



This informative **2-hour online course** thoroughly explores the state of Florida's rules and regulations for building code administrators, building code inspectors and plans examiners. Requirements from Chapter 61G19 of the Florida Building Code Administrators and Inspectors Board are presented as well as a look at Chapter 468 from the Florida Statutes which discusses similar state regulations. The information provided will keep any interested building professional informed on the latest licensing, penalty, certification, and education specifications for the state of Florida.

After completing this course you will:

- Be aware of the administrative workings of the Building Code Administrators & Inspectors Board (BCAIB).
- Understand the responsibilities of building code administrators, plans examiners, and inspectors.
- Know the penalties imposed by the BCAIB for numerous violations.
- Understand the different requirements for continuing education.
- Understand how the BCAIB handles:
 - license and certification renewals
 - delinquent licenses and certification
 - changes to certifications
 - inactive license and certifications

This course includes a multiple-choice exam to gauge your understanding of the material.

Introduction

The Florida State Legislature finds that, where building code administration and inspection personnel fail to adequately, competently, and professionally administer state or local building codes, physical and economic injury to the citizens of the state may result and, therefore, deems it necessary in the interest of public health and safety to regulate the practice of building code administration and inspection in this state.

This informative course thoroughly explores the state's requirements for building code administrators, building code inspectors and plans examiners. Information is provided which will keep any interested building professional informed on the latest regulations for licensing, penalty, certification, and education specifications.

**BUILDING CODE ADMINISTRATORS AND INSPECTORS BOARD -
CHAPTER 61G19, F.A.C.**

Chapter 61G19-1: Purpose, Organization, Definitions

61G19-1.001	Purpose. (Repealed)
61G19-1.002	Agency Description: Florida Building Code Administrators and Inspectors Board. (Repealed)
61G19-1.003	General Agency Information. (Repealed)
61G19-1.004	Statutory Chapters and Rules. (Repealed)
61G19-1.005	Public Information and Inspection of Records. (Repealed)
61G19-1.006	Officers of the Board.
61G19-1.007	Public Access. (Repealed)
61G19-1.008	Authority of the Board. (Repealed)
61G19-1.009	Definitions.
61G19-1.010	List of Approved Forms. (Repealed)

61G19-1.006 Officers of the Board.

1. The Board shall designate one of its members to serve as Chair of the Board. The Chair of the Board shall preside over meetings, appoint any committees necessary for the orderly conduct of the Board's business, and shall direct all activities requiring authority and direction of the Board while the Board is in recess.
2. The Board shall designate one of its members to serve as the Vice Chair of the Board. The Vice Chair shall perform all duties of the Chair when the Chair is incapacitated or otherwise unavailable.
3. The term of officers shall be one year.

61G19-1.009 Definitions.

1. "Board" means the Florida Building Code Administrators and Inspectors Board.
2. "Department" means the Department of Business and Professional Regulation.
3. "Voluntary certification program" means those certification programs operated by the Southern Building Code Congress International, Building Officials Association of Florida, Council of American Building Officials, South Florida Building Code (Dade and Broward), and the voluntary certification program formerly operated by the Florida Department of Community Affairs.

4. "Certificate" means a certificate issued by the Department as provided in this part.
5. "Course" means an educational class, lesson, seminar, conference, program, or demonstration, whether taught by personal appearance, correspondence, electronic media, or other means.
6. "Certificate" or "Certificate holder" shall for the purposes of Chapter 61G19, F.A.C., be synonymous with the terms "License" and "Licensee" respectively.
7. "Employee" means a person who receives compensation from, and is under supervision and control of, an employer who regularly deducts the F.I.C.A. and withholding tax and provides workers' compensation, all as prescribed by law.
8. "Experience" means practical working experience as a trade person or construction, design or inspection industry professional, for compensation.
9. "Supervisory Experience" means that an applicant meets the supervisory experience requirement, an applicant for certification under this part shall have performed management or supervisory responsibilities that shall have included operational control and direction of persons in the production of construction design, actual construction, or construction inspection, or other category of work acceptable to the board.

Chapter 61G19-2: Board Meetings

61G19-2.001	Notice of Meetings and Workshops. (Repealed)
61G19-2.002	Agenda of Meetings and Workshops. (Repealed)
61G19-2.003	Board Meetings. (Repealed)
61G19-2.004	Conducting Meetings and Workshops by Communications Media Technology. (Repealed)
61G19-2.005	Emergency Meetings.(Repealed)
61G19-2.006	Attendance at Board Meetings, Unexcused Absences.
61G19-2.007	Board Member Compensation.

61G19-2.006 Attendance at Board Meetings, Unexcused Absences.

1. Board members shall attend all regularly scheduled Board meetings unless prevented from doing so by reason of court order, subpoena, business with a court which has the sole prerogative of setting the date of such business, conflict with other scheduled business of the Board, conflicting business previously authorized by the Board, death of family member, illness of the Board member, hospitalization of the member's immediate family, unavoidable travel delays or cancellations, or other extraordinary circumstances as approved by the Board.

2. No Board member may be absent from three consecutive regularly scheduled Board meetings unless the absence is excused for one of the reasons stated in subsection (1) of this rule. An absence for any reason other than the reasons stated in subsection (1) constitutes an unexcused absence for the purpose of declaring a vacancy of the Board. An otherwise excused absence is not excused if the Board member fails to notify the Board office of the impending absence prior to the regularly scheduled Board meeting at which the absence will occur or unless the failure to notify the Board office is the result of circumstances surrounding the reason for the absence which the Board itself excuses after the absence has occurred.
3. "Family" consists of immediate family, nieces, nephews, cousins, and in-laws.
4. "Immediate family" consists of spouse, child, parents, parents-in-law, siblings, grandchildren, and grandparents.

61G19-2.007 Board Member Compensation.

1. All members of the Board shall be compensated \$50 for each day in attendance at an official meeting of the board and for each day of participation in any other business involving the board. Any former member of the Board who serves on a probable cause panel shall be compensated \$50 for each day in attendance at an official meeting of the probable cause panel of the board. Board members and former Board members serving on a probable cause panel shall also be entitled to reimbursement for expenses pursuant to Sec. 112.061 F.S.
2. For purposes of determining when members of the Board shall be entitled to compensation pursuant to Section 455.207 F.S., other business involving the board shall include the following:
 - (a) all regularly scheduled and emergency meetings of Board and its committees;
 - (b) all regularly scheduled and emergency meetings of the probable cause panel;
 - (c) all meetings of Board members with Department staff or contractors or consultants of the Department when such meeting is at the Department's or the Board's request;
 - (d) all meetings of Board members when the member's participation has been requested by the Secretary or the Department staff;
 - (e) all activities of Board members, if authorized by the Board or requested by the Department involving the preparation, administration, grading, proctoring, or reviewing of examinations given by the Department;
 - (f) attendance by a Board member at continuing education programs or courses for the purpose of auditing a Board- approved provider or course when such attendance has been approved by the Board prior to the program or course;

(g) attendance by a Board member at legislative workshops, hearings, or committee meetings at the request of the Board or the Department;

(h) attendance by a Board member at a Board authorized meeting with professional associations of which the Board is a member or invitee when the member attendance is as an authorized representative of the Board and when such attendance has been requested by the Department or approved by the Board prior to the meeting. This would include all meetings of national associations of registration Boards of which the Board is a member as well as Board authorized participation in meetings of national or professional associations or organizations involved in educating, regulating or reviewing the profession over which the Board has statutory authority.

(i) attendance by a Board member at a Board authorized meeting or function when the member's attendance is as an authorized representative of the Board and when such attendance has been requested by the Department or approved by the Board prior to the meeting or function;

(j) all travel to and from an official meeting of the Board or other business involving the Board as defined herein that involves the use of all or any part of a day prior to the commencement of or subsequent to the completion of the Board meeting or other business involving the Board provided that such travel is necessary for attendance at the meeting or other business and is not done for the member's personal choice or convenience;

(k) Any and all other activities which are approved by the Board and which are necessary for Board members to attend in order to further protect the public health, safety and welfare, through the regulation of which the Board has statutory authority.

Chapter 61G19-3: Rulemaking Proceedings

(Repealed)

Chapter 61G19-4: Declaratory Statements

(Repealed)

Chapter 61G19-5 Discipline, Final Orders

61G19-5.001	Procedure for Disciplinary Cases and Other Cases in Which a Person's Substantial Interests are Affected by Board Action. (Repealed)
61G19-5.002	Disciplinary Guidelines.
61G19-5.003	Aggravating and Mitigating Factors.
61G19-5.004	Final Orders.
61G19-5.005	Criteria for Reinstatement and Relicensure.
61G19-5.006	Citations.

61G19-5.007

Notice of Noncompliance.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 61G19-5.002, Violation 2(n)

This section has changed from "Practicing as a building code administrator or inspector without a valid certificate" to "Practicing as a building code administrator, plans examiner or inspector without a valid certificate."

61G19-5.002 Disciplinary Guidelines.

1. Purpose.

Pursuant to Section 455.2273, F.S., the Board provides within this rule disciplinary guidelines which shall be imposed upon applicants or licensees whom it regulates under Chapter 468, Part XII, F.S. The purpose of this rule is to notify applicants and licensees of the ranges of penalties which will routinely be imposed unless the Board finds it necessary to deviate from the guidelines for the stated reasons given in Rule 61G19-5.003, F.A.C. The ranges of penalties provided below include the lowest and highest penalty and all penalties falling between. The purposes of the imposition of discipline are to punish the applicants or licensees for violations and to deter them from future violations; to offer opportunities for rehabilitation, when appropriate; and to deter other applicants or licensees from violations.

2. Violations and Range of Penalties.

In imposing discipline upon applicants and licensees, in proceedings pursuant to Sections 120.569 and 120.57(1) and (2), F.S., the Board shall act in accordance with the following disciplinary guidelines and shall impose a penalty within the range corresponding to the violations set forth below. The verbal identification of offenses is descriptive only; the full language of each statutory provision cited must be consulted in order to determine the conduct included.

VIOLATION / RECOMMENDED RANGE OF PENALTY

A. Violating or failing to comply with any provision of this part, Chapter 455 or a valid rule or lawful order of the board or department, or subpoena of the department.

1. Unless otherwise specified in this rule, in the case of an applicant, the usual action of the Board shall be from licensure with an administrative fine and probation to denial; in the case of a licensee, the usual action of the Board shall be to impose a penalty from reprimand to probation and a fine of up to \$1,500.
2. After the first offense, a minimum of one year's probation to revocation or denial of licensure, and a fine of up to \$5,000 depending on the underlying offense and the magnitude of the violation.

B. Obtaining certificate through fraud, deceit, or perjury.

The usual action of the Board shall be to impose a penalty of revocation and a fine of up to \$1,500.

C. Knowingly assisting any person to unlawfully practice building code administration, inspecting, or plans examination contrary to the provisions of this part or the building code adopted by the enforcement authority governing that person.

1. In the case of an applicant, the usual action of the Board shall be from licensure with an administrative fine and probation to denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from probation to suspension and a fine of up to \$1,500.
2. After the first offense, the usual action of the Board shall be to impose a penalty from suspension to revocation and a fine of up to \$5,000.

D. Having been convicted of a felony.

1. In the case of an applicant, the usual action of the Board shall be from licensure with an administrative fine and probation to denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from suspension to revocation and a fine of up to \$1,500.
2. For a second offense in the case of an applicant, the usual action of the Board shall be from licensure with an administrative fine and suspension of at least 30 days followed by probation to denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from suspension followed by probation with conditions to revocation and a fine of up to \$4,000.
3. After the second offense, the usual action of the Board shall be revocation and a fine of up to \$5,000.

E. Guilt of or nolo plea entered to a crime directly related to building code administration or inspection.

1. In the case of an applicant, the usual action of the Board shall be denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from suspension to revocation and a fine of up to \$1,500.
2. After the first offense, the usual action of the Board shall be to impose a penalty of revocation and a fine of up to \$5,000.

