



State of Connecticut  
DEPARTMENT OF CONSTRUCTION SERVICES  
Office of Education and Data Management

BUILDING CODE ENFORCEMENT  
LICENSURE TRAINING PROGRAM  
WITH EXAMINATION  
*Application*

FALL 2012 EDITION

***This program  
is made possible  
through the  
Code Training and Education Fund.  
Revenue for the fund  
comes from assessments  
on building permits.***



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## INTRODUCTION AND OVERVIEW

The Office of Education and Data Management, in cooperation with the Office of the State Building Inspector, is responsible for administering building code official licensure procedures. This includes the development and administration of training and building code enforcement licensure examinations.

The **Licensure Training Program with Examination** was developed to assist qualified candidates prepare for the state of Connecticut licensure examination. The requirements for Building Code Enforcement Licensure are established under Connecticut General Statutes 29-262 and the Department of Public Safety's Administrative Regulations. This program is made possible through the Code Training and Education Fund.

Satisfactory completion of all required training classes, maintenance of a passing cumulative grade-

point average for the licensure classification being sought, and a passing score on the final examination are required for issuance of a license.

The following licensure information and application form are provided to assist individuals interested in becoming licensed in the state of Connecticut under one of the following nine classifications:

- Building Official
- Assistant Building Official
- Residential Building Inspector
- Plan Review Technician
- Mechanical Inspector
- Electrical Inspector
- Plumbing Inspector
- Heating & Cooling Inspector
- Construction Inspector

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## APPLICATION PROCESS

The application form and supporting documentation must be submitted to the Office of Education and Data Management by the application deadline. Municipal employees meeting the requirements for building code enforcement licensure will be given preference for admittance into the licensure program.

The State Building Inspector and the Director of Education & Data Management review the applica-

tion and determine admittance into the program. Program information, application and schedules are included in this package.

Applicants accepted into the program will receive a written letter of acceptance from the Office of Education and Data Management. This letter will include the individual's identification number, registration information, class dates, times and directions.

## FALL 2012 INFORMATION

**DAY PROGRAM - APPLICATION DEADLINE: July 30, 2012**

**Training Program Dates: September 5, 2012 – February 27, 2012**

Classes are held Mondays, Wednesdays and Fridays from 8:30 a.m. through 3:30 p.m. Classes are not scheduled on holidays. There is no fee for the training.

Please type or print the application in its entirety; any missing information may result in delays or prevent admittance to the licensure training program.

Forward the completed Application Form and documentation to:

Fax:

**860.685.8611**

**Attention: Licensure Application**

Mail:

**Connecticut Department of Construction Services**

**Office of Education and Data Management, 3-C**

**1111 Country Club Road**

**Middletown, CT 06457-2389**

**Attention: Licensure Application**

Contact the Office of Education and Data Management at 860-685-8604 or 860-685-8194 with questions.

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## APPLICATION CHECK LIST

To ensure that you have completed all of the required forms please use this checklist. Keep packet and copies of submittals for your reference.

- Application Form - completed in entirety
- Application is signed
- Copies of current licenses and/or certificates are enclosed

## BUILDING CODE ENFORCEMENT LICENSURE TRAINING PROGRAM REQUIREMENTS

<b>2003 International Building Code Section</b>		Number of Training Days for License Category								
<b>Session</b>	<b>Course Title</b>	<b>BO</b>	<b>ABO</b>	<b>PRT</b>	<b>RBI</b>	<b>MI</b>	<b>EI</b>	<b>CI</b>	<b>PI</b>	<b>HCI</b>
1-112 b	Basics of Inspection & Administration	3	3	3	3	3	3	3	3	3
1-103 b	IBC Fundamentals	2	2	2				2		
1-104	Fire Protection Systems	2	2	2		2			2	
1-105	Means of Egress	1	1	1				1		
1-106	Accessibility	2	2	2						
1-107 b	Non-Structural Plan Review	3	3	3				3		
1-108 b	Structural Inspection	3	3	3				3		
1-109	Special Inspections	1	1					1		
1-110 b	IEBC and Chapter 34 of the IBC	2	2	2				2		
	<b>Total Building Section Training Days</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>15</b>	<b>5</b>	<b>3</b>

<b>2003 International Residential Code Section</b>		Number of Training Days for License Category								
<b>Session</b>	<b>Course Title</b>	<b>BO</b>	<b>ABO</b>	<b>PRT</b>	<b>RBI</b>	<b>MI</b>	<b>EI</b>	<b>CI</b>	<b>PI</b>	<b>HCI</b>
1-201	State Building Code, IRC Administration	1	1	1	1	1	1	1	1	1
1-202 b	IRC Fundamentals	2	2	2	2			2		
1-203	IRC Mechanical Inspection	3	3		3	3				3
1-204	IRC Plumbing Inspection	3	3		3	3			3	
1-205 b	Introduction to IRC Electrical Inspection	2	2	2	2		2			
1-206	IRC Electrical Inspection	4	4	4	4		4			
1-207 b	IRC Plan Review	2	2	2	2			2		
1-208	IRC Inspection Techniques	3	3		3			3		
	<b>Total Residential Section Training Days</b>	<b>20</b>	<b>20</b>	<b>11</b>	<b>20</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>4</b>	<b>4</b>

