

CHAPTER 1301
DEPARTMENT OF ADMINISTRATION
MINNESOTA STATE BUILDING CODE
BUILDING OFFICIAL CERTIFICATION

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1301.0200 FORMS OF CERTIFICATION.

Subpart 1 Certified building official. A “certified building official” is a person currently identified on the certification card as a “certified building official,” “building official class II,” or “building official Class S” Effective July 1, 1993, all newly certified or recertified officials of these certifications must be identified as “certified building official” on the certification card. This classification is granted to a person who has met the “certified building official” prerequisites of part 1301 0300 and successfully passed the written examination prepared by the state A person with this certification may serve as the building official for any municipality

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

Subp. 2 [Repealed, 19 SR 75]

Subp 3 Class I certification. A Class I certification is identified as “Class I” on the certification card This classification was granted to a person who met a prerequisite and passed a written examination. This classification restricts the holder to administering the code only for one- and two-family dwellings and their accessory structures. As of July 1, 1990, this class is no longer issued. Persons with this classification may continue to hold this classification by submitting evidence of fulfilling the appropriate continuing education program established by part 1301 0900, item A

Subp. 4 [Repealed, 19 SR 75]

Subp. 5 Certified building official-limited. This certification is identified as “certified building official-limited” on the certification card This classification is granted to a person who has met the “certified building official-limited” prerequisites of part 1301 0300 and successfully passed the written examination prepared by the state A person with this classification may perform code administration for one- and two-family dwellings, their accessory structures, and “exempt classes of buildings” as provided in part 1800 5000 of the Board of Architecture, Engineering, Land Surveying, and Landscape Architecture rules, as well as “facilities for the handicapped” provisions in chapter 1340 of the Minnesota State Building Code Code administration for all other buildings must be performed by a certified building official as defined in subpart 1. However, the certified building official-limited may conduct inspections at the direction of a certified building official or the state building inspector

Subp. 6. Accessibility specialist. This certification is identified as “accessibility specialist” on the certification card. This certification is granted to a person who has met the “accessibility specialist” prerequisites of part 1301 0300 and successfully passed the written examination prepared by the state. A person with this classification is limited to the administration of those provisions of the Minnesota State Building Code which provide access for persons with disabilities

Use of this certification is restricted to municipalities that according to Minnesota Statutes, sections 16B 72 and 16B 73, do not administer the code If a municipality adopts the Minnesota State Building Code, the responsibilities for code administration and enforce-

ment are under the authority of the certified building official or the certified building official-limited.

Statutory Authority: *MS s 16B 61, 16B 65*

History: *19 SR 75*

1301.0300 CERTIFICATION PREREQUISITES.

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

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

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

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

- (1) BI/BIT AAS degree, 100 points,
- (2) BI/BIT certificate, 60 points;
- (3) BI/BIT code-related courses:

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

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

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

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

(6) a bachelor's degree in building construction-oriented architecture or engineering, 60 points. If points are claimed in this category, additional points may not be claimed in subitem (4) or (5)

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

- (1) Council of American Building Officials building officials examination
 - (a) administration, 35 points;
 - (b) law, 30 points,
 - (c) technology, 35 points,
- (2) International Conference of Building Officials examination
 - (a) building inspector, 40 points,
 - (b) plans examiner, 60 points,
- (3) Minnesota Class I certification, 40 points,
- (4) Minnesota certified building official-limited certification, 50 points.

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

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

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

D. Other education, certifications, and experience relating to the field of the construction industry that is not enumerated in items A to C must be given credit as deter-

mined by the state building inspector based on comparison with the prerequisites in items A to C

Statutory Authority: *MS s 16B 61, 16B.65*

History: *19 SR 75*

1301.0400 APPLICATION FOR CERTIFICATION.

A person seeking certification shall submit a completed application to the state building inspector on an application form provided by the commissioner, along with a nonrefundable \$70 fee payable to the state treasurer. The state building inspector shall review applications for compliance with prerequisites in part 1301.0300. If the prerequisites are satisfied, the state building inspector shall forward the approved application to the Department of Employee Relations for scheduling the applicant to take the applicable examination.

Statutory Authority: *MS s 16B 61; 16B 65*

History: *19 SR 75*

1301.0700 AUTHORITY; PURPOSE.

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

Statutory Authority: *MS s 16B 61; 16B.65*

History: *19 SR 75*

1301.0900 UNITS OF INSTRUCTION REQUIRED.

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

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

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

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

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

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

Statutory Authority: *MS s 16B 61; 16B.65*

History: *19 SR 75*

1301.1000 CREDIT FOR INSTRUCTION.

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

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

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

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

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

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

Statutory Authority: *MS s 16B 61, 16B 65*

History: *19 SR 75*

1301.1100 REQUIREMENTS FOR RECERTIFICATION.

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

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

[For text of subps 2 to 4, see MR]

Statutory Authority: *MS s 16B.61; 16B.65*

History: *19 SR 75*

1301.1200 REMOVAL FROM OFFICE AND REVOCATION OF CERTIFICATION.

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

Statutory Authority: *MS s 16B 61, 16B 65*

History: *19 SR 75*