F. Knowingly making or filing a false report or failing to file a report as required.

1. In the case of an applicant, the usual action of the Board shall be from licensure with an administrative fine and 30-day suspension followed by probation to denial. In the case of a licensee, the usual action of the Board shall be to impose a period of suspension to be followed by probation and a fine of up to \$1,500.
2. After the first offense, in the case of an applicant, the usual action of the Board shall be denial. In the case of a licensee, the usual action of the Board shall be revocation and a fine of up to \$5,000.

G. Committing willful misconduct, gross negligence, gross misconduct, repeated negligence, or negligence resulting in a significant danger to life or property.

1. Negligence.

a) In the case of an applicant, the usual action of the Board shall be from licensure with probation to denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from probation to suspension and a fine of up to \$1,500.

b) For a second offense in the case of an applicant, the usual action of the Board shall be from probation to denial and an administrative fine. In the case of a licensee, the usual action of the Board shall be to impose a penalty from suspension followed by probation and a fine of up to \$4,000.

c) After the second offense, the usual action of the Board shall be revocation and a fine of up to \$5,000.

2. Gross or repeated negligence, or gross misconduct.

a) In the case of an applicant, the usual action of the Board shall be denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from suspension to revocation and a fine of up to \$1,500.

b) After the first offense, the usual action of the Board shall be revocation and a fine of up to \$5,000.

3. Willful misconduct.

a) In the case of an applicant, the usual action of the Board shall be denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty of revocation and fine of up to \$1,500.

b) After the first offense, the usual action of the Board shall be to impose a penalty of revocation and a fine of up to \$5,000.

H. Making misleading, deceptive or fraudulent representations.

1. Misleading or deceptive.

a) In the case of an applicant, the usual action of the Board shall be licensure with an administrative fine and probation or denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from reprimand to probation and a fine of up to \$1,500.

b) After the first offense, in the case of an applicant, the usual action of the Board shall be denial. In the case of a licensee, the usual penalty shall be suspension to revocation and a fine of up to \$5,000.

2. Fraudulent.

a) In the case of an applicant, the usual action of the Board shall be denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty of revocation and fine of up to \$1,500.

b) After the first offense, the usual action of the Board shall be to impose a penalty of revocation and a fine of up to \$5,000.

I. Present as his or her own the certificate of another.

In the case of an applicant, the usual action of the Board shall be denial. In case of the licensee, the usual action of the Board shall be to impose a penalty of revocation and a fine of up to \$5,000.

J. Give false or forged evidence for the purpose of obtaining a certificate.

In the case of an applicant, the usual action of the Board shall be denial. In case of the licensee, the usual action of the Board shall be to impose a penalty of revocation and a fine of up to \$5,000.

K. Use or attempt to use a certificate that has been suspended or revoked.

In case of an applicant, the usual action of the Board shall be denial. In case of the licensee, the usual action of the Board shall be to impose a penalty of revocation and a fine of up to \$5,000.

L. Threaten, coerce, trick, persuade, or otherwise influence or to attempt to do so, any certificate holder to violate Ch. 468, Part XIII.

1. In case of an applicant, the usual action of the Board shall be denial. In case of the licensee, the usual action of the Board shall be to impose a penalty of suspension followed by probation to revocation and a fine of up to \$5,000.
2. After the first offense, the usual penalty shall be revocation and a fine of up to \$5,000.

M. Offer compensation to a certificate holder to induce violation of law or local building code.

In case of an applicant, the usual action of the Board shall be denial. In case of the licensee, the usual action of the Board shall be to impose a penalty of revocation and a fine of up to \$5,000.

N. Practicing as a building code administrator, plans examiner or inspector without a valid certificate.

1. In the case of an applicant, the usual action of the Board shall be licensure with an active administrative fine and probation or denial. In the case of a licensee, the usual action by the Board shall be to impose a penalty from reprimand to probation and a fine of up to \$1,500.
2. After the first offense, in the case of an applicant, the usual action of the Board shall be denial. For a licensee, the penalty shall be revocation and a fine of up to \$5,000.

O. Having the authority to practice revoked or acted against, including the denial of licensure.

1. Imposition of discipline comparable to the discipline which would have been imposed if the substantive violation had occurred in Florida or suspension or

licensure with an administrative fine and probation or denial of the license until the license is unencumbered in the jurisdiction in which disciplinary action was originally taken, and an administrative fine ranging from \$250 to \$1,500.

2. After the first offense, from imposition of discipline comparable to that which would have been imposed if a second or higher substantive violation had occurred in Florida to revocation or for an applicant from probation to denial of license and an administrative fine from \$1,000 to \$5,000.

P. Failing to report to the department any person who the licensee knows is in violation of Chapter 468, Part XII, Chapter 455, or the rules of the Board or Department.

1. In case of an applicant, the usual action of the Board shall be denial or licensure with probation and an administrative fine. In case of the licensee the usual action of the Board shall be to impose a penalty from reprimand to probation and a fine of up to \$1,500.
2. After the first offense, in the case of an applicant the usual action of the Board shall be denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from suspension followed by probation to revocation and a fine of up to \$5,000.

Q. Failing to perform any statutory or legal obligations.

1. Unless otherwise specified in this rule, in the case of an applicant, the usual action of the Board shall be from licensure with an administrative fine and probation to denial; in the case of a licensee, the usual action of the board shall be to impose a penalty from reprimand to probation and a fine of up to \$1,500.
2. After the first offense unless otherwise specified in this rule, the usual action of the Board shall be denial in the case of an applicant; in the case of a licensee, the usual action of the Board shall be to impose a penalty from probation to revocation and a fine of up to \$5,000.

R. Practicing or offering to practice beyond the scope of law or competence.

1. In the case of an applicant, the usual action of the Board shall be licensure with probation and an administrative fine or denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from probation to suspension of license and a fine of up to \$1,500.
2. After the first offense, in the case of an applicant, the usual action of the Board shall be denial. In the case of a licensee, the usual action of the Board shall be to impose a penalty from suspension of license followed by probation to revocation and a fine of up to \$5,000.

S. Knowingly delegating professional responsibilities to an unqualified person.

1. In case of an applicant, the usual action of the Board shall be licensure with probation and an administrative fine or denial. In case of the licensee, the usual

action of the Board shall be to impose a penalty from suspension to revocation and a fine of up to \$1,500.

2. After the first offense, in the case of an applicant, the usual action of the Board shall be denial. In the case of a licensee, the usual action shall be to impose a penalty from suspension of license followed by probation to revocation and a fine of up to \$5,000.

T. Improperly interfering with an investigation, inspection, or disciplinary proceeding. The usual action of the Board shall be denial or revocation of license with ability to reapply upon payment of an administrative fine of up to \$5,000 to denial or revocation of license without ability to reapply.

3. Stipulation or Settlement.

The provisions of this rule are not intended and shall not be construed to limit the ability of the Board to dispose informally of disciplinary actions by stipulation, agreed settlement, or consent order pursuant to Section 120.57(4), F.S.

4. Letters of Guidance.

The provisions of this rule cannot and shall not be construed to limit the authority of the probable cause panel of the Board to direct the Agency to send a letter of guidance pursuant to Section 455.225(4), F.S., in any case for which it finds such action appropriate.

5. Other Action.

The provisions of this rule are not intended to and shall not be construed to limit the ability of the Board to pursue or recommend that the Agency pursue collateral civil or criminal actions when appropriate.

61G19-5.003 Aggravating and Mitigating Factors.

Based upon the consideration of the facts present in an individual case, the Board shall consider the following factors in aggravation and mitigation when deviating from the disciplinary guidelines set forth in Rule 61G19-5.002, F.A.C. The Board must make a specific finding of mitigating or aggravating circumstances in order to deviate from the guidelines.

1. Danger to the public;
2. Physical or financial harm resulting from the violation;
3. Number of violations;
4. Prior violations committed by the subject;
5. Length of time the certificate holder practiced;
6. Deterrent effect of the penalty;
7. Correction or attempted correction of violation;
8. Effect on the certificate holder's livelihood;
9. Any efforts toward rehabilitation;
10. Any other relevant evidence.

61G19-5.004 Final Orders.

1. Final orders shall be effective upon filing with the Clerk of the Board.
2. The Chair of the Board shall sign all final orders.
3. Administrative fines shall be paid within thirty (30) days of the final order at the Board address listed in subsection 61G19-1.002(1), F.A.C.
4. In cases where the Board imposes a civil penalty for violation of Chapter 455 or Part XIII of Chapter 468, F.S., or of the rules promulgated thereunder, the penalty shall be paid within thirty (30) days of its imposition by order of the Board, unless a later time for payment is specified in the Board's Order. Moreover, unless otherwise addressed by the Board at hearings held pursuant to Section 120.57(2), F.S., whenever a fine is levied at said hearing the respondent who is fined shall have all certification to practice suspended with the imposition of the suspension being stayed for thirty (30) days. If the ordered fine is paid within said thirty (30) day period, the suspension imposed shall not take effect. Upon payment of the fine after the thirty (30) days, the suspension imposed shall be lifted. If the certificate holder does not pay the fine, within said period, then immediately upon expiration of the stay, he shall surrender his certificate(s) to an investigator of the Department of Business and Professional Regulation or shall mail said certificate(s) to the Board offices.
5. Failure to pay the penalty within the time specified in this rule or in the Board's Order shall constitute grounds for disciplinary action against the certificate holder.
6. An action against any certificate issued within the purview of the board affects all certificates issued by the board.
7. The Board may reinstate a suspended certificate, or recertify a person whose certificate has been revoked, after review pursuant to Rule 61G19-5.005, F.A.C.

61G19-5.005 Criteria for Reinstatement and Relicensure.

When considering a licensee's application for reinstatement or recertification, the Board shall consider the following criteria in evaluating the applicant's eligibility for such action:

1. The nature and severity of the offense for which the certificate was suspended;
2. Evidence of any acts committed subsequent to the act for which the certificate was revoked;
3. The time elapsed since the act for which the license was revoked;
4. The extent to which the applicant has complied with any sanctions or penalties lawfully imposed upon him;
5. Evidence of rehabilitation submitted by the applicant;
6. Any legal or administrative action pending against the applicant; and

7. Corrective action taken to rectify violation.

61G19-5.006 Citations.

In lieu of the disciplinary procedures contained in Section 455.225, F.S., the Department is hereby authorized to dispose of any violations designated herein by issuing a citation to the subject within six months after the filing of the complaint that is the basis for the citation. The Board shall issue a citation imposing a \$500.00 fine per occurrence for the following violations:

1. Engaging in building code administration or inspection while certificate(s) on inactive or delinquent status; and
2. Failing to notify the Board within thirty (30) days of the effective date of any changes in information required to be on the application or certificate.
3. Failure to provide proof of completion of 14 hours of continuing education courses. In addition to the fine, proof of compliance is still required.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 61G19-5.007 1(a)

“Engaging in building code administration or inspection with a certificate on inactive or delinquent status” has been changed to “Engaging in building code administration, plans examination or inspection with a certificate on inactive or delinquent status.”

61G19-5.007 Notice of Noncompliance.

In lieu of the disciplinary procedures contained in Sections 455.225 and 468.621, F.S., as an alternative to investigation and prosecuting when a complaint is received. The Department shall provide a licensee with a notice of noncompliance on a first offense for the following minor violations.

1. a) Engaging in building code administration, plans examination or inspection with a certificate on inactive or delinquent status.
b) Failing to notify the Board within thirty (30) days of the effective date of any changes in information required to be on the application or certificate.
2. Failure of a licensee to take action in correcting the violation within fifteen (15) days after notice shall result in the institution of regular disciplinary proceedings.

BUILDING CODE ADMINISTRATORS AND INSPECTORS BOARD - CHAPTER 61G19, F.A.C.