<b>2003 International Mechanical Code Section</b>		Number of Training Days for License Category								
<b>Session</b>	<b>Course Title</b>	<b>BO</b>	<b>ABO</b>	<b>PRT</b>	<b>RBI</b>	<b>MI</b>	<b>EI</b>	<b>CI</b>	<b>PI</b>	<b>HCI</b>
1-301 b	International Mechanical Code	2	2	2		2				2
1-302	Mechanical Inspection II	1	1	1		1				1
	<b>Total Mechanical Training Days</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>				<b>3</b>

<b>2003 International Plumbing Code Section</b>		Number of Training Days for License Category								
<b>Session</b>	<b>Course Title</b>	<b>BO</b>	<b>ABO</b>	<b>PRT</b>	<b>RBI</b>	<b>MI</b>	<b>EI</b>	<b>CI</b>	<b>PI</b>	<b>HCI</b>
1-401 b	International Plumbing Code	2	2	2		2			2	
1-402	Plumbing Code Inspection Techniques	1	1	1		1			1	
	<b>Total Plumbing Section Training Days</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>

<b>2005 National Electric Code Section</b>		Number of Training Days for License Category								
Session	Course Title	BO	ABO	PRT	RBI	MI	EI	CI	PI	HCI
1-501 b	National Electric Code, Part 1	4	4	4	4		4			
1-502 b	National Electric Code, Part 2	2	2	2			2			
1-503	Electrical Plan Review	2	2	2			2			
	Total Electrical Section Training Days	8	8	8	4	0	8	0	0	0

<b>2009 International Energy Conservation Code Section</b>		Number of Training Days for License Category								
Session	Course Title	BO	ABO	PRT	RBI	MI	EI	CI	PI	HCI
1-601	International Energy Conservation Code	2	2	2	2	2	2	2	2	2
	Total IECC Section Training Days	2	2	2	2	2	2	2	2	2

<b>Licensure Training Program with Examination</b>		Number of Training Days for License Category								
		BO	ABO	PRT	RBI	MI	EI	CI	PI	HCI
	Total Training Days for Program	55	55	44	29	20	20	25	14	12

## COURSE DESCRIPTIONS

Building Module is based on the 2003 International Building Code portion of the State Building Code

Session	Days	Module Course Description
1-112	3	<b>Basics of Inspection &amp; Administration</b> ICC (Basic Code Enforcement) This session is an introduction to the technical aspects of code enforcement and chapter 1 administration with the CT Supplement.
1-103	2	<b>Fundamentals of the (IBC)</b> This session is an overview and introduction to provide a firm base for correct use and application of the IBC, Chapters 2 - 8.
1-104	2	<b>Fire Protection Systems</b> Helps participants understand the requirements contained in Chapter 9 and other applicable sections of the 2003 International Building Code relating to fire protection systems. (Sprinkler & Alarms)
1-105	1	<b>Means of Egress Problems in Commercial Structures</b> (ICC) Provides participants an opportunity to apply their knowledge about egress and develop their problem solving skills using construction documents and problem scenarios. IBC application Chapter 10.
1-106	2	<b>Accessibility</b> Explains the IBC Chapter 11 and ANSI standards which enable people with disabilities to use buildings of all types.
1-107	3	<b>Nonstructural Plan Review</b> Provides step by step procedures for reviewing construction documents for code compliance.
1-108	3	<b>Structural Inspection</b> Presents the ICC method for reviewing construction documents for compliance with code. IBC Chapters 16.
1-109	1	<b>Special Inspections</b> Presents the ICC procedures for the special inspection program in a step by step process. IBC Chapter 17.
1-110	2	<b>IEBC &amp; Chapter 34 of the IBC</b> Provides a step by step application for the building official for application and enforcement.

## Residential Module is based on the 2003 International Residential Code portion of the State Building Code

Session	Days	Module Course Description
1-201	1	<b>State Building Code and the ICC 2003 International Residential Code (IRC)</b> This session is an introduction to the State Building Code focusing on the ICC 2003 International Residential Code.
1-202	2	<b>Fundamentals of the IRC</b> This session is an overview and introduction to provide a firm base for correct use and application of the IRC.
1-203	3	<b>IRC Mechanical Inspection</b> Explains the tasks performed by a residential mechanical inspector to verify that a one and two family dwelling complies with code.
1-204	3	<b>IRC Plumbing Inspection</b> Explains the tasks performed by a residential plumbing inspector to verify that a one and two family dwelling complies with code.
1-205	2	<b>Introduction to Residential Electrical Inspection</b> Explains and identifies basic electrical terminology based upon the 2005 National Electrical Code (NEC) and the 2003 IRC necessary to initiate basic electrical inspection of one and two family dwellings.
1-206	4	<b>Residential Electrical Inspection</b> Based on Part VIII of the 2003 International Residential Code that explains the installation and inspection of electrical systems in new one and two family dwellings.
1-207	2	<b>Residential Plan Review</b> Provides a procedure for reviewing residential building plans and specifications.
1-208	3	<b>Performing IRC Building Inspection</b> Provides step by step procedures to follow when conducting residential building inspection.

