

# Broward County Board of Rules and Appeals

Certification for:  Building Official  Assistant Building Official

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

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

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

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

All applicants shall sign the attached affidavit to ensure compliance with Chapter 71-575, Paragraph 4(b), Laws of Florida. (BORA Policy #14-02, Effective May 9, 2014)

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

**104.1.3 Certification of Building Official and the Assistant Building Official.** To be eligible for appointment as a Building Official or Assistant Building Official, such a person shall be certified as required by BCAIB as a Building Code Administrator.

**104.1.3.1** Such person shall be certified by BORA and shall meet at least one of the following qualifications.

**104.1.3.1.1** A Florida Registered Architect or Florida licensed Professional Engineer having practiced for at least seven (7) years, a minimum of five (5) years shall have been within the jurisdiction of the HVHZ.

**104.1.3.1.2** Ten (10) years combined experience as a Master Electrician, Electrical Contractor, General Contractor, Master Mechanical, Mechanical Contractor, Class A Air Conditioning Contractor, Master Plumber, Plumbing Contractor, Chief Inspector, Standard Plans Examiner or Standard Inspector appointed by an AHJ or school board within the State of Florida. A minimum of five (5) years shall have been within the jurisdiction of the HVHZ.

**104.1.3.2** As part of the experience requirements above, the applicant shall have been appointed as Chief Inspector, Standard Plans Examiner or Standard Inspector by an AHJ or school board within the State of Florida for a minimum of two (2) years.

**104.1.3.3** Each of the applicants shall possess a current Certificate of Competency or a Professional Engineer license or Architect registration issued by at least one (1) of the following entities:

- A. Florida Construction Industry Licensing Board as a General Contractor, Mechanical Contractor or Plumbing Contractor
- B. Florida Electrical Contractors Licensing Board as an Electrical Contractor
- C. Broward County Central Examining Board of Building Construction Trades (As Class "A" Unlimited General Contractor)
- D. Broward County Central Examining Board of Electricians as a Master Electrician and/ or Electrical Contractor
- E. Broward County Central Examining Board of Mechanical Contractors and Specialty Mechanical Contractors as a Mechanical Contractor or Class A Air Conditioning Contractor
- F. Broward County Central Examining Board of Plumbers as a Master Plumber
- G. Miami-Dade County Construction Trades Qualifying Board (For any of the above-referenced disciplines)
- H. Florida Board of Architecture and Interior Design
- I. Florida Board of Professional Engineers

**104.1.3.4** An applicant for Certification as Building Official or Assistant Building Official under the provisions of this section may only substitute two (2) years HVHZ experience with two (2) years of statewide experience by passing the BORA HVHZ exam.

**104.1.3.5** An applicant for Certification as a Building Official or Assistant Building Official 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 from an accredited school may be credited for a maximum of two (2) years for bachelor's degree or a maximum of one (1) year for an Associate Degree towards the combined experience requirements. This credit is not applicable towards the requirements under section 104.1.3.1.1.

# Broward County Board of Rules and Appeals

**Note:** All applications shall include the required information listed below, failure to include these items may result in a rejection of this application.

- 1. This application is to be signed by the Building Official, Chief Executive Officer, Human Resources Director, or other duly authorized representative. For Building Official or Assistant Building Official, the CEO (City Manager, Acting City Manager or Mayor) shall sign.
- 2. Provide a clear copy of a current photo ID.
- 3. Provide a copy of all Florida State certifications and/or provisional licenses for each BCAIB certification, also copies of appropriate Certificate of Competency.
- 4. Provide detailed résumé of experience and licensure.
- 5. Provide verifiable evidence of employment such as, IRS forms, tax returns, W-2 forms or notarized written statements (affidavit) including contact information attesting to employment from former employers, partners, or design professionals knowledgeable of the applicant professional or trade experience.
- 6. **OPEN PERMIT AFFIDAVIT:** At the time the applicant submits application for certification to BORA, all outside free enterprise shall cease. The applicant is required to provide a notarized affidavit including a detailed list of all open and ongoing projects currently under construction which will include information such as the municipality they are located within, the existing permit number and the time frame in which the project will be completed. This time frame shall not exceed a six-month period from the time the application for certification was submitted to BORA. If no open permits exist, provide a notarized affidavit stating such. Please see BORA Policy #18-02 for all specific requirements of open permits.

**\*\*\*BORA staff is authorized to request additional information to verify employment and/or experience\*\*\***

**Note:** A 120-day temporary staff approval will be issued to a qualified applicant after his/her application for a Provisional License has been accepted by DBPR. A certification card will be mailed to the endorsing Building Official after the applicant has received his/her Standard License from DBPR and approved by the Board of Rules and Appeals.