Chapter 61G19-6 Certification, Examination, Application, Certificate Renewal, Inactive Status

61G19-6.001	Certification of Building Code Administrators, Plans Examiners, and Inspectors. (Repealed)
61G19-6.002	Certification for Multiple Inspection Classes
61G19-6.003	Applications for Certification; In General. (Repealed)
61G19-6.0035	Application for Provisional Certification
61G19-6.004	Abandonment of Applications
61G19-6.005	Information Required on Certificates
61G19-6.006	Changes in Application and Certificate Information
61G19-6.007	Standard Certificates; In General
61G19-6.008	Application for Standard Certification by Examination; Reexamination
61G19-6.0085	Florida Principles and Practice
61G19-6.009	Post-Examination Review Rule for the Florida Principles and Practice Examination. (Repealed)
61G19-6.010	Other Methods of Qualification for Standard Certification
61G19-6.011	Limited Certificates
61G19-6.012	Provisional Certificates
61G19-6.013	Biennial Renewal. (Repealed)
61G19-6.014	Reactivate a Delinquent License
61G19-6.015	Inactive Status
61G19-6.016	Voluntary Certification Categories
61G19-6.017	One and Two Family Dwelling Inspector Certification

61G19-6.002 Certification for Multiple Inspection Classes.

The Board shall issue a single certificate valid for multiple inspection classes to:

1. Persons holding multiple certificates under one of the voluntary certification programs defined in Rule 61G19-6.016, F.A. C.;
2. Persons holding multiple certificates under a voluntary certification program not defined in Rule 61G19-6.016, F.A.C., which has been accepted for endorsement by the Board; and

3. Persons qualifying by examination for multiple inspection classes under the provisions of this part.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 61G19-6.0035 (1)(c)

Text has been added at the end of the section:

“with the exception of 1 and 2 family dwelling inspector. For 1 and 2 family dwelling inspector certification, refer to the specific requirements in Rule 61G19-6.017, F.A.C.”

61G19-6.0035 Application for Provisional Certification.

1. Each individual who wishes to obtain a provisional and/or standard certificate in any certificate category shall submit the following to the Board:
 - a) A completed application form for the category in which certification is sought. The form that shall be used for this purpose shall be provided by the Department and available on the Department's website.
 - b) An affidavit describing in detail each separate period of work experience listed in the application form, signed by a licensed architect, engineer, contractor, or building code administrator who has knowledge of the applicant's duties and responsibilities during the period indicated. The form that shall be used for this purpose shall be provided by the Department and available on the Department's website. Each affidavit must include the name and address of the applicant's employer during the work experience period, the dates of employment, and a description of the applicant's duties and responsibilities during the employment including any supervisory responsibilities, in sufficient detail to enable the Board to determine whether or not the applicant has the experience required for certification.
 - c) Each applicant for certification as an inspector or plans examiner shall demonstrate that he or she has at least one (1) year of hands-on experience in the category of certification sought, with the exception of 1 and 2 family dwelling inspector. For 1 and 2 family dwelling inspector certification, refer to the specific requirements in Rule 61G19-6.017, F.A.C.
 - d) Each applicant seeking to qualify for certification through a combination of postsecondary education and work experience shall submit an official copy of all college or university transcripts which document the applicant's education in addition to all required affidavits of work experience.
 - e) Each applicant who is not employed by a local government agency having responsibility for building code inspection, building construction regulation, and enforcement of building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes at the time of the application

shall submit payment of all applicable application, examination and certification fees as specified in Chapter 61G19-10.

2. In addition to all other required items, each applicant for an inspector or plans examiner certificate shall submit with the application a statement from the applicant's current employer which shall indicate the applicant's present status with the employer. Each applicant employed by local government agency having responsibility for building code inspection, building construction regulation, and enforcement of building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes at the time the application is submitted must include on the statement the signature and license number of the building code administrator or building official for the applicant's employing agency.
3. In addition to all other required items, each applicant for a building code administrator certificate shall submit with the application a statement from the applicant's current employer.

61G19-6.004 Abandonment of Applications.

1. The Board shall consider a certification application to be abandoned whenever an applicant fails to return an application rejected for incompleteness or insufficiency within ninety (90) days of the date of the original notice of rejection.
2. An abandoned application shall not be reinstated; however, the applicant may file a new application accompanied by the required fee.

61G19-6.005 Information Required on Certificates.

On each certificate, the Board shall include the following information about the certificate holder:

1. Name
2. Certificate class and level
3. Certificate number
4. Certificate expiration date

61G19-6.006 Changes in Application and Certificate Information.

Certificate holders and certificate applicants shall inform the Board within thirty (30) days of any changes in information required to be on the certificate or in the application.

61G19-6.007 Standard Certificates; In General.

To qualified applicants who pass the standard certification examination or qualify for standard certification by another method as defined in Rule 61G19-6.010, F.A.C., the Board shall issue a standard certificate authorizing the individual named thereon to practice throughout the state of Florida as a building code administrator, plans examiner, or inspector within the class and level specified by the Board.

61G19-6.008 Application for Standard Certification by Examination; Reexamination.

1. Individuals who wish to obtain a standard certificate by examination in any certificate category shall submit the following to the Board:
 - a) All applicants shall submit a completed application form for the category in which certification is sought. Forms BPR/BCAI/01 Rev. 10/98, Application For The Inspector Certification By Examination, BPR/BCAI/03 Rev. 10/98, Application For The Building Code Administrator Certification By Examination, BPR/BCAI/02 Rev. 10/98, Application For The Plans Examiner Certification By Examination, which are hereby incorporated by reference, effective 2-23-99, copies of which may be obtained from the Board office, shall be used for this purpose.
 - b) All applicants who are not employed by a municipal or county government or by a state agency at the time of their application shall submit payment of all applicable application, examination and certification fees as specified in Chapter 61G19-10, F.A. C.
 - c) All applicants who are currently employed by a municipal or county government or by a state agency at the time of their application and who wish to apply for a standard inspector certificate or a standard plans examiner certificate shall submit with their application a statement from their current employer which shall indicate the applicant's present status with the employer, and must include the signature of the building code administrator or building official for the applicant's employing agency. All applicants who are currently employed by a municipal or county government or by a state agency at the time of their application and who wish to apply for a standard building code administrator certificate shall submit with their application a statement from their current employer which shall indicate the applicant's present status with the employer, and must include the signature of the chief executive officer of the applicant's employing agency.
 - d) All applicants shall submit a notarized affidavit for each separate period of work experience which has been prepared and signed by an architect, engineer, contractor, or building code administrator who has knowledge of the applicant's duties and responsibilities during the period indicated in the affidavit. Form BPR/BCAI/13, Affidavit of Work Experience, Rev. 10/98, which is hereby incorporated by reference, effective 2-23-99, copies of which may be obtained from the Board office, shall be used for this purpose. Each affidavit must include the name and address of the employer, the dates of employment, and a description of the applicant's duties and responsibilities during the employment including any supervisory responsibilities. Each year of trade school will be credited as one (1) year of experience toward the required experience for the category of certificate sought. Each applicant shall demonstrate that he or she has at least one (1) year of hands-on experience in construction or building inspection.
 - e) All applicants seeking to demonstrate their eligibility for the category of certificate sought through a combination of postsecondary education and

experience shall, in addition to all required affidavits of work experience, submit an official transcript from all postsecondary educational institutions which the applicant attended.

2. All applicants who have taken and failed the licensure examination for a standard certificate and who wish to apply for reexamination in that certificate category shall submit the following to the Board:
 - a) A completed application form for reexamination in the category in which certification is sought. Forms BPR/BCAI/07 Rev. 7/97, Reexamination Profile Data Form For The Inspector Examination, BPR/BCAI/08 Rev. 7/97, Reexamination Profile Data Form For The Plans Examiner Exam, and BPR/BCAI/09 Rev. 7/97, Reexamination Form For The Building Code Administrator Examination, which are hereby incorporated by reference, effective 10-1-97, copies of which may be obtained from the Board office, shall be used for this purpose.
 - b) Those individuals who are not employed by a municipal or county government or by a state agency at the time of their application for reexamination shall submit payment of the applicable reexamination fees as specified in Chapter 61G19-10, F.A.C.
3. All application forms, reexamination forms, and any other required forms and documents must be received by the Board at least sixty (60) days prior to the date of the examination for which the individual is applying.

61G19-6.0085 Florida Principles and Practice.

An applicant for licensure under this part shall satisfactorily complete the Florida laws and rules (Principles and Practice) exam with a passing grade of 70% or higher. An applicant shall not have to take that exam again provided the applicant has maintained continuous employment in one of the licensure categories of Chapter 468, Part XII, Florida Statutes, or Chapter 471 or 481, Florida Statutes, active licensure and continuing education.

61G19-6.010 Other Methods of Qualification for Standard Certification.

1.
 - a) Persons currently licensed, or who have been approved prior to October 1, 1995, under one of the five voluntary certification programs defined in subsection 61G19-1.009(3), F.A.C., shall be deemed by the Board to have satisfied the requirements for a standard certificate in the category of voluntary certificate currently held.
 - b) Employees of counties with a population of less than 50,000 or of municipalities with a population of less than 3,500, shall be deemed by the Board to have satisfied the requirements for standard certification provided the employee is certified by one of the voluntary programs set forth in this section no later than October 1, 1998.
2. The Board shall issue a standard certificate by endorsement to a person certified under a certification or training program not defined in subsection 61G19-

1.009(3), F.A.C., provided that the examination, qualification, education, and experience standards of the applicant's alternate program are substantially similar to the examination, qualification, education, and experience standards set by the Board.

3. Individuals applying for certification pursuant to this section must submit an application for licensure by endorsement on form, BPR/BCAI/14 Rev. 7/97, Application For Licensure By Endorsement, which is hereby incorporated by reference and will be effective 10-1-97, copies of which may be obtained from the Board office, pay the application fee and certification fee pursuant to Rule 61G19-10.001, F.A.C., to the Board, but are not required to take a Board examination as otherwise required under the provisions of this part.

61G19-6.011 Limited Certificates.

1. Persons employed as building code administrators, plans examiners, or inspectors as of July 1, 1993, and not qualified for a standard certificate may continue in their present employment by obtaining a limited certificate authorizing them to engage in building code administration, plans examination, or inspection in the class, at the level, and within the governmental jurisdiction in which that person is employed as of July 1, 1993.
2. A building code administrator, plans examiner, or inspector with a limited certificate must obtain a standard or provisional certificate prior to commencing any new employment or duties requiring certification.
3. A limited certificate may not be granted to a contract employee of government.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 61G19-6.012 (6)

"Following the submission of a complete application..." has been changed to "Following the submission of an application..."

61G19-6.012 Provisional Certificates.

1. The Board shall issue a provisional certificate to any newly employed or newly promoted building code administrator, plans examiner, or building code inspector subject to the provisions of Section 468.609, F.S., and the provisions of this rule.
2. Provisional certificates are not renewable, and are valid for the following terms:
 - a) Three years for inspectors.
 - b) Three years for plans examiners.
 - c) Three years for building code administrators officials.
3. Provisional inspector or plans examiner certificates shall only be issued to applicants who demonstrate at the time of their application that they possess all of the standards and eligibility requirements for standard certification as set forth

in Section 468.609(2), F.S. Provisional building code administrator certificates shall only be issued to applicants who demonstrate at the time of their application that they possess all of the standards and eligibility requirements for standard certification as set forth in Section 468.609(3), F.S.

4. Provisional certificates shall only be issued to persons employed by an agency of government.
5. The Board shall restrict provisional certificate holders by limiting their work, when such restrictions are determined by the Board's evaluation of the facts of each application to be necessary to protect the public health, safety and welfare.
6. Following the submission of an application for provisional certification as either an inspector or plans examiner, the applicant shall be eligible to perform duties in the category for which the application has been submitted for up to a maximum of ninety (90) days from the date the application is submitted, and subject to the following conditions:
 - a) Prior to beginning the performance of duties under this rule, the building code administrator for the agency employing the applicant shall have determined that the applicant possesses the qualifications for a provisional certificate.
 - b) All duties performed by the applicant under this exception shall be performed under the direct supervision of the building code administrator for the agency employing the applicant. The building code administrator shall hold a current, valid standard certificate as a building code administrator at all times when he or she is supervising the applicant. However, direct supervision may be provided by a building code administrator who holds a limited or provisional certificate in any county with population of less than 75,000 and in any municipality located within such a county.
 - c) Prior to beginning the performance of duties under this exception, all applicants shall provide the building code administrator for the agency which employs them a copy of the completed application for provisional certification submitted to the Board by the applicant.
 - d) Upon being notified that he or she has been determined by the Board to be not qualified for a provisional certificate in the category sought, an applicant shall immediately cease performing duties as a plans examiner or building code inspector under this exception.