## Mechanical Module is based on the 2003 International Mechanical Code portion of the State Building Code

Session	Days	Module Course Descriptions
1-301	2	<b>Overview - International Mechanical Code 2003</b> Assists code officials in locating, describing and applying code requirements of the IMC to determine compliance or noncompliance.
1-302	1	<b>Mechanical Inspection II (advanced applications of the IMC)</b> Describes code requirements for mechanical inspection tasks according to the 2003 International Mechanical Code. Applying checklists to drawing installations practices inspection tasks and steps.

## Plumbing Module is based on the 2003 International Plumbing Code portion of the State Building Code

Session	Days	Module Course Descriptions
1-401	2	<b>Overview - International Plumbing Code 2003</b> Assists code officials in locating describing and applying code requirements of the 2003 International Plumbing Code to determine compliance or noncompliance.
1-402	1	<b>Plumbing Installations Based on the 2003 IPC</b> Provides step by step procedures performed when conducting plumbing inspection to determine compliance with the 2003 International Plumbing Code.

## 2005 National Electric Code Module is based on 2005 NFPA 70

Session	Days	Module Course Description
1-501	4	<b>National Electrical Code 2005 Part I</b> Based upon the 2005 NEC . Explains the installation requirements for electrical wiring protection, methods and materials in new and existing structures.
1-502	2	<b>National Electrical Code 2005 Part II</b> Based upon the 2005 NEC. Explains the installation requirements for electrical equipment for special occupancies, special equipment, special conditions and communication systems in new and existing structures.
1-503	2	<b>Electrical Plan Review</b> Teaches basic methods for reviewing construction documents for compliance with the electrical requirements of the 2005 NEC.

## 2009 International Energy Conservation Code

Session	Days	Module Course Description
1-601	2	<b>International Energy Conservation Code 2006</b> Provides a chapter by chapter explanation of application of the (IECC) from Residential and Commercial applications. Includes a look at the use of REScheck and COMcheck software.

## STATUTORY AND REGULATORY REQUIREMENTS

### Building Officials and Assistant Building Officials

Sec. 29-261. (Formerly Sec. 19-397). Qualifications of building official and assistant building officials. Powers and duties. Return of building plans and specifications.

(a) The building official, to be eligible for appointment, shall have had at least five years' experience in construction, design or supervision and assistant building officials shall have had at least three years' experience in construction, design or supervision, or equivalent experience as determined by the Commissioner of Public Safety. They shall be generally

informed on the quality and strength of building materials, on the accepted requirements of building construction, on the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically disabled, on good practice in fire prevention, on the accepted requirements regarding light and ventilation, on the accepted requirements for safe exit facilities and on other items of equipment essential for the safety, comfort and convenience of occupants and shall be certified under the provisions of section 29-262.

CGS Revised to January 1, 2005

## DEPARTMENT OF CONSTRUCTION SERVICES — REGULATIONS REGARDING BUILDING OFFICIAL LICENSURE

### Sec. 29-262-1b. Classes of licensure

The classes of licensure are as follows:

1. Building official
2. Assistant building official
3. Residential building inspector
4. Plan review technician
5. Mechanical inspector
6. Electrical inspector
7. Plumbing inspector
8. Heating and cooling inspector
9. Construction inspector

Adopted effective March 27, 2003.

### Sec. 29-262-2b. Building Official

(a) The duties and minimum qualifications of a building official are as set forth in section 29-261 of the Connecticut General Statutes.

(b) [Continuing education requirements applicable to a building official are as set forth in subsection (b) of section 29-262 of the Connecticut General Statutes.] EACH BUILDING OFFICIAL SHALL ATTEND A MINIMUM OF NINETY (90) HOURS OF APPROVED CONTINUING EDUCATION PROGRAMS OVER CONSECUTIVE THREE-YEAR PERIODS.

Adopted effective March 27, 2003; amended on July 1, 2005.

### Sec. 29-262-3b. Provisional Building Official

(a) The duties of a provisional building official are as set forth in subsection (a) of section 29-262 of the Connecticut General Statutes.