Please list below all jurisdictions and positions of Building Official, Assistant Building Official and/or Chiefs for which you are currently serving.

Jurisdiction _____	<input type="checkbox"/>	B.O.	<input type="checkbox"/>	A.B.O.	<input type="checkbox"/>	Chief (Discipline) _____
Jurisdiction _____	<input type="checkbox"/>	B.O.	<input type="checkbox"/>	A.B.O.	<input type="checkbox"/>	Chief (Discipline) _____
Jurisdiction _____	<input type="checkbox"/>	B.O.	<input type="checkbox"/>	A.B.O.	<input type="checkbox"/>	Chief (Discipline) _____

The undersigned submitting this application for certification, indicates compliance and vouches for the truth and accuracy of all statements and answers herein contained by affixing his/her signature below.

Type/Print Name of Applicant	X	Signature of Applicant
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STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

Type/Print or Stamp Notary's Name	X	Notary's Signature as to Applicant's Signature
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Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

The undersigned attest for the truth and accuracy of all statements and answers herein contained by affixing his/her signature below.

Type/Print Name of City Manager, Acting City Manager or Mayor	X	Signature of City Manager, Acting City Manager or Mayor
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STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

Type/Print or Stamp Notary's Name	X	Notary's Signature as to Applicant's Signature
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Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Approved by BORA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Subject:** Policy/Affidavit to ensure compliance with Chapter 71-575, paragraph 4(b), Laws of Florida

**POLICY/AFFIDAVIT**

The requirements below have been adopted by vote of the Broward County Board of Rules and Appeals on April 10, 2014, to help ensure compliance with Chapter 71-575, paragraph 4(b), Laws of Florida.

**NOTICE**

All applicants for certification or re-certification are required to execute the following statement and to have same notarized by a duly authorized Notary. Failure to execute and have this statement notarized will prevent the certification/re-certification process from proceeding to completion.

**THE UNDERSIGNED HEREBY VOLUNTARILY AND KNOWINGLY STATES AS FOLLOWS:**

The undersigned has read Chapter 71-575, paragraph 4(b), Laws of Florida and has had the opportunity to have same reviewed and explained by legal counsel. Undersigned understands the terms of same and that 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 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 his/her Certificate of Competency to engage in free enterprise thereby, competing against persons or firms that may do business within Broward County whose work he/she may also inspect, nor may he/she allow his/her Certificate of Competency to be used by another person or firm. This includes any activity, such as, but not limited to bidding, contracting, code consulting, design, employment, plan review, special building inspections, etc., regardless of compensation. The undersigned makes application for certification or re-certification, affirms compliance with aforementioned Code Section, and vouches for the truth and accuracy of all statements and answers herein contained by affixing his/her signature below. The undersigned agrees that failure to comply with the requirements of chapter 71-575, Laws of Florida, shall be considered a material breach of the terms of certification and may result in decertification/ denial of certification.

A copy of a legal opinion with respect to Chapter 71-575, Laws of Florida, is available upon request.

The undersigned submitting this application for certification, acknowledges and indicates compliance with all statements contained by affixing his/her signature below.

\_\_\_\_\_ X \_\_\_\_\_  
Type/Print Name of Applicant Signature of Applicant

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_ X \_\_\_\_\_  
Type/Print or Stamp Notary's Name Notary's Signature as to Applicant's Signature

Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

*Editor's Note: Affidavit was authorized by BORA vote on May 8, 2014, and was issued by the Board Chair on May 9, 2014.*

**Broward County Board of Rules and Appeals  
Voluntary Open Permit Affidavit**

**Certification  
Application Date**

*\* Per Florida Statute 71-575 (4)b, commencing with the time of application submission, provide the 180-day period from the time that the application for certification was submitted to the Broward County Board of Rules and Appeals:*

**Please list all active and/or inactive permits under construction:**

If this is not applicable, please check this box.

EXISTING PERMIT NUMBER	MUNICIPALITY	ESTIMATED DATE OF COMPLETION

\* If this 180-day time frame is required to be extended, a written request shall be submitted to the Director of the Broward County Board of Rules and Appeals no later than 30 days prior to the expiration of the 180-day period.

***This affidavit must be notarized regardless of open permit status.***

X \_\_\_\_\_  
Type/Print Applicant Name

X \_\_\_\_\_  
Signature of Applicant

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by

X \_\_\_\_\_  
Type/Print or Stamp Notary's Name

X \_\_\_\_\_  
Notary's Signature as to Applicant's Signature

Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_