61G19-6.014 Reactivate a Delinquent License.

A certificate that becomes delinquent for failure to renew may be reactivated by paying the original renewal fee plus additional delinquency fees as described in subsection 61G19-10.001(2), F.A.C., and by filing a complete application that is defined to include the certificateholder's name, address, other active licenses held, where employed and proof of completion of continuing education requirements.

61G19-6.015 Inactive Status.

1. Any licensee that is in an inactive status shall not engage in building code administration, inspection or plans examination.
2. Certificate holders may place their certification on inactive status by paying a fee as prescribed in subsection 61G19-10.001(2), F.A.C.
3. Certificate holders on inactive status may reactivate their certificates by submitting a written request, the regular renewal fee pursuant to Rule 61G19-10.001, F.A.C., and proof of completion of fourteen (14) hours of continuing education for each inactive biennium.
4. A licensee's election of inactive status cannot be used to circumvent disciplinary action against the licensee.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 61G19-6.016 (4)

New text has been added to "Modular Inspector" to read as follows: "This license is required for inspection of all modular buildings constructed to the Florida Building Code and administered under Chapter 553, Part I, F.S., unless otherwise provided for in Florida Statutes."

Chapter 61G19-6.016 (4)(a)

This section has been reworded to specifically illustrate experience requirements for modular building inspectors. "Modular Inspector means a person who is authorized to inspect any manufactured (modular) building and systems incorporated therein designed and built to comply with the Florida Building Code pursuant to Part 1, Chapter 553, Florida Statutes, and has three (3) years experience as an inspector with local government and/or state government or three years experience as an inspector with an independent inspection/plans review agency under contract with a state agency or three (3) years experience as a registered or certified state general, building, or residential contractor or job superintendent, project manager or quality control manager, the latter as provided for in Chapter 9B-1, F.A.C., in a supervisory capacity that included operational control and direction of building, mechanical, electrical and plumbing personnel or subcontractors on residential or commercial projects."

Chapter 61G19-6.016 (4)(b)

This section includes minor text changes and omissions including "Assure the buildings being manufactured comply with the approved plans and applicable building codes," which has been changed to "Assure the buildings being manufactured comply with the approved plans and applicable Florida Building Code."

"Verify the data plates have all the information as required for the data plate in Chapter

9B-1, F.A.C.” has been changed to “Verify the data plates have all the information as required in Chapter 9B-1, F.A.C.”

Text has been added regarding the qualification of other types of inspectors who are also permitted to inspect modular buildings.

“Persons qualified as one and two family dwelling inspectors may also inspect one and two family modular residences regulated under Chapter 9B-1, F.A.C. Persons qualified as Standard Building Inspectors in all four disciplines of building, electrical, mechanical and plumbing may also inspect all modular buildings regulated under Chapter 9B-1, F.A.C.”

Chapter 61G19-016 (5)

For clarification, the following text has been added to “Modular Plans Examiner”: “This license is required for plans reviews of all modular buildings constructed to the Florida Building Code and administered under Chapter 553, Part I, F.S., unless otherwise provided for in Florida Statutes.”

Chapter 61G19-6.016 (5)(a)

Text has been added to explicitly illustrate the qualifications necessary for Modular Plans Examiners: “Modular Plans Examiner means a person who is authorized to review plans for any manufactured (modular) building and systems incorporated therein designed and built to comply with the Florida Building Code pursuant to Part 1, Chapter 553, F.S., and has three (3) years experience as a plans examiner with local and/or state government. As an alternative, the applicant must have three (3) years experience as a plans examiner with an independent inspection/plans review agency under contract with a state department or three (3) years experience as a registered or certified state general, building, or residential contractor or job superintendent, project manager or quality control manager, the latter as provided for in Chapter 9B-1, F.A.C., in a supervisory capacity that included operational control and direction of building, mechanical, electrical and plumbing personnel or subcontractors on residential or commercial projects.”

Chapter 61G19-6.016 (5)(b)

For this section, there is a minor text change, “Responsibilities: Examine building construction plans for compliance with applicable building codes” has been changed to “Responsibilities: Examine building construction plans for compliance with applicable Florida Building Code.”

Also for this section, text has been added regarding the qualification of other types of inspectors who are permitted to inspect modular buildings.

“Persons qualified as a one and two family dwelling plans examiner may also review and approve plans for one and two family modular residences regulated under Chapter 9B-1, F.A.C. Persons qualified as Standard Building Plans Examiners in all four disciplines of building, electrical, mechanical and plumbing may also review all modular buildings regulated under Chapter 9B-1, F.A.C.”

61G19-6.016 Voluntary Certification Categories.

The following voluntary certification categories are created.

1. Residential Pool Inspector. Residential Pool Inspector means a person who is qualified to inspect a pool on the property of one and two family dwellings. In order to obtain this voluntary certification the Board will require the State certified pool contractor license and in addition, the applicant must hold certification as a building or electrical inspector.
2. Commercial Pool Inspector. Commercial Pool Inspector means a person who is qualified to inspect a pool located on any property other than one and two family dwellings. In order to obtain this voluntary certification the Board will require the state certified pool contractor license and in addition, the applicant must hold certification as a building, plumbing, mechanical, or electrical inspector.
3. Roofing Inspector. Roofing Inspector means a person who is qualified to inspect residential and commercial roofs. In order to obtain this voluntary certification the Board will require state certification as a roofing contractor in order to qualify or a general contractor certified prior to 1973.
4. Modular Inspector. This license is required for inspection of all modular buildings constructed to the Florida Building Code and administered under Chapter 553, Part I, F.S., unless otherwise provided for in Florida Statutes.

a) Modular Inspector means a person who is authorized to inspect any manufactured (modular) building and systems incorporated therein designed and built to comply with the Florida Building Code pursuant to Part 1, Chapter 553, Florida Statutes, and has three (3) years experience as an inspector with local government and/or state government or three years experience as an inspector with an independent inspection/plans review agency under contract with a state agency or three (3) years experience as a registered or certified state general, building, or residential contractor or job superintendent, project manager or quality control manager, the latter as provided for in Chapter 9B-1, F.A.C., in a supervisory capacity that included operational control and direction of building, mechanical, electrical and plumbing personnel or subcontractors on residential or commercial projects.

b) Responsibilities: Verify the state approved plans are in the factory. Assure the buildings being manufactured comply with the approved plans and applicable Florida Building Code. Compare the approved plans to the modular building and identify any deviations. Determine the reason for the deviations and investigate repetitive deviations in other buildings. Discuss the deviations with the in-plant quality control supervisor and establish a procedure to resolve the deviations. Verify the appliances and equipment installed in the building are consistent with those identified in the quality control manual. Verify the data plates have all the information as required in Chapter 9B-1, F.A.C. Assure the state insignia is affixed to the correct building. The modular inspector shall monitor quality control procedures to verify the in-plant quality control personnel are conducting quality

control reviews at the proper times. The modular inspector shall notify the Department of Community Affairs contracted inspection agency of any problems with the in-plant quality control procedures. The inspector shall follow-up on quality control procedures to verify that the in-plant quality control inspector is making the inspection of the buildings at the proper time. Persons qualified as one and two family dwelling inspectors may also inspect one and two family modular residences regulated under Chapter 9B-1, F.A.C. Persons qualified as Standard Building Inspectors in all four disciplines of building, electrical, mechanical and plumbing may also inspect all modular buildings regulated under Chapter 9B-1, F.A.C.

5. Modular Plans Examiner. This license is required for plans reviews of all modular buildings constructed to the Florida Building Code and administered under Chapter 553, Part I, F.S., unless otherwise provided for in Florida Statutes.

a) Modular Plans Examiner means a person who is authorized to review plans for any manufactured (modular) building and systems incorporated therein designed and built to comply with the Florida Building Code pursuant to Part 1, Chapter 553, F.S., and has three (3) years experience as a plans examiner with local and/or state government. As an alternative, the applicant must have three (3) years experience as a plans examiner with an independent inspection/plans review agency under contract with a state department or three (3) years experience as a registered or certified state general, building, or residential contractor or job superintendent, project manager or quality control manager, the latter as provided for in Chapter 9B-1, F.A.C., in a supervisory capacity that included operational control and direction of building, mechanical, electrical and plumbing personnel or subcontractors on residential or commercial projects.

b) Responsibilities: Examine building construction plans for compliance with applicable Florida Building Code. Assure compliance with Florida's Manufactured Buildings Act, Chapter 553, Part IV, Florida Statutes, along with Chapter 9B-1, F.A.C. Resolve code problems with the local personnel on behalf of the agency's clients. Research the code changes upon adoption of the current edition of the codes. Review the proposed amendments to Chapter 9B-1, F.A.C., and provide input accordingly. Persons qualified as a one and two family dwelling plans examiner may also review and approve plans for one and two family modular residences regulated under Chapter 9B-1, F.A.C. Persons qualified as Standard Building Plans Examiners in all four disciplines of building, electrical, mechanical and plumbing may also review all modular buildings regulated under Chapter 9B-1, F.A.C.

6. One and Two Family Dwelling Plans Examiner. One and Two Family Dwelling Plans Examiner means a person who is qualified to determine that the plans submitted for the purpose of obtaining building and other permits, for one and two family dwellings and accessory structures, comply with the building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable building codes. In order to obtain this voluntary certification, the applicant must hold standard certification as one and two family dwelling inspector; must have passed the State principles and practices examination; hold a standard certificate as a plans examiner (any category); and hold a Southern

Building Code Congress International, Inc. (SBCCI) certification as a Coastal Construction Inspector.

61G19-6.017 One and Two Family Dwelling Inspector Certification.

1. Provisional certification may be obtained in the category of one and two family dwelling inspector, provided that the licensee's supervisor holds standard certification pursuant to Chapter 468, Part XII, F.S.
2. Applicants for standard or provisional certification in this category must meet the eligibility requirements according to one of the following criteria:
 - a) Five years' experience as a registered or certified state general, building, or residential contractor in a managerial or supervisory capacity that included operational control and direction of building, mechanical, electrical, and plumbing personnel or subcontractors on residential projects; or
 - b) Five years' experience as a job superintendent or project manager in a managerial or supervisory capacity that included operational control and direction of building, mechanical, electrical, and plumbing personnel or subcontractors on residential projects; or
 - c) Five years' experience including two years of hands-on electrical experience, two years of hands-on building experience, and one year of hands-on experience in either mechanical or plumbing; or
 - d) Standard certification as an inspector in any of the categories listed in Section 468.603(6), F.S., plus at least six months' hands-on experience in each of the following areas in which the applicant does not hold standard certification: building, plumbing, electrical, and mechanical; or
 - e) A combination of postsecondary education in the field of construction or a related field and experience which totals four years, with at least one year of such total being experience in construction, building code inspection, or plans review; or
 - f) A combination of technical education in the field of construction or a related field and experience which totals four years, with at least one year of such total being experience in construction, building code inspection, or plans review; or
 - g) Standard certification as an inspector in any of the categories listed in Section 468.603(6), F.S., plus satisfactory completion of a one and two family inspector training program of not less than 500 hours. inspection agency of any problems with the in-plant quality control procedures. The inspector shall follow-up on quality control procedures to verify that the in-plant quality control inspector is making the inspection of the buildings at the proper time.

BUILDING CODE ADMINISTRATORS AND INSPECTORS BOARD - CHAPTER 61G19, F.A.C.

Chapter 61G19-7 Training Programs For Standard Certification

61G19-7.001	Board Approved Training Programs as Alternative Eligibility Requirement for Examination
61G19-7.002	Training Program Providers
61G19-7.004	Approval of Training Programs
61G19-7.006	Program Syllabus
61G19-7.007	Records Required to be Maintained by Program Providers
61G19-7.008	Certificates of Satisfactory Completion
61G19-7.009	Advertising of Training Programs
61G19-7.010	Training Program Provider Fees

61G19-7.001 Board Approved Training Programs as Alternative Eligibility Requirement for Examination.