(b) The minimum qualifications that shall be demonstrated prior to appointment as a provisional building official are as follows:

- (1) The appointee shall have had at least five years of experience in construction, design or supervision;
- (2) The appointee shall be generally informed regarding the quality and strength of building materials;

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- (3) The appointee shall be generally informed regarding the accepted requirements of building construction;
  - (4) The appointee shall be generally informed regarding the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically handicapped;
  - (5) The appointee shall be generally informed regarding good practice in fire prevention;
  - (6) The appointee shall be generally informed regarding the accepted requirements for light and ventilation;
  - (7) The appointee shall be generally informed regarding the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants; and
  - (8) Prior to appointment, a candidate shall have filed an application for licensure as a building official with the state building inspector.

(c) Not later than ninety (90) days after appointment as a provisional building official, such provisional building official shall have passed the state test for licensure as a building official. In the event that a provisional building official does not become licensed as a building official within the ninety (90) days after appointment as a provisional building official, the provisional appointment shall lapse and the appointee shall be ineligible for reappointment as a provisional building official by the original appointing authority.

Adopted effective March 27, 2003.

#### **Sec. 29-262-4b. Assistant Building Official**

(a) The duties and minimum qualifications of an assistant building official are as set forth in subsection (a) of section 29-261 of the Connecticut General Statutes.

(b) Each Building Official shall attend a minimum of ninety (90) hours of approved continuing education programs over consecutive three-year periods.

Adopted effective March 27, 2003; amended on July 1, 2005.

#### **Sec. 29-262-5b. Residential Building Inspector**

(a) The residential building inspector performs the following duties under the direction of the building official or the assistant building official:

- (1) Reviews, analyzes and evaluates preliminary and final construction plans of one- and two-family detached dwellings and one-family townhouses and their accessory structures for compliance with applicable codes adopted as a portion of the State Building Code, referenced standards and other related regulations prior to the issuance of building permits;
- (2) Passes upon any question relative to the mode, manner of construction or materials to be used in the erection, repair, addition or alteration of one- and two-family detached dwellings and one-family townhouses and their accessory structures pursuant to the provisions of applicable codes adopted as a portion of the State Building Code and in accordance with regulations adopted by the Department of Public Safety;
- (3) Requires compliance with applicable codes adopted as a portion of the State Building Code; with all regulations lawfully adopted thereunder; and with laws relating to the construction, repair, addition, alteration, removal, demolition, integral equipment, location, use, occupancy and maintenance of one- and two-family detached dwellings and one-family townhouses and their accessory structures, except as may otherwise be provided;
- (4) Explains applicable codes and standards to contractors, architects, developers, engineers, property owners and other interested parties; and
- (5) Enforces the correction of violations of applicable codes and standards at the scene of the installation by dealing directly with building owners, agents and contractors to achieve compliance with such codes, referenced standards and other related regulations.

(b) The minimum qualifications of a residential building inspector are as follows:

- (1) Completion of high school, vocational school or the equivalent;

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- (2) Possession of least five (5) years of experience in the construction, design or supervision of the construction of one- and two-family detached dwellings and one-family townhouses;
  - (3) Be generally informed regarding the quality and strength of building materials, the accepted requirements of building construction, the accepted requirements for light and ventilation, the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants of one- and two-family detached dwellings and one-family townhouses and their accessory structures; and
  - (4) Demonstration of the following:
    - (A) Ability to read and interpret plans and specifications of one- and two-family detached dwellings and one-family townhouses and their accessory structures;
    - (B) Ability to recognize faulty construction and unsafe conditions in new and existing one- and two-family detached dwellings and one-family townhouses and their accessory structures; and
    - (C) Ability to express oneself clearly and concisely both orally and in writing.

(c) Each Residential Building Inspector shall attend a minimum of sixty (60) hours of approved continuing education programs over consecutive three-year periods.

Adopted effective March 27, 2003; amended on July 1, 2005.

#### **Sec. 29-262-6b. Plan Review Technician**

(a) The plan review technician performs the following duties under the direction of the building official or the assistant building official:

- (1) Reviews, analyzes and evaluates preliminary and final construction plans for compliance with all applicable codes, referenced standards and other related regulations prior to the issuance of building permits;
- (2) Explains codes and standards to contractors, architects, developers, engineers, property owners and other interested parties;
- (3) Provides assistance to inspectors for correct interpretation of plans and codes of a difficult and complex nature; and
- (4) Prepares and maintains reports, records and correspondence relating to the review of plans.

(b) The minimum qualifications of a plan review technician are as follows:

- (1) Completion of high school, vocational school or the equivalent;
- (2) Possession of three (3) years of experience in the fields of building construction or code interpretation or enforcement; and
- (3) Demonstration of the following:
  - (A) Thorough knowledge of applicable codes, referenced standards and other regulations;
  - (B) Ability to read and interpret plans and specifications;
  - (C) Knowledge of building construction materials and the principles, practices and methods of building design;
  - (D) Ability to examine and make recommendations on plans submitted for approval; and
  - (E) Ability to express oneself clearly and concisely, both orally and in writing.

