



# BROWARD COUNTY BOARD OF RULES AND APPEALS

## Certification Form for Positions of

- Chief Mechanical Inspector                       Mechanical Plans Examiner

Please select one or both

For Building Department of: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

I hereby certify that I will not hold any other employment in conflict with the Florida Building Code, and the Laws of Florida Section 4(b) of Chapter 71-575, as stated below.

**Chapter 71-575 Section 4(b)** - Any Inspector (such as and including but not limited to structural, engineering, plumbing, mechanical, or electrical) or other building official charged with enforcing or otherwise supervising or inspecting any work covered under any section of the South Florida Building Code as applicable to Broward County pursuant to Chapter 71-575, Laws of Florida, and who is required to hold or who otherwise holds a Certificate of Competency in any area of construction shall not use that Certificate of Competency to engage in free enterprise thereby competing against persons or firms whose work he may also inspect, nor may he allow his Certificate of Competency to be used by another person or firm.

The undersigned makes application for certification, and vouches for the truth and accuracy of all statements and answers herein contained

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Please mark in each corresponding box to Indicate compliance with appropriate Code Sections:**

- 104.6 Certification of the Chief Mechanical Inspector or the Mechanical Plans Examiner:** To be eligible for appointment as a Chief Mechanical Inspector or Mechanical Plans Examiner, such person shall be certified as required by the BCAIB as a (Mechanical) Plans Examiner. Such person shall be certified by the BCBRA and shall meet one or more of the following qualifications:  
**Exception:** Architects and engineers are exempt from BCAIB Certification only.
- 104.6.1** An Engineer in the discipline requested and having practiced for at least three (3) years, and two (2) years as a Mechanical Inspector; or
- 104.6.2** Ten (10) years experience as a Mechanical Contractor, Class "A" Air Conditioning Contractor or Journeyman, five (5) years of construction experience in the Mechanical discipline including two (2) years as a Mechanical Inspector; or
- 104.6.3** Five (5) years experience in the State of Florida and meeting the requirements of 1 or 2 above, as a Chief Mechanical Inspector, Mechanical Plans Examiner or Mechanical Inspector certified by the BCBRA.
- 104.6.4** An applicant for Certification as a Chief Mechanical Inspector or Mechanical Plans Examiner under the provisions of this section who is a graduate from an accredited school holding a Bachelor or Associate of Science Degree in Engineering, Architecture or Building Construction may be credited for three (3) years for Bachelor Degree or one (1) year for an Associate Degree of the required ten-year experience for the Mechanical discipline as listed below. In addition to the education credit, an applicant who is certified as required by the State of Florida, BCAIB as a (Mechanical) Plans Examiner may be credited for two (2) years of the ten (10) years in section 104.6.2 and one (1) year of the five (5) years as specified in section 104.6.3. Such credit shall not reduce the two (2) year experience requirement as a Mechanical Inspector to be certified as a Chief Mechanical Inspector or Mechanical Plans Examiner.
- 104.6.5** Each of the applicants shall possess a current Certificate of Competency as a Mechanical Contractor or Class "A" Air Conditioning Contractor issued by:
  - 1. Florida Construction Industry Licensing Board.
  - 2. Broward County Central Examining Board of Mechanical Contractors and Specialty Mechanical Contractors.
  - 3. Dade County Construction Trades Qualifying Board, Block proctored, issued on or after January 1, 1968.
  - 4. Florida Department of Business and Professional Regulation as an Architect or an Engineer.



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**Note:** All applications shall include the following required information. Failure to include these items shall be cause for rejection.

1. Copies of appropriate license with original date of issuance.
2. Résumé of education and experience.
3. Copies of W-2 Forms or tax returns to verify required experience as stated in the relevant code sections, or evidence satisfactory to the Board to verify the required experience, such as IRS Forms or other written statements attesting to your required experience from former employers, partners or co-employees who have personal knowledge of your professional or trade experience.
4. Copy of State Certification, State Provisional License or letter from employing official verifying applicant's submittal to State for each certification.
5. A letter of intent to hire signed by the Building Official, Chief Executive Officer, Human Resources Director, or other duly authorized representative.
6. A clear copy of a current photo ID.

**Note:** For first time applicants only, upon staff approval, a 120 DAY TEMPORARY STAFF APPROVAL OF BCBRA CERTIFICATION APPLICATION FORM will be issued; upon obtaining BCAIB Provisional and BCBRA approval, a certification card will be issued and mailed to the Building Official.

The undersigned makes application for certification and indicates compliance with aforementioned Code Sections and vouches for the truth and accuracy of all statements and answers herein contained by affixing his/her signature below.

Printed Name and Signature of Applicant.

State of Florida |  
County of Broward | SS

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me the above named individual who signed the foregoing instrument declaring same to be true to his knowledge and belief.

Notary-Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

I certify that I have verified that the above named applicant meets all the requirements for this position in accordance with the Florida Building Code as applicable to Broward County.

Printed name and Signature of Building Official, Chief Executive Officer, Human Resources Director, or other duly authorized representative.

State of Florida |  
County of Broward | SS

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me the above named individual who signed the foregoing instrument declaring same to be true to his knowledge and belief.

Notary- Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Note:** The Broward County Board of Rules & Appeals has the authority to request additional information if necessary.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Code Compliance Officer

Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Code Compliance Officer

Approved by BCBRA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_