1. Applicants currently holding a standard certificate as a building, one and two family dwelling, electrical, mechanical, or plumbing inspector and seeking an additional category of inspector certification shall satisfactorily complete an inspector training program of not less than 200 hours in the certification category sought.
2. Applicants currently holding a standard certificate as a building, electrical, mechanical, or plumbing plans examiner and seeking an additional certification in one of these categories shall satisfactorily complete a plans examiner training program of not less than 200 hours in the certification category sought.
3. Applicants currently holding a standard certificate as a building, electrical, mechanical, or plumbing inspector and seeking certification as a one and two family dwelling inspector shall satisfactorily complete a one and two family training program of not less than 500 hours.

61G19-7.002 Training Program Providers.

1. Prospective training program providers shall register with the Board on Board-approved registration form BPR/BCAI/15, effective 8-20-01, with instructions, which is hereby incorporated by reference, copies of which may be obtained from the Board office.
2. The Board shall maintain a list of all registered training program providers.
3. Training program providers shall notify the Board in writing within thirty (30) days of the effective date of any changes in information required to be listed on the initial registration.
4. Registered training program providers seeking approval of a training program for building inspectors or plans examiners who meet the eligibility requirements

described in Rule 61G19-7.001, F.A.C., shall apply for training program approval pursuant to the requirements described in Rule 61G19-7.004, F.A.C.

61G19-7.004 Approval of Training Programs.

1. Each registered training program provider shall apply for approval of a training program. The application must be submitted on a Board-approved form DBPR/BCAI/16, B.C.A.I. Training Program Approval Application, effective 10-25-01, with instructions, which is hereby incorporated by reference, copies of which may be obtained from the Board office. The application for approval shall indicate the length of the program in hours, and shall include a copy of the program syllabus.
2. A training program for certification in categories other than one and two family dwelling inspector shall include a minimum of 200 combined classroom and on-the-job training (OJT) hours, of which no fewer than 20 hours shall be OJT and no fewer than 20 hours shall be Board-approved classroom hours related to the category of certification sought. A training program for one and two family dwelling inspector shall include a total of 500 combined hours, of which no fewer than 50 hours shall be OJT and no fewer than 50 hours shall be Board-approved classroom hours related to the category of certification sought.
3. The Board shall approve training programs which have educational and OJT content sufficient to bring the certificate-holder's inspection or plans examiner skills and technical skills to qualify the individual for examination in the category sought. Training programs shall be instructed by individuals meeting the requirements of Rule 61G19-9.005, F.A.C.
4. The Board shall approve or deny any application for program approval at the first Board meeting held more than thirty days after the date the application is received by the Board.
5. A training program which has been rejected by the Board may be resubmitted with modifications.
6. The Board shall not deny or withdraw approval of a training program on the basis that another program provider is conducting the same or a similar Board-approved training program.
7. If a training program is approved, the Board shall assign the program a number. The training program provider shall print the Board-assigned number on the program syllabus, on all printed material used in connection with the program, and in all written advertising used in connection with the program.
8. After a training program has been approved by the Board, any substantive changes in the program content must be submitted to and approved by the Board, prior to the implementation of the change.

9. Individuals completing an approved training course may count up to twelve (12) hours toward their continuing education requirements for the biennium within which the training program is completed.

61G19-7.006 Program Syllabus.

1. Each program provider shall prepare a program syllabus for each training program to be provided. The syllabus shall state the name of the provider of the program, the program number assigned by the Department, the name and address of the program provider, and a listing or outline of the Board-approved continuing education course or courses, the classroom/OJT schedule, achievement benchmarks, qualifications of OJT trainers, and method of documentation of training.
2. Prior to the program, the program provider shall give a program syllabus to each person who registers for the program.

61G19-7.007 Records Required to be Maintained by Program Providers.

Program providers shall maintain the following records with respect to each program:

1. The original application for program admission.
2. The name, address, and qualifications of each individual who supervises or conducts OJT or who signs the Certificate of Satisfactory Completion on behalf of an approved provider.
3. All other records resulting in a transmittal of a Certificate of Satisfactory Completion to the Board.
4. Course sponsors shall maintain the required records for each course at least three (3) years following the date the course is completed.
5. Upon request by the board, each course sponsor shall provide the board with copies of any required records.

61G19-7.008 Certificates of Satisfactory Completion.

1. Providers of approved training programs shall submit a Certificate of Satisfactory Completion to each individual who satisfactorily completes an approved training program.
2. A Certificate of Satisfactory Completion submitted by a provider of an approved training program shall constitute evidence that the applicant has successfully completed the training program within a period of thirty-six (36) calendar months, and that the individual meets the requirements in Rule 61G19-7.001, F.A.C.

3. A Certificate of Satisfactory Completion shall qualify the applicant for examination in the category sought, pursuant to Section 468.609(2)(c)4., F.S.

61G19-7.009 Advertising of Training Programs.

1. A training program shall not be advertised as one approved by the Board until such approval is officially granted by the Board and a program number is assigned.
2. Training program providers shall not include any false or misleading information regarding any training program approved under this chapter.

61G19-7.010 Training Program Provider Fees.

1. Training program providers registering with the Board who are registered with the Board to provide continuing education courses under Chapter 61G19-9, F.A.C., shall pay no fee for training program provider registration. All others shall pay a fee of \$100 for training program provider registration.
2. The fee for reviewing each training program approval application shall be \$25.00 per one hundred (100) program hours; the minimum fee shall be \$25.00, the maximum shall be \$100.00.
3. Government agencies providing training programs shall pay no fee for program or program provider registration.

Chapter 61G19-9 Continuing Education	
61G19-9.001	Continuing Education for Biennial Renewal
61G19-9.002	Continuing Education Course Providers
61G19-9.003	Registration of Course Providers
61G19-9.004	Approval of Courses
61G19-9.0045	Approval of Proctored Telecourses and Interactive Distance Learning Courses.
61G19-9.005	Qualifications of Course Instructors
61G19-9.006	Course Syllabus
61G19-9.007	Records Required to Be Maintained by Course Providers
61G19-9.008	Audit of Certificates of Completion. (Repealed)
61G19-9.009	Advertising of Continuing Education Courses
61G19-9.010	Continuing Education Courses Required by Disciplinary Action
61G19-9.011	Continuing Education Course Provider Fees

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 61G19-9.001 (4)

Sections 4-8 of this chapter have been renumbered to accommodate new text.

Information previously in Section 4 is now in Section 5.

Section 4 includes new text clarifying Laws and Rules: "Laws and Rules" as used in subsection (1) above means the study and examination of the related subject matter as is exemplified and contained within Chapters 112, 320, 468, 553, 471, 481, 489 (as it relates to licensure and scope of practice), and 713 (as it relates to permitting), F.S., and their associated rules in the Florida Administrative Code (F.A.C.) as listed in the Board's Candidate Information Bulletin (CIB) online."

Chapter 61G19-9.001 (5)

This section contains information previously in Section 4, which clarifies CE requirements for applicants who are first certified when there is more than one-half of their initial biennial certification period remaining. They shall "only be required to complete a minimum of seven (7) hours of continuing education courses, which shall include a minimum of one (1) hour in the area of accessibility, prior to the end of their initial biennial certification period as a condition of the initial renewal of all certifications held by the certificate holder."

Chapter 61G19-9.001 (6)

Renumbered - this section contains information previously in Section 5

Chapter 61G19-9.001 (7)

Renumbered - this section contains information previously in Section 6

Chapter 61G19-9.001 (8)

This is a new section regarding the responsibility of certificate holders to maintain course completion certificates.

61G19-9.001 Continuing Education for Biennial Renewal.

1. Except as noted below, prior to the end of each biennial certification period, all certificate holders shall complete a minimum of fourteen (14) classroom or interactive distance learning hours of continuing education courses, which shall include a minimum of two (2) hours in the area of accessibility, and, effective in the licensure renewal biennium that begins December 12, 2003, a minimum of two (2) classroom hours in the area of laws and rules (other than accessibility) as a condition of the biennial renewal of all certifications held by the certificate holder.
2. "Interactive Distance Learning" means the delivery of educational offerings or courses via the internet and/or other interactive electronic media. Such offerings

- or courses shall be interactive, providing for the interchange of information between the student and the teacher, and shall provide for the registration, evaluation, monitoring, and verification of continuing education. The courses shall be accessible at locations and times determined by the student.
3. "Interactive Distance Learning Hour" means sixty minutes of instruction presented in an alternative nonclassroom interactive distance learning setting, exclusive of any breaks, recesses, or other time not spent in instruction.
 4. "Laws and Rules" as used in subsection (1) above means the study and examination of the related subject matter as is exemplified and contained within Chapters 112, 320, 468, 553, 471, 481, 489 (as it relates to licensure and scope of practice), and 713 (as it relates to permitting), F.S., and their associated rules in the Florida Administrative Code (F.A.C.) as listed in the Board's Candidate Information Bulletin (CIB) online.
 5. Applicants who are first certified when there is more than one-half of their initial biennial certification period remaining, shall only be required to complete a minimum of seven (7) hours of continuing education courses, which shall include a minimum of one (1) hour in the area of accessibility, prior to the end of their initial biennial certification period as a condition of the initial renewal of all certifications held by the certificate holder.
 6. Applicants who are first certified when there is one-half or less of their initial biennial certification period remaining, shall not be required to complete any hours of continuing education courses as a condition of the initial renewal of all certifications held by the certificate holder.
 7. For those certificate holders who are certified in more than one certification category, completion of the minimum number of hours of continuing education course requirements as set forth above shall be sufficient for the biennial renewal of all certifications held by the certificate holder. All license numbers held by the certificate holder should be submitted by the certificate holder to the provider at the time of course registration.
 8. A certificate holder shall maintain continuing education course completion certificates for a period of three (3) years.

61G19-9.002 Continuing Education Course Providers.

The following courses and course providers satisfy the continuing education requirement:

1. Courses conducted by an accredited university, college, junior college or community college, or by an official government agency or the military; and
2. Courses conducted by a recognized national or state trade or civil organization, any business association, private entity, or person provided the following conditions are met: (a) The course shall be registered with the Board; and (b) The instructor must be a certified building code administrator, inspector, plans

examiner, professional engineer, registered architect, certified contractor, or a substantially similar authority in the field qualified as prescribed in Rule 61G19-9.005, F. A. C.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 61G19-9.003 (1)

Addition of text: "Renewal for course providers is required by May 31 of every odd year."

61G19-9.003 Registration of Course Providers.

1. Registration for Course Providers is required May 31 of every odd year. All providers are required to register with the Board, before providing continuing education courses, on Board-approved registration form DBPR/BCAI/10 Rev. 04/01. The instructions and form, entitled Provider Approval Application, which is hereby incorporated by reference and will be effective June 5, 2001, may be obtained from the Board office. Renewal for course providers is required by May 31 of every odd year.
2. Registration forms shall include the provider's name, address, and phone number, and the names, addresses, and phone numbers of each person or entity with an ownership interest in the provider or who are entitled to receive a percentage of revenues from the course provider.
3. The Board shall maintain a list of all registered course providers.
4. Course providers shall notify the Board in writing within thirty (30) days of the effective date of any changes in information required to be listed on the initial registration.
5. The provider must comply with the requirements stated in subsection 61-6.015(5), F.A.C., as a condition of approval as a course provider.
6. The course provider shall not offer any continuing education courses if the provider status has expired, or if the provider fails to renew or is disciplined.
7. No provider may allow a licensed instructor to conduct any course or seminar offered by the provider if the instructor's license has been disciplined and has not been released from the terms of the final order in the disciplinary case. Upon receipt of notice that the instructor is under discipline, the provider shall, within seven (7) days, write to the Board office and confirm that the instructor is no longer conducting any course or seminar offered by the provider. For the purposes of this subsection, a letter of guidance or a reprimand shall not constitute "under discipline."
8. If the course provider has been disciplined by the Department for anything other than not renewing the license, the provider cannot reapply to the Division for two (2) years from the date of the Final Order.

61G19-9.004 Approval of Courses.