(c) Each Plan Review Technician shall attend a minimum of ninety (90) hours of approved continuing education programs over consecutive three-year periods.

Adopted effective March 27, 2003; amended on July 1, 2005.

#### **Sec. 29-262-7b. Mechanical Inspector**

(a) The mechanical inspector performs the following duties under the direction of the building official or the assistant building official:

- (1) Examines plumbing, heating, refrigeration, ventilation and air conditioning construction documents;
- (2) Inspects installations; and

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(3) Enforces correction of violations of plumbing and heating codes at the scene of the installation by dealing directly with building owners, agents and contractors to assure compliance with applicable codes, referenced standards and other related regulations.

(b) The minimum qualifications of a mechanical inspector are as follows:

- (1) Completion of high school, vocational school or the equivalent;
- (2) Possession of either a valid P-1 “Unlimited Contractor” or P-2 “Unlimited Journeyman” license and either a valid S-1 “Unlimited Contractor” or S-2 “Unlimited Journeyman” license;
- (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
- (4) Demonstration of the following:
  - (A) Thorough knowledge of materials and methods used in the installation of plumbing, heating, air conditioning and refrigeration installations;
  - (B) Thorough knowledge of the applicable plumbing and mechanical codes, referenced standards and other regulations;
  - (C) Ability to read and interpret plans and specifications;
  - (D) Ability to diagnose violations, hazards, and unsafe or unsanitary conditions caused by faulty materials or poor workmanship in new or existing mechanical installations;
  - (E) Ability to express oneself clearly and concisely, both orally and in writing.

(c) Each Mechanical Inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

Adopted effective March 27, 2003; amended on July 1, 2005.

### **Sec. 29-262-8b. Electrical Inspector**

(a) The electrical inspector performs the following duties under the direction of the building official or assistant building official:

- (1) Examines electrical and telecommunications construction documents;
- (2) Inspects installations; and
- (3) Enforces the correction of violations of the electrical codes at the scene of the installation by dealing directly with building owners, agents, and contractors, to assure compliance with applicable codes, referenced standards and other related regulations.

(b) The minimum qualifications of the electrical inspector are as follows:

- (1) Completion of high school, vocational school or the equivalent;
- (2) Possession of a valid E-1 “Unlimited Contractor” license or an E-2 “Unlimited Journeyman” license for not less than two (2) years;
- (3) Maintenance or improvement of the trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
- (4) Demonstration of the following:
  - (A) Thorough knowledge of the methods, materials and techniques of the electrical trade;
  - (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
  - (C) Ability to diagnose violations, unsafe conditions and hazards in new and existing electrical installations;
  - (D) Ability to read and interpret plans and specifications; and
  - (E) Ability to express oneself clearly and concisely, both orally and in writing.

(c) Each Electrical Inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

Adopted effective March 27, 2003; amended on July 1, 2005.

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### Sec. 29-262-9b. Plumbing Inspector

(a) The plumbing inspector performs the following duties under the direction of the building official or assistant building official:

- (1) Examines plumbing, piping and fire suppression system construction documents;
- (2) Inspects installations; and
- (3) Enforces the correction of violations at the scene of the installation, by dealing directly with building owners, agents and contractors to assure compliance with applicable codes, referenced standards and other related regulations.

(b) The minimum qualifications of a plumbing inspector are as follows:

- (1) Completion of high school, vocational school or the equivalent;
- (2) Possession of a valid P-1 “Unlimited Contractor” license or a P-2 “Unlimited Journeyman” license for a minimum of two (2) years;
- (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
- (4) Demonstration of the following:
  - (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
  - (B) Thorough knowledge of methods, materials and techniques of plumbing installations;
  - (C) Ability to diagnose plumbing code violations, hazards, unsafe conditions and unsanitary conditions in new and existing plumbing installations;
  - (D) Ability to read and interpret plans and specifications; and
  - (E) Ability to express oneself clearly and concisely, both orally and in writing.

(c) Each Plumbing Inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

Adopted effective March 27, 2003; amended on July 1, 2005.

### Sec. 29-262-10b. Heating and Cooling Inspector

(a) The heating and cooling inspector performs the following duties under the direction of the building official or the assistant building official:

- (1) Examines heating, refrigeration, ventilation and air conditioning construction documents;
- (2) Inspects installations;
- (3) Enforces the correction of violations of the heating codes at the scene of the installation by dealing directly with building owners, agents and contractors to assure compliance with applicable codes, referenced standards and other related regulations.

