



# Commonwealth of Massachusetts

## The Building Official Certification Committee

### New Employee Report Form

s/bbrs/nureport2006

In accordance with 780 CMR 110.R7, the "Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors", all municipalities are required to report to the Board the name of any individual who is appointed as a building code enforcement official. Once reported, a file is created at the Office of the Board with the individual's name and date of hire. This file serves as the individual's official record for the maintenance of his/her certification, once received.

It is the responsibility of the individual seeking certification and the hiring municipality to ensure that all aspects of the certification process are met. 780 CMR 110.R7 defines all requirements of the certification program.

In accordance with 780 CMR 100.R7.2.4.3 and 2.5.4 if the individual is not already certified, he/she **must submit an Examination Approval Form** along with this form to the Certification Committee for approval of qualifications before taking the required exams. He/she then has eighteen (18) months in which to complete the examination process.

When the individual passes the series of examinations required for the type of certification sought, he/she **must** apply to the Board on the Application for Certification (available at the Office of the Board).

Name of new employee			
Name of municipality		Date of hire	
Work Address: No. & Street			
City or Town		Zip	Business Phone Number
E Mail			Business Fax Number
Position (Indicate Inspector of Buildings, Building Commissioner or Local Inspector)			
Is the new employee certified as a building official?	Yes	No	Has the new employee been employed as a building official in other municipalities?
		Municipalities new employee is still employed with:	
Typically, the appointing authority is the Mayor in a city and the Chairman of the Board of Selectmen in a town (see MGL c 143 § 3).			
I _____, the Appointing Authority, hereby confirm that I have read and understand the minimum requirements of MGL c 143 § 3 regarding qualifications for building code enforcement officials. In signing this form, I attest to the fact that the candidate herein identified meets/exceeds such qualifications for the position for which he/she is being appointed.			
Signature of Appointing Authority _____		Date _____	
Please print Name _____		Title _____	
Notary Public _____		Date _____	
Expiration of Commission _____		Seal _____	
Examination Approval Form Attached _____			
<u>FOR OFFICE USE ONLY</u>			
Date Qualifications Accepted: _____			
Date Qualifications Denied and Reason: _____			