1. Any provider registered pursuant to this Chapter may apply for approval of a continuing education course. The application must be submitted on a Board-approved form, BPR/BCAI/11 Rev. 7/97, B.C.A.I. Course Approval Application, which is hereby incorporated by reference and will be effective 10-1-97, copies of which may be obtained from the Board office. Applications must be submitted a minimum of ninety (90) days prior to the date the offering begins.
2. Upon receipt of a course application and the appropriate fee, the Board may approve any course, seminar, or conference in the construction area provided by any university, college, junior college, community college, vocational-technical center, public or private school, firm, association, organization, person, corporation, or entity which meets the criteria of this part.
3. The application shall include the total number of classroom hours, the course syllabus, a detailed outline of the contents of the course, and the names and qualifications of all instructors known at the time of application.
4. The Board shall approve continuing education courses which have sufficient educational content to improve the certificate holder's inspection and technical skills, which are taught by qualified instructors, and which otherwise fulfill the requirements of this part. Course approval is valid for two (2) years from the date of approval unless the provider expires or is disciplined.
5. The Board shall approve or deny any application for course approval at the first Board meeting held more than thirty days after the date the application is received by the board. If the application is denied, the Board shall inform the applicant in writing of the specific reasons for denial within fifteen days of its decision.
6. A course which has been rejected by the Board may be resubmitted with modifications.
7. The Board shall not deny or withdraw approval of a course on the basis that another course provider is conducting the same or a similar Board-approved course.
8. If a course is approved, the Board shall assign the course a number. The course provider shall print the Board-assigned number on the course syllabus, on all printed material used in connection with the course, and in all written advertising used in connection with the course.
9. Of the required fourteen (14) continuing education hours, up to three (3) hours credit may be earned by attending a meeting of the Board. Licensees shall give at least seven (7) days advance notice to the Board of their intention to attend the meeting for continuing education credit. Licensees shall check in with the Clerk of the Board prior to the meeting and must sign in and out for breaks and lunch periods. Continuing education credit will be awarded on an hour-for-hour

- basis. A maximum of three (3) hours of continuing education credit per biennium may be earned in this manner. Licensees shall not be credited for attending any meeting in which the licensee is a party in a disciplinary matter. At the conclusion of the meeting, the clerk will provide a certificate of attendance which licensees will maintain for three (3) years.
10. After a course has been approved by the Board, any substantive changes in the course content requires reapplication of the course to be submitted for approval by the Board.
 11. The Board approves those continuing education courses approved by the Construction Industry Licensing Board; the Electrical Contractors' Licensing Board; and the Board of Architecture and Interior Design.
 12. The course instructor shall receive continuing education credit equal to the total approved credit for that course if they submit this documentation at the request of the Department. Credit may not be granted for teaching the same course more than once in each biennium.
 13. Of the required fourteen (14) continuing education hours, up to seven (7) hours credit may be earned by attending a meeting of the Commission within the Department of Community Affairs, or any of the meetings of any technical committees of the Commission. Certificate holders shall be responsible for obtaining and maintaining satisfactory proof of attendance at such meetings as specified in Rule 61G19-9.008, F.A.C. A copy of proof of attendance must be submitted to the Board office or Department upon request of completion to ensure that continuing education credit is awarded.

61G19-9.0045 Approval of Proctored Telecourses and Interactive Distance Learning Courses.

1. Telecourses which are proctored shall be subject to the same conditions of approval as a classroom or seminar course wherein the course completion is measured by attendance and credits provided in the form of contact hours.
2. An interactive distance learning continuing education activity offered by a provider registered under this rule chapter must meet the standards for approved courses outlined in this rule chapter and, furthermore, must include a testing mechanism on which a passing score must be attained by the licensee prior to the issuing of credit.

61G19-9.005 Qualifications of Course Instructors.

1. Course instructors shall be qualified as follows:
 - (a) Any standard building code administrator, standard plans examiner, or standard building inspector may teach any course within the scope of his license;
 - (b) Any person with a four year college or graduate degree may teach a course in their field of study;

- (c) Any state certified contractor with at least five (5) years experience may teach any technical course within the scope of the contractor's license;
 - (d) Substantially qualified authorities may teach courses within their area of expertise; and
 - (e) Every instructor involved with the Building Code Training Program (BCTP) core course must complete the "train-the-trainer" course developed by the Department of Community Affairs.
2. The Board shall not reject a course based upon the proposed instructors, but may approve a course contingent on certification by the course provider that all instructors meet the minimum requirements before conducting that course, and before advertising that the course is approved for continuing education credit.
 3. A course provider may request approval by the Board regarding the qualifications of a particular instructor for a particular course.
 4. No individual who has had a professional license suspended or revoked shall be eligible to instruct a continuing education course.

61G19-9.006 Course Syllabus.

1. Each course provider shall prepare a course syllabus for each course. The syllabus shall state the name of the course, the course number assigned by the Board, the name and address of the course provider and a description or outline of the contents of the course.
2. Prior to the course, course providers shall give a course syllabus to each person who registers for the course.

61G19-9.007 Records Required to be Maintained by Course Providers.

1. Course providers shall maintain the following records with respect to each course:
 - a) The time, date, and place each course is conducted;
 - b) The name, address, and qualifications of each instructor who teaches any portion of the course;
 - c) The name, address, and certificate number of each person who registered for the course;
 - d) The original sign-in sheet used at the site of the course to register people attending each course. Course providers shall require every person to print their name and license number, and sign their name on the course sign-in sheet;
 - e) The course syllabus used for each course.

- f) Certificates of completion for each person completing a course containing the name and the license number of the person who completed the course.
2. Course providers shall maintain the required records for each course at least four (4) years following the date the course is completed.
3. Upon request by the Board, each course provider shall provide the Board with copies of any required records.
4. For interactive distance learning courses, in lieu of the original sign-in sheet required in (1)(d) above, the course provider shall maintain and provide a record of the registration, login, course access log, and course completion. In lieu of providing a document bearing the contractor's signature, the course provider shall provide the student's identity verification data, which shall include the student's password and the student's mother's maiden name.

61G19-9.009 Advertising of Continuing Education Courses.

1. Course providers shall not advertise a continuing education course as one approved by the Board until such approval is officially granted by the Board.
2. Course providers shall not include any false or misleading information regarding the contents, instructors or number of classroom hours of any course approved under this rule.

61G19-9.010 Continuing Education Courses Required by Disciplinary Action.

1. Continuing education courses approved under the provisions of this part shall satisfy final orders of the board requiring continuing education as a disciplinary measure.
2. The disciplined certificate holder shall submit proof of completion of the required amount of continuing education to the Board within the time stated in the final order.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 61G19-9.011 (1)

Text has been added so that "The fee for registering each continuing education provider shall be \$100.00" is now "The fee for registering or renewing each continuing education provider shall be \$100.00."

61G19-9.011 Continuing Education Course Provider Fees.

1. The fee for registering or renewing each continuing education provider shall be \$100.00.

2. The fee for reviewing each continuing education course approval application shall be \$25.00 per four (4) classroom hours; the minimum fee shall be \$25.00, the maximum fee shall be \$200.00.
3. Government agencies providing continuing education shall pay no fee for course or provider approval.

Chapter 61G19-10 Fees

61G19-10.001 Fees: Application, Examination, Certification and Renewal

61G19-10.002 Change of Status Fee

61G19-10.001 Fees: Application, Examination, Certification and Renewal.

1. Building code administrator, plans examiners, or inspectors employed by local governments shall not pay application or examination fees, but shall pay \$5.00 each for initial certification and biennial renewal fees.
2. All other persons who are not local government employees shall pay fees as follows:
 - a) The application fee is \$25.00.
 - b) The examination fee is \$50.00.
 - c) The reexamination fee is \$25.00.
 - d) The certification fee is \$25.00.
 - e) The inactive certificate renewal fee is \$25.00.
 - f) The active and inactive certificate renewal fee is \$25.00.
 - g) Delinquent Fee. A delinquent status licensee shall pay a delinquency fee of \$5.00 when the licensee applies for active or inactive status.
 - h) The examination review fee is \$25.00.

61G19-10.002 Change of Status Fee.

1. Active. The fee for reactivation of an inactive status license shall be \$5.00.
2. Inactive. A licensee shall pay an inactive status fee of \$5.00 when the licensee applies for inactive status at any time other than at the beginning of licensure cycle.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 61G19-10.003

This is a new chapter regarding the reinstatement fee of a null and void license.

61G19-10.003 Reinstatement Fee of a Null and Void License.

Reinstatement of a null and void license must be accompanied by payment of a fee of \$125.00.

Chapter 61G19-11 Probable Cause Panel

61G19-11.001 Probable Cause Panel

61G19-11.001 Probable Cause Panel.

1. The determination whether probable cause exists to believe that a violation of Part XII, Chapter 468 or Chapter 455, F.S., has occurred, shall be made by a majority vote of the probable cause panel.
2. The probable cause panel shall be appointed by the Chair of the Board, and shall consist of at least two members. One member shall be a consumer member, if available and willing to serve, and one member may be a former member of the Board.
3. The Board reserves to its probable cause panel the sole authority to find probable cause for the purpose of authorizing the filing of an administrative complaint.

Chapter 61G19-12 Delinquent Status

61G19-12.001 Delinquent Status

61G19-12.001 Delinquent Status.

1. The failure of any license holder to elect active or inactive status before the license expires shall cause the license to become delinquent.
2. The delinquent status licensee must affirmatively apply for active or inactive status during the biennium in which the license becomes delinquent. The failure by the delinquent status licensee to cause the license to become active or inactive before the expiration of the biennium which the license became delinquent shall render the license null and void without further action by the Board or Department.
3. The delinquent status licensee who applies for active or inactive licensee status shall:
 - a) file with the Board the complete Agency application for either active or inactive status.
 - b) pay to the Board either the active status or inactive status license fee, the delinquent status licensee fee, and, if applicable, the processing fee; and
 - c) demonstrate compliance with Chapter 61G19, FAC

Florida Statutes: Building Code Administrators & Inspectors

468.601 Purpose

The Legislature finds that, where building code administration and inspection personnel fail to adequately, competently, and professionally administer state or local building codes, physical and economic injury to the citizens of the state may result and, therefore, deems it necessary in the interest of public health and safety to regulate the practice of building code administration and inspection in this state.

468.602 Exemptions

This part does not apply to:

1. Persons who possess a valid certificate, issued pursuant to s. 633.081, for conducting firesafety inspections, when conducting firesafety inspections.
2. Persons currently licensed or certified to practice as an architect pursuant to chapter 481, an engineer pursuant to chapter 471, or a contractor pursuant to chapter 489, when performing any services authorized by such license or certificate.
3. Persons acting as special inspectors for code enforcement jurisdictions while conducting special inspections not required as minimum inspections by the Florida Building Code.

468.603 Definitions

As used in this part:

1. "Building code administrator" or "building official" means any of those employees of municipal or county governments with building construction regulation responsibilities who are charged with the responsibility for direct regulatory administration or supervision of plan review, enforcement, or inspection of building construction, erection, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state law or municipal or county ordinance. This term is synonymous with "building official" as used in the administrative chapter of the Standard Building Code and the South Florida Building Code. One person employed by each municipal or county government as a building code administrator or building official and who is so certified under this part may be authorized to perform any plan review or inspection for which certification is required by this part.
2. "Building code inspector" means any of those employees of local governments or state agencies with building construction regulation responsibilities who themselves conduct inspections of building construction, erection, repair, addition, or alteration projects that require permitting indicating compliance with

- building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state law or municipal or county ordinance.
3. "Board" means the Florida Building Code Administrators and Inspectors Board.
 4. "Department" means the Department of Business and Professional Regulation.
 5. "Certificate" means a certificate of qualification issued by the department as provided in this part.
 6. "Categories of building code inspectors" include the following:
 - a) "Building inspector" means a person who is qualified to inspect and determine that buildings and structures are constructed in accordance with the provisions of the governing building codes and state accessibility laws.
 - b) "Coastal construction inspector" means a person who is qualified to inspect and determine that buildings and structures are constructed to resist near-hurricane and hurricane velocity winds in accordance with the provisions of the governing building code.
 - c) "Commercial electrical inspector" means a person who is qualified to inspect and determine the electrical safety of commercial buildings and structures by inspecting for compliance with the provisions of the National Electrical Code.
 - d) "Residential electrical inspector" means a person who is qualified to inspect and determine the electrical safety of one and two family dwellings and accessory structures by inspecting for compliance with the applicable provisions of the governing electrical code.
 - e) "Mechanical inspector" means a person who is qualified to inspect and determine that the mechanical installations and systems for buildings and structures are in compliance with the provisions of the governing mechanical code.
 - f) "Plumbing inspector" means a person who is qualified to inspect and determine that the plumbing installations and systems for buildings and structures are in compliance with the provisions of the governing plumbing code.
 - g) "One and two family dwelling inspector" means a person who is qualified to inspect and determine that one and two family dwellings and accessory structures are constructed in accordance with the provisions of the governing building, plumbing, mechanical, accessibility, and electrical codes.
 - h) "Electrical inspector" means a person who is qualified to inspect and determine the electrical safety of commercial and residential buildings and accessory structures by inspecting for compliance with the provisions of the National Electrical Code.