(b) The minimum qualifications of a heating and cooling inspector are as follows:

- (1) Completion of high school, vocational school or the equivalent;
- (2) Possession of a valid S-1 “Unlimited Contractor” license or an S-2 “Unlimited Journeyman” license for a minimum of two (2) years;
- (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position;
- (4) Demonstration of the following:
  - (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
  - (B) Thorough knowledge of the methods and materials used in the installation of heating, refrigeration, ventilation and air conditioning systems;
  - (C) Knowledge of steam fitting;
  - (D) Ability to read and interpret plans and specifications;
  - (E) Ability to diagnose violations, unsafe conditions, and hazards in new and existing heating and cooling installations;
  - (F) Ability to express oneself clearly and concisely, both orally and in writing.

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(c) Each Heating and Cooling Inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

Adopted effective March 27, 2003; amended on July 1, 2005.

### **Sec. 29-262-11b. Construction Inspector**

(a) The construction inspector performs the following duties under the direction of the building official or the assistant building official:

- (1) Examines documents of building construction, alteration or repair;
- (2) Inspects installations for compliance with applicable code requirements to ensure the safety of the occupants;
- (3) Investigates for compliance with structural safety requirements; and
- (4) Recommends to the building official corrective actions associated with the enforcement of unsafe conditions in new and existing installations, where warranted.

(b) The minimum qualifications of a construction inspector are as follows:

- (1) Completion of high school, vocational school or the equivalent;
- (2) Possession of three (3) years of experience in building construction; and
- (3) Demonstration of the following:
  - (A) Thorough knowledge of the materials, methods and techniques used in building construction;
  - (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
  - (C) Ability to read and interpret plans and specifications;
  - (D) Ability to recognize faulty construction or hazardous and unsafe conditions in new and existing installations; and
  - (E) Ability to express oneself clearly and concisely, both orally and in writing.

(c) Each Construction Inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

Adopted effective March 27, 2003; amended on July 1, 2005.

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### **Sec. 29-262-12b. System of Control and Reporting Continuing Educational Programs**

(a) Members of each class of licensure subject to the continuing educational requirements specified in sections 29-262-2b and 29-262-4b to 29-262-11b, inclusive, of the Regulations of Connecticut State Agencies shall submit proof of successful completion of each such continuing educational program attended to the Office of Education & Data Management (OEDM) within the Department of Public Safety, or successor office.

(b) Individuals subject to the provisions of subsection (a) of this section shall submit proof of successful completion of each such continuing educational program attended to OEDM or its successor not later than ninety (90) days after successful completion of the continuing educational program, unless the individual's three-year training cycle expires during the 90-day period. In such case, proof of successful completion shall be submitted before such training cycle expires.

(c) Such proof of successful completion of a continuing educational program shall be submitted on an application form prescribed by OEDM or its successor. Applicants shall submit such documentation as OEDM or its successor may require including, but not limited to, a certificate of completion or transcript.

Adopted effective July 1, 2005.

## WHERE TO OBTAIN CODE BOOKS

All modules in the licensure training program reference various codes. Depending on the class of licensure, there are corresponding codebooks that will be used. You are required to purchase your own code books and to print **Connecticut General Statutes** and **Supplement and Amendments to the State Building Code**. These are the model codes required for the licensure courses:

2003	ICC International Building Code	2005	National Electric Code (NFPA 70)
2003	ICC International Mechanical	2003	ICC International Residential Code
2003	ICC International Plumbing Code	2003	ICC International Existing Building Code
2003	ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities	2009	ICC International Energy Conservation Code

### ICC and NFPA Code Books

International Code Council  
4051 West Flossmoor Road  
Country Club Hills, IL 60478-5795  
Phone: 1-888-422-7733  
Fax: 1-205-591-0775  
[www.iccsafe.org](http://www.iccsafe.org)

AIA Connecticut  
370 James Street, Suite 402  
New Haven, CT 06513  
Phone: 1-203-856-2195  
Fax: 203-562-5378

Contractor Books  
12 Old Dock Road  
Yaphank, NY 11980  
Phone: 1-631-924-4800  
Fax: 1-631-924-6580  
[www.contractor-books.com](http://www.contractor-books.com)

National Fire Protection Association  
Batterymarch Park  
Quincy, MA 02269  
Phone: 1-800-344-3555  
Fax: 1-617-770-0700  
[www.nfpa.org](http://www.nfpa.org)

CT Building Officials Assoc.  
[www.ctbuildingofficial.org](http://www.ctbuildingofficial.org)  
Bookmark, Inc.  
13976 Santa Fe Trail Drive  
Lenexa, KS 66215  
Phone: 1-800-642-1288  
Fax: 1-913-894-1842  
[www.bookmarki.com](http://www.bookmarki.com)

Construction Book Express  
30 Oser Avenue, Suite 500  
Hauppauge, NY 11788  
Phone: 1-800-253-0541  
Fax: 1-800-647-7233  
[www.constructionbook.com](http://www.constructionbook.com)

Amazon  
[www.amazon.com](http://www.amazon.com)

Inspector Tools  
4848 Colt Street  
Suite 11  
Ventura, CA 93003  
Phone: 1-800-895-4916  
Fax: 1-800-895-4917  
[www.inspectortools.com/  
booksother.html](http://www.inspectortools.com/booksother.html)

### Connecticut General Statutes

Click [Connecticut General Statutes \(CGS\)](#) to access CGS Chapter 390 “Architects”, Chapter 391 “Professional Engineers and Land Surveyors”, Chapter 396a “Interior Designer” and Chapter 541 Part 1 “Office of Fire & Building Safety” and Part 1a “State Building Code”.

