council of American Building Officials
6 building officials examination:

7 (a) administration, 35 points;

8 (b) law, 30 points;

9 (c) technology, 35 points;

10 (2) International Conference of Building
11 Officials examination:

12 (a) building inspector, 40 points;

13 (b) plans examiner, 60 points;

14 (3) Minnesota Class I certification, 40 points;

15 (4) Minnesota certified building official-limited
16 certification, 50 points.

17 C. Experience: Points shall be awarded for
18 experience obtained as follows:

19 (1) municipal building code inspection or plan
20 review experience under the supervision of a currently certified
21 building official, 20 points each year up to a maximum
22 accumulation of 80 points;

23 (2) experience in the design of buildings or in
24 the construction of buildings with specific skilled
25 participation in the assembly of foundations, superstructures,
26 or installation of the building's mechanical systems, ten points
27 per year up to a maximum accumulation of 30 points.

28 D. Other education, certifications, and experience
29 relating to the field of the construction industry that is not
30 enumerated in items A to C must be given credit as determined by
31 the state building inspector based on comparison with the
32 prerequisites in items A to C.

33 1301.0400 APPLICATION FOR CERTIFICATION.

34 A person seeking certification shall submit a completed
35 application to the state building inspector on an application

1 form provided by the commissioner, along with a nonrefundable
2 \$70 fee payable to the state treasurer. The state building
3 inspector shall review applications for compliance with
4 prerequisites in part 1301.0300. If the prerequisites are
5 satisfied, the state building inspector shall forward the
6 approved application to the Department of Employee Relations for
7 scheduling the applicant to take the applicable examination.

8 1301.0700 AUTHORITY; PURPOSE.

9 Parts 1301.0700 to 1301.1200 establish the guidelines for
10 building official, building official-limited, and accessibility
11 specialist certification maintenance under Minnesota Statutes,
12 section 16B.65, subdivision 7.

13 1301.0900 UNITS OF INSTRUCTION REQUIRED.

14 This part establishes the number of units of instruction
15 required within a three-year period to maintain certification.

16 [For text of item A, see M.R.]

17 B. A grandfathered certified building official must
18 receive credit for 24 units of instruction through any of the
19 programs described in part 1301.1000, subpart 1 or 2.

20 C. A certified building official must receive credit
21 for 24 units of instruction through any of the programs
22 described in part 1301.1000, subpart 1 or 2.

23 D. A certified building official-limited must in each
24 year for the first three-year period in which the certification
25 is obtained, receive credit for eight units of instruction
26 through any of the programs described in part 1301.1000, subpart
27 1 or 2. Credit for instruction must be reported yearly for the
28 first three-year period by the method described in part
29 1301.1100. Thereafter, a certified building official-limited
30 must receive 24 units of instruction through any of the programs
31 described in part 1301.1100, subpart 1 or 2.

32 E. An accessibility specialist must receive credit
33 for 12 units of instruction through any of the programs
34 described in part 1301.1000, subpart 1 or 2. Six of the 12
35 units must be courses relating to building accessibility.

1 1301.1000 CREDIT FOR INSTRUCTION.

2 Subpart 1. Approved programs. The following programs are
3 approved for the indicated number of units of instruction:

4 [For text of items A to J, see M.R.]

5 K. certification as a certified building official by
6 the Council of American Building Officials after January 1,
7 1985, six units;

8 L. teaching a course at the community college level
9 in the building inspection technology program or a course at a
10 technical college, one unit per three hours of instruction; and

11 M. maintenance of an International Conference of
12 Building Officials certification, one unit.

13 [For text of subps 2 to 5, see M.R.]

14 1301.1100 REQUIREMENTS FOR RECERTIFICATION.

15 Subpart 1. Submission of information. Each person
16 certified under this chapter must provide evidence to the state
17 building inspector on forms approved by the state building
18 inspector and provided by the Building Codes and Standards
19 Division of attendance or participation in an educational
20 offering and indicate the number of units of instruction earned.

21 The information must be submitted to the state building
22 inspector before the last day of the third calendar year
23 following the date of the last certification issued.

24 [For text of subps 2 to 4, see M.R.]

25 1301.1200 REMOVAL FROM OFFICE AND REVOCATION OF CERTIFICATION.

26 Under Minnesota Statutes, section 16B.65, subdivision 5,
27 upon notice and hearing, a building official certified under
28 this chapter may be removed from office and have the
29 certification revoked if competent evidence is submitted to the
30 commissioner indicating that a building official has
31 consistently failed to act in the public interest in performance
32 of duties. A hearing must be held pursuant to Minnesota
33 Statutes, chapter 14, governing contested case proceedings.

34 REPEALER. Minnesota Rules, part 1301.0200, subparts 2 and 4,

03/01/94

[REVISOR] CEL/CA AR2261

1 are repealed.