7. "Plans examiner" means a person who is qualified to determine that plans submitted for purposes of obtaining building and other permits comply with the applicable building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes. Categories of plans examiners include:
 - a) Building plans examiner.
 - b) Plumbing plans examiner.
 - c) Mechanical plans examiner.
 - d) Electrical plans examiner.
8. "Building code enforcement official" or "enforcement official" means a licensed building code administrator, building code inspector, or plans examiner.

468.604 Responsibilities of building code administrators, plans examiners, and inspectors

1. It is the responsibility of the building code administrator or building official to administrate, supervise, direct, enforce, or perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of their governmental jurisdiction, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building code administrator or building official shall faithfully perform these responsibilities without interference from any person. These responsibilities include:
 - a) The review of construction plans to ensure compliance with all applicable sections of the code. The construction plans must be reviewed before the issuance of any building, system installation, or other construction permit. The review of construction plans must be done by the building code administrator or building official or by a person having the appropriate plans examiner license issued under this chapter.
 - b) The inspection of each phase of construction where a building or other construction permit has been issued. The building code administrator or building official, or a person having the appropriate building code inspector license issued under this chapter, shall inspect the construction or installation to ensure that the work is performed in accordance with applicable sections of the code.
2. It is the responsibility of the building code inspector to conduct inspections of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. Each building code inspector must be licensed in the appropriate category as defined in s. 468.603. The building code inspector's responsibilities must be performed under the direction of the building code administrator or building official without interference from any unlicensed person.

3. It is the responsibility of the plans examiner to conduct review of construction plans submitted in the permit application to assure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The review of construction plans must be done by the building code administrator or building official or by a person licensed in the appropriate plans examiner category as defined in s. 468.603. The plans examiner's responsibilities must be performed under the supervision and authority of the building code administrator or building official without interference from any unlicensed person.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 468.605 (2)(e)
Chapter 468.605 (2)(f)

New sections,

(2)(e) "One member who is representative of a city or charter county."

(2)(f) "Two consumer members who are not, and have never been, members of a profession regulated under this part, chapter 481, chapter 471, or chapter 489. One of the consumer members must be a person with a disability or representative of an organization which represents persons with disabilities."

New text: "None of the board members described in paragraph (a) or paragraph (f) may be an employee of a municipal, county, or state governmental agency."

468.605 Florida Building Code Administrators and Inspectors Board

1. There is created within the Department of Business and Professional Regulation the Florida Building Code Administrators and Inspectors Board. Members shall be appointed by the Governor, subject to confirmation by the Senate. Members shall be appointed for 4-year terms. No member shall serve more than two consecutive 4-year terms, nor serve for more than 11 years on the board. To ensure continuity of board policies, the Governor shall initially appoint one member for a 1-year term, two members for 2-year terms, two members for 3-year terms, and two members for 4-year terms.
2. The board shall consist of nine members, as follows:
 - a) One member who is an architect licensed pursuant to chapter 481, an engineer licensed pursuant to chapter 471, or a contractor licensed pursuant to chapter 489.
 - b) Two members serving as building code administrators.
 - c) Two members serving as building code inspectors.

- d) One member serving as a plans examiner.
- (e) One member who is a representative of a city or a charter county.
- (f) Two consumer members who are not, and have never been, members of a profession regulated under this part, chapter 481, chapter 471, or chapter 489. One of the consumer members must be a person with a disability or a representative of an organization which represents persons with disabilities.

None of the board members described in paragraph (a) or paragraph (f) may be an employee of a municipal, county, or state governmental agency.

468.606 Authority of the board

The board is authorized to:

1. Adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of this part.
2. Certify individuals as being qualified under the provisions of this part to be building code administrators, plans examiners, and building code inspectors.

468.607 Certification of building code administration and inspection personnel

The board shall issue a certificate to any individual whom the board determines to be qualified, within such class and level as provided in this part and with such limitations as the board may place upon it. No person may be employed by a state agency or local governmental authority to perform the duties of a building code administrator, plans examiner, or building code inspector after October 1, 1993, without possessing the proper valid certificate issued in accordance with the provisions of this part. Any person who acts as an inspector and plans examiner under s. 1013.37 while conducting activities authorized by certification under that section is certified to continue to conduct inspections for a local enforcement agency until the person's UBCI certification expires, after which time such person must possess the proper valid certificate issued in accordance with this part.

468.609 Administration of this part; standards for certification; additional categories of certification

1. Except as provided in this part, any person who desires to be certified shall apply to the board, in writing upon forms approved and furnished by the board, to take the certification examination.
2. A person may take the examination for certification as a building code inspector or plans examiner pursuant to this part if the person:
 - a) Is at least 18 years of age.

b) Is of good moral character.

c) Meets eligibility requirements according to one of the following criteria:

1. Demonstrates 5 years' combined experience in the field of construction or a related field, building code inspection, or plans review corresponding to the certification category sought;
2. Demonstrates a combination of postsecondary education in the field of construction or a related field and experience which totals 4 years, with at least 1 year of such total being experience in construction, building code inspection, or plans review;
3. Demonstrates a combination of technical education in the field of construction or a related field and experience which totals 4 years, with at least 1 year of such total being experience in construction, building code inspection, or plans review; or
4. Currently holds a standard certificate as issued by the board and satisfactorily completes a building code inspector or plans examiner training program of not less than 200 hours in the certification category sought. The board shall establish by rule criteria for the development and implementation of the training programs.

d) After the Building Code Training Program is established under s. 553.841, demonstrates successful completion of the core curriculum approved by the Florida Building Commission, appropriate to the licensing category sought.

3. A person may take the examination for certification as a building code administrator pursuant to this part if the person:

a) Is at least 18 years of age.

b) Is of good moral character.

c) Meets eligibility requirements according to one of the following criteria:

1. Demonstrates 10 years' combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent, with at least 5 years of such experience in supervisory positions; or
2. Demonstrates a combination of postsecondary education in the field of construction or related field, no more than 5 years of which may be applied, and experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent which totals 10 years, with at least 5 years of such total being experience in supervisory positions.

d) After the Building Code Training Program is established under s. 553.841, demonstrates successful completion of the core curriculum approved by the Florida Building Commission, appropriate to the licensing category sought.

4. No person may engage in the duties of a building code administrator, plans examiner, or building code inspector pursuant to this part after October 1, 1993,

unless such person possesses one of the following types of certificates, currently valid, issued by the board attesting to the person's qualifications to hold such position:

- a) A standard certificate.
 - b) A limited certificate.
 - c) A provisional certificate.
5. a) To obtain a standard certificate, an individual must pass an examination approved by the board which demonstrates that the applicant has fundamental knowledge of the state laws and codes relating to the construction of buildings for which the applicant has building code administration, plans examination, or building code inspection responsibilities. It is the intent of the Legislature that the examination approved for certification pursuant to this part be substantially equivalent to the examinations administered by the Southern Building Code Congress International and the Council of American Building Officials.
- b) A standard certificate shall be issued to each applicant who successfully completes the examination, which certificate authorizes the individual named thereon to practice throughout the state as a building code administrator, plans examiner, or building code inspector within such class and level as is specified by the board.
- c) The board may accept proof that the applicant has passed an examination which is substantially equivalent to the board-approved examination set forth in this section.
6. a) A building code administrator, plans examiner, or building code inspector holding office on July 1, 1993, shall not be required to possess a standard certificate as a condition of tenure or continued employment, but shall be required to obtain a limited certificate as described in this subsection.
- b) By October 1, 1993, individuals who were employed on July 1, 1993, as building code administrators, plans examiners, or building code inspectors, who are not eligible for a standard certificate, but who wish to continue in such employment, shall submit to the board the appropriate application and certification fees and shall receive a limited certificate qualifying them to engage in building code administration, plans examination, or building code inspection in the class, at the performance level, and within the governmental jurisdiction in which such person is employed.
- c) The limited certificate shall be valid only as an authorization for the building code administrator, plans examiner, or building code inspector to continue in the position held, and to continue performing all functions assigned to that position, on July 1, 1993.
- d) A building code administrator, plans examiner, or building code inspector holding a limited certificate can be promoted to a position requiring a higher level certificate only upon issuance of a standard certificate or provisional certificate appropriate for such new position.

- e) By March 1, 2003, or 1 year after the Florida Building Code is implemented, whichever is later, individuals who were employed by an educational board, the Department of Education, or the State University System as building code administrators, plans examiners, or inspectors, who do not wish to apply for a standard certificate but who wish to continue in such employment, shall submit to the board the appropriate application and certification fees and shall receive a limited certificate qualifying such individuals to engage in building code administration, plans examination, or inspection in the class, at the performance level, and within the governmental jurisdiction in which such person is employed.
7. a) The board may provide for the issuance of provisional certificates valid for such period, not less than 3 years nor more than 5 years, as specified by board rule, to any newly employed or promoted building code inspector or plans examiner who meets the eligibility requirements described in subsection (2) and any newly employed or promoted building code administrator who meets the eligibility requirements described in subsection (3).
- b) No building code administrator, plans examiner, or building code inspector may have a provisional certificate extended beyond the specified period by renewal or otherwise.
- c) The board may provide for appropriate levels of provisional certificates and may issue these certificates with such special conditions or requirements relating to the place of employment of the person holding the certificate, the supervision of such person on a consulting or advisory basis, or other matters as the board may deem necessary to protect the public safety and health.
- d) A newly employed or hired person may perform the duties of a plans examiner or building code inspector for 90 days if a provisional certificate application has been submitted, provided such person is under the direct supervision of a certified building code administrator who holds a standard certification and who has found such person qualified for a provisional certificate. However, direct supervision and the determination of qualifications under this paragraph may be provided by a building code administrator who holds a limited or provisional certificate in any county with a population of less than 75,000 and in any municipality located within such a county.
8. Any individual applying to the board may be issued a certificate valid for multiple building code inspection classes, as deemed appropriate by the board.
9. Certification and training classes may be developed in coordination with degree career education centers, community colleges, the State University System, or other entities offering certification and training classes.
10. The board may by rule create categories of certification in addition to those defined in s. 468.603(6) and (7). Such certification categories shall not be mandatory and shall not act to diminish the scope of any certificate created by statute.

The board shall examine other certification or training programs, as applicable, upon submission to the board for its consideration of an application for certification by endorsement. The board shall waive its examination, qualification, education, or training requirements, to the extent that such examination, qualification, education, or training requirements of the applicant are determined by the board to be comparable with those established by the board.

468.617 Joint building code inspection department; other arrangements

1. Nothing in this part shall prohibit any local jurisdiction, school board, community college board, state university, or state agency from entering into and carrying out contracts with any other local jurisdiction or educational board under which the parties agree to create and support a joint building code inspection department for conforming to the provisions of this part. In lieu of a joint building code inspection department, any local jurisdiction may designate a building code inspector from another local jurisdiction to serve as a building code inspector for the purposes of this part.
2. Nothing in this part shall prohibit local governments, school boards, community college boards, state universities, or state agencies from contracting with persons certified pursuant to this part to perform building code inspections or plan reviews. An individual or entity may not inspect or examine plans on projects in which the individual or entity designed or permitted the projects.
3. Nothing in this part shall prohibit any county or municipal government, school board, community college board, state university, or state agency from entering into any contract with any person or entity for the provision of building code inspection services regulated under this part, and notwithstanding any other statutory provision, such county or municipal governments may enter into contracts.