They may also be obtained from OEDM at 860.685.8604, from the Office of the Secretary of the State, 30 Trinity Street, Hartford, CT 06106 (860.509.6200) or from the local library.

### Connecticut State Building Code

The **2005 State Building Code Connecticut Supplement** and **2011 Amendments to the State Building Code** are available by clicking on the appropriate code document. The codes can also be found on our web page. Go to [www.ct.gov/dps](http://www.ct.gov/dps) and click on **State Building Inspector** in the blue navigation buttons to the left. Scroll down the page to find links to the code documents listed above.



## APPLICATION FOR LICENSURE TRAINING PROGRAM

Please type or print clearly. Complete application in its entirety. Incomplete applications may result in delay or denial of admittance to the program or examination.

Section 1-217 of the Connecticut General Statutes exempts the residential addresses of a number of occu-

pational categories from release to the public under the Freedom of Information Act. Such categories include, but are not limited to, police officers, firefighters and employees of the Department of Correction. If you believe that your residential address is exempt under this law, please make a check mark in the box.

### Check only one per Application

License Applying For:

BUILDING OFFICIAL

PROVISIONAL BUILDING OFFICIAL

CHECK HERE ONLY IF YOU ARE TO BE APPOINTED AS A PROVISIONAL BUILDING OFFICIAL. ATTACH A LETTER FROM THE APPOINTING AUTHORITY STATING THE DATE TO BE APPOINTED AS **PROVISIONAL BUILDING OFFICIAL**.

ASSISTANT BUILDING OFFICIAL

MECHANICAL INSPECTOR INCLUDES PLUMBING, HEATING & COOLING

RESIDENTIAL BUILDING INSPECTOR

PLUMBING INSPECTOR

PLAN REVIEW TECHNICIAN

HEATING AND COOLING INSPECTOR

ELECTRICAL INSPECTOR

CONSTRUCTION INSPECTOR

LAST NAME

FIRST NAME

MI

HOME ADDRESS

TOWN/CITY, STATE, ZIP

DATE OF BIRTH

DAY PHONE

( ) -

BUSINESS PHONE

( ) -

HOME PHONE

( ) -

CELL PHONE

( ) -

FAX NUMBER

( ) -

ID #

- ID# is the first 3 letters of your last name and the last 4 digits of your Social Security Number. Example: ABC-1234

EMAIL

Send Application Form and documentation to:

Mail:

**Connecticut Department of Construction Services  
 Office of Education and Data Management, 3-C  
 111 Country Club Road  
 Middletown, CT 06457-2389  
 Attention: Licensure Exam Application**

Fax:

**860.685.8611  
 Attention: Licensure Exam Application**

## EDUCATIONAL BACKGROUND

High School	NAME OF SCHOOL		
	ADDRESS		
	TOWN/CITY, STATE, ZIP		
	DATES ATTENDED	FROM:	TO:
	DEGREE EARNED		
	CERTIFICATE EARNED IF VOCATIONAL/TECHNICAL SCHOOL		DISCIPLINE (Plumbing, Electrical, etc.)

College	NAME OF SCHOOL		
	ADDRESS		
	TOWN/CITY, STATE, ZIP		
	DATES ATTENDED	FROM:	TO:
	DEGREE EARNED	MAJOR	
	DATE OF SUCCESSFUL COMPLETION		

Graduate School	NAME OF SCHOOL		
	ADDRESS		
	TOWN/CITY, STATE, ZIP		
	DATES ATTENDED	FROM:	TO:
	DEGREE EARNED	MAJOR	
	DATE OF SUCCESSFUL COMPLETION		

Code Related Course Completed	NAME OF SCHOOL		
	ADDRESS		
	TOWN/CITY, STATE, ZIP		
	DATES ATTENDED	FROM:	TO:
	DEGREE/CERTIFICATE EARNED	DATE OF SUCCESSFUL COMPLETION	

## CURRENT CERTIFICATE/LICENSE INFORMATION

Complete the following if you are currently licensed by this office or registered, licensed or certified as an Architect, Engineer, Contractor, Electrical, HVAC, Plumbing, etc. A copy of your license(s) must be attached to the Application.

**1** TYPE OF CERTIFICATE/LICENSE NUMBER

---

STATE DATE WHEN FIRST ISSUED

---

HAS LICENSE/CERTIFICATE EVER BEEN SUSPENDED OR REVOKED? DATE OF SUSPENSION/REVOCATION  
 YES  NO

---

REASON

**2** TYPE OF CERTIFICATE/LICENSE NUMBER

---

STATE DATE WHEN FIRST ISSUED

---

HAS LICENSE/CERTIFICATE EVER BEEN SUSPENDED OR REVOKED? DATE OF SUSPENSION/REVOCATION  
 YES  NO

---

REASON

## BUILDING CONSTRUCTION-RELATED AFFILIATIONS

List organizations, committees, associations, etc., in which you have participated.

**1** NAME OF ORGANIZATION/COMMITTEE/ASSOCIATION DATES: FROM (MO/YR) TO (MO/YR)

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PRINCIPAL ACTIVITIES OFFICE HELD

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**2** NAME OF ORGANIZATION/COMMITTEE/ASSOCIATION DATES: FROM (MO/YR) TO (MO/YR)

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PRINCIPAL ACTIVITIES OFFICE HELD

---

**3** NAME OF ORGANIZATION/COMMITTEE/ASSOCIATION DATES: FROM (MO/YR) TO (MO/YR)

---

PRINCIPAL ACTIVITIES OFFICE HELD

---

## TECHNICAL EXPERIENCE

JOB TITLE:	DATES OF EMPLOYMENT:	FROM: (MO/YR)	TO: (MO/YR)
DUTIES PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):		HOURS WORKED PER WEEK: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	
1 EMPLOYER NAME		TYPE OF BUSINESS	
ADDRESS		BUSINESS PHONE (   )   -	
TOWN/CITY, STATE, ZIP			
NAME OF IMMEDIATE SUPERVISOR		CONTACT NUMBER (   )   -	
SUPERVISOR'S ADDRESS (STREET, TOWN/CITY, STATE, ZIP)			
DESCRIBE JOB DUTIES IN DETAIL			

JOB TITLE:	DATES OF EMPLOYMENT:	FROM: (MO/YR)	TO: (MO/YR)
DUTIES PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):		HOURS WORKED PER WEEK: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	
2 EMPLOYER NAME		TYPE OF BUSINESS	
ADDRESS		BUSINESS PHONE (   )   -	
TOWN/CITY, STATE, ZIP			
NAME OF IMMEDIATE SUPERVISOR		CONTACT NUMBER (   )   -	
SUPERVISOR'S ADDRESS (STREET, TOWN/CITY, STATE, ZIP)			
DESCRIBE JOB DUTIES IN DETAIL			

## TECHNICAL EXPERIENCE

JOB TITLE:	DATES OF EMPLOYMENT:	FROM: (MO/YR)	TO: (MO/YR)
DUTIES PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):		HOURS WORKED PER WEEK: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	
3 EMPLOYER NAME		TYPE OF BUSINESS	
ADDRESS		BUSINESS PHONE (   )   -	
TOWN/CITY, STATE, ZIP			
NAME OF IMMEDIATE SUPERVISOR		CONTACT NUMBER (   )   -	
SUPERVISOR'S ADDRESS (STREET, TOWN/CITY, STATE, ZIP)			
DESCRIBE JOB DUTIES IN DETAIL			

JOB TITLE:	DATES OF EMPLOYMENT:	FROM: (MO/YR)	TO: (MO/YR)
DUTIES PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):		HOURS WORKED PER WEEK: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	
4 EMPLOYER NAME		TYPE OF BUSINESS	
ADDRESS		BUSINESS PHONE (   )   -	
TOWN/CITY, STATE, ZIP			
NAME OF IMMEDIATE SUPERVISOR		CONTACT NUMBER (   )   -	
SUPERVISOR'S ADDRESS (STREET, TOWN/CITY, STATE, ZIP)			
DESCRIBE JOB DUTIES IN DETAIL			

## REFERENCES

List three (3) individuals associated with the construction industry who are familiar with your educational background and/or experience. These individuals cannot be related to you. Do not name a member of the Codes and Standards Committee or the State Building Inspector.

1 NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 ( ) -  
 ADDRESS \_\_\_\_\_  
 TOWN/CITY, STATE, ZIP \_\_\_\_\_  
 RELATION TO APPLICANT:  
 EDUCATION     BUSINESS     OTHER (SPECIFY): \_\_\_\_\_

1 NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 ( ) -  
 ADDRESS \_\_\_\_\_  
 TOWN/CITY, STATE, ZIP \_\_\_\_\_  
 RELATION TO APPLICANT:  
 EDUCATION     BUSINESS     OTHER (SPECIFY): \_\_\_\_\_

1 NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 ( ) -  
 ADDRESS \_\_\_\_\_  
 TOWN/CITY, STATE, ZIP \_\_\_\_\_  
 RELATION TO APPLICANT:  
 EDUCATION     BUSINESS     OTHER (SPECIFY): \_\_\_\_\_

## AFFIDAVIT

I certify that, to the best of my knowledge and belief, the foregoing statements are true and made in good faith.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date