468.619 Building code enforcement officials' bill of rights

1. It is the finding of the Legislature that building code enforcement officials are employed by local jurisdictions to exercise police powers of the state in the course of their duties and are in that way similar to law enforcement personnel, correctional officers, and firefighters. It is the further finding of the Legislature that building code enforcement officials are thereby sufficiently distinguishable from other professionals regulated by the department so that their circumstances merit additional specific protections in the course of disciplinary investigations and proceedings against their licenses.
2. All enforcement officials licensed under this part shall have the rights and privileges specified in this section. Such rights are not exclusive to other rights, and an enforcement official does not forfeit any rights otherwise held under federal, state, or local law. In any instance of a conflict between a provision of this section and a provision of chapter 455, the provision of this section shall supersede the provision of chapter 455.

3. Whenever an enforcement official is subjected to an investigative interview for possible disciplinary action by the department, such interview shall be conducted pursuant to the requirements of this subsection.
 - a) The interview shall take place at a reasonable hour. If the interview is taken in person, it shall take place not more than 30 miles from where the licensee works, or at any other mutually agreeable location or time.
 - b) An enforcement official may not be subjected to an interview without first receiving written notice of sufficient details of the complaint in order to be reasonably apprised of the nature of the investigation and of the substance of the allegations made. The enforcement official shall be informed prior to the interview whether the complaint originated from the department or from a consumer.
 - c) At his or her request, an enforcement official under investigation shall have the right to be represented by counsel or by any other representative of his or her choice, who shall be present at such time as the enforcement official wishes during the interview.
 - d) During the interview, the enforcement official may not be subjected to offensive language. No promise may be made or reward offered to the enforcement official as an inducement to answer any question.
 - e) If requested by the enforcement official, the interview of an enforcement official, including notation of all recess periods, must be recorded on audio tape, or otherwise preserved in such a manner as to allow a transcript to be prepared, and there shall be no unrecorded questions or statements. Upon the request of the enforcement official, a copy of any such recording of the interview must be made available to the enforcement official no later than 72 hours following the interview, excluding holidays and weekends. The expense of the recording and transcript shall be borne by the enforcement official.
 - f) If the testimony is transcribed, the transcript must be furnished to the enforcement official for examination, and shall be read to or by the enforcement official, unless waived by all parties involved. Any changes in form or substance that the enforcement official wants to make shall be listed in writing, with a statement of the reasons for making the changes. The changes shall be attached to the transcript. Any transcript of an interview with an enforcement official which is to be used in any proceeding against the enforcement official shall be sworn or affirmed to and acknowledged by the enforcement official.
4. The investigation of a complaint against an enforcement official is subject to the time restrictions set forth in this subsection, and failure to comply with any time restriction set forth in this subsection shall result in dismissal of the complaint against the enforcement official. An investigation of a complaint against an enforcement official that was dismissed for failure to comply with a time restriction set forth in this subsection may not be reopened. However, in any instance of an additional complaint being initiated, information or investigation related to the dismissed complaint may be used.

- a) The department must inform the enforcement official of any legally sufficient complaint received, including the substance of the allegation, within 10 days after receipt of the complaint by the department.
 - b) The enforcement official shall be given 30 days to respond to any legally sufficient complaint.
 - c) No longer than 180 days from the date of the receipt of the complaint, the department shall submit the investigation, whether complete or not, to the probable cause panel for review. In the event the investigation is not complete, the probable cause panel shall review and instruct the department to complete the investigation within a time certain and, in no event, greater than 90 days or dismiss the complaint with prejudice.
5. The enforcement official shall be considered an agent of the governmental entity employing him or her and as such shall be defended by that entity in any action brought by the department or the board, provided the enforcement official is working within the scope of his or her employment.
 6. An enforcement official shall not be subject to disciplinary action in regard to his or her certification for exercising his or her rights under this section.
 7. If any action taken against the enforcement official by the department or the board is found to be without merit by a court of competent jurisdiction, or if judgment in such an action is awarded to the enforcement official, the department or the board, or the assignee of the department or board, shall reimburse the enforcement official or his or her employer, as appropriate, for reasonable legal costs and reasonable attorney's fees incurred. The amount awarded shall not exceed the limit provided in s. 120.595.
 8. An enforcement official may bring civil suit against any person, group of persons, or organization or corporation, or the head of such organization or corporation, for damages, either pecuniary or otherwise, suffered pursuant to the performance of the enforcement official's duties or for abridgement of the enforcement official's civil rights arising out of the enforcement official's performance of official duties.
 9. Notwithstanding any other provision in law, while under investigation the enforcement official shall not be denied any and all the rights and privileges of a licensee in good standing.

Please note: Some of the information in this section has been changed due to recent updates in the Laws & Rules. The changes are as follows:

Chapter 468.621 (1)(i)

Text has been altered:

“Failing to lawfully execute the duties and responsibilities specified in this part and ss. 553.73, 553.781, ~~and~~ 553.79, and 553.791.”

Chapter 468.621 (1)(j)

New section:

j) Performing building code inspection services under s. 553.791 without satisfying the insurance requirements of that section.

468.621 Disciplinary proceedings

1. The following acts constitute grounds for which the disciplinary actions in subsection (2) may be taken:
 - a) Violating or failing to comply with any provision of this part, or a valid rule or lawful order of the board or department pursuant thereto.
 - b) Obtaining certification through fraud, deceit, or perjury.
 - c) Knowingly assisting any person practicing contrary to the provisions of:
 1. This part; or
 2. The building code adopted by the enforcement authority of that person.
 - d) Having been convicted of a felony against this state or the United States, or of a felony in another state that would have been a felony had it been committed in this state.
 - e) Having been convicted of a crime in any jurisdiction which directly relates to the practice of building code administration or inspection.
 - f) Making or filing a report or record which the certificateholder knows to be false, or knowingly inducing another to file a false report or record, or knowingly failing to file a report or record required by state or local law, or knowingly impeding or obstructing such filing, or knowingly inducing another person to impede or obstruct such filing.
 - g) Failing to properly enforce applicable building codes by committing willful misconduct, gross negligence, gross misconduct, repeated negligence, or negligence resulting in a significant danger to life or property.
 - h) Issuing a building permit to a contractor, or any person representing himself or herself as a contractor, without obtaining the contractor's certificate or registration number, where such a certificate or registration is required.
 - i) Failing to lawfully execute the duties and responsibilities specified in this part and ss. 553.73, 553.781, 553.79, and 553.791.
 - j) Performing building code inspection services under s. 553.791 without satisfying the insurance requirements of that section.

2. When the board finds any person guilty of any of the grounds set forth in subsection (1), it may enter an order imposing one or more of the following penalties:
 - a) Denial of an application for certification.
 - b) Permanent revocation.
 - c) Suspension of a certificate.
 - d) Imposition of an administrative fine not to exceed \$5,000 for each separate offense. Such fine must be rationally related to the gravity of the violation.
 - e) Issuance of a reprimand.
 - f) Placement of the certificateholder on probation for a period of time and subject to such conditions as the board may impose, including alteration of performance level.
 - g) Satisfactory completion of continuing education.
 - h) Issuance of a citation.
3. Where a certificate is suspended, placed on probation, or has conditions imposed, the board shall reinstate the certificate of a disciplined building code administrator, plans examiner, or building code inspector upon proof the disciplined individual has complied with all terms and conditions set forth in the final order.
4. No person may be allowed to apply for certification under this part for a minimum of 5 years after the date of revocation of any certificate issued pursuant to this part. The board may by rule establish additional criteria for certification following revocation.

468.627 Application; examination; renewal; fees

1. The board shall establish by rule fees to be paid for application, examination, reexamination, certification and certification renewal, inactive status application, and reactivation of inactive certificates. The board may establish by rule a late renewal penalty. The board shall establish fees which are adequate, when combined with revenue generated by the provisions of s. 468.631, to ensure the continued operation of this part. Fees shall be based on department estimates of the revenue required to implement this part.
2. The initial application fee may not exceed \$25 for building code administrators, plans examiners, or building code inspectors.
3. The initial examination fee may not exceed \$150 for building code administrators, plans examiners, or building code inspectors.

4. Employees of local government agencies having responsibility for building code inspection, building construction regulation, and enforcement of building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes shall pay no application fees or examination fees.
5. The certificateholder shall provide proof, in a form established by board rule, that the certificateholder has completed at least 14 classroom hours of at least 50 minutes each of continuing education courses during each biennium since the issuance or renewal of the certificate, including the specialized or advanced coursework approved by the Florida Building Commission, as part of the Building Code Training Program established pursuant to s. 553.841, appropriate to the licensing category sought. The board shall by rule establish criteria for approval of continuing education courses and providers, and may by rule establish criteria for accepting alternative nonclassroom continuing education on an hour-for-hour basis.
6. Each certificateholder shall provide to the board proof of completion of the core curriculum courses, or passing the equivalency test of the Building Code Training Program established by s. 553.841, within 2 years after commencement of the program. Continuing education hours spent taking such core curriculum courses shall count toward the number required for license renewal. A licensee who passes the equivalency test in lieu of taking the core curriculum courses shall receive full credit for core curriculum course hours.

468.629 Prohibitions; penalties

1. No person may:
 - a) Falsely hold himself or herself out as a certificateholder.
 - b) Falsely impersonate a certificateholder.
 - c) Present as his or her own the certificate of another.
 - d) Give false or forged evidence to the board or the department, or a member, an employee, or an officer thereof, for the purpose of obtaining a certificate.
 - e) Use or attempt to use a certificate which has been suspended or revoked.
 - f) Threaten, coerce, trick, persuade, or otherwise influence, or attempt to threaten, coerce, trick, persuade, or otherwise influence, any certificateholder to violate any provision of this part.
 - g) Offer any compensation to a certificateholder in order to induce a violation of this part, a local building code or ordinance, or another law of this state.
2. Any person who violates any provision of this part commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. Any person who violates any provision of this part after a previous conviction for such violation

commits a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083.

468.631 Building Code Administrators and Inspectors Fund

1. This part shall be funded through a surcharge, to be assessed pursuant to s. 125.56(4) or s. 166.201 at the rate of one-half cent per square foot of under-roof floor space permitted, including new construction, renovations, alterations, and additions. The unit of government responsible for collecting permit fees pursuant to s. 125.56(4) or s. 166.201 shall collect such surcharge and shall remit the funds to the department on a quarterly calendar basis beginning not later than December 31, 1993, for the preceding quarter, and continuing each third month thereafter; and such unit of government may retain an amount up to 10 percent of the surcharge collected to fund projects and activities intended to improve the quality of building code enforcement. There is created within the Professional Regulation Trust Fund a separate account to be known as the Building Code Administrators and Inspectors Fund, which shall deposit and disburse funds as necessary for the implementation of this part. The department shall annually establish the amount needed to fund the certification and regulation of building code administrators, plans examiners, and building code inspectors. Any funds collected in excess of the amount needed to adequately fund the certification and regulation of building code administrators, plans examiners, and building code inspectors shall be deposited into the Florida Homeowners' Construction Recovery Fund established by s. 489.140. If the Florida Homeowners' Construction Recovery Fund is fully funded as provided by s. 489.140, any remaining funds shall be distributed to the Construction Industry Licensing Board for use in the regulation of certified and registered contractors.
2. The unit of government responsible for collecting permit fees under this section shall report to the department quarterly the number of permits issued for under-roof floor space during the quarter, the total square footage for the number of permits issued for under-roof floor space during the quarter, and the calculation of the amount of funds being remitted to the department. The report shall be attested to by the officer in charge of collecting permit fees.

468.632 Prosecution of criminal violations

The department shall report any criminal violation of this part to the proper prosecuting authority for prompt prosecution.

468.633 Authority of local government

1. Nothing in this part may be construed to restrict the authority of local governments to require as a condition of employment that building code administrators, plans examiners, and building code inspectors possess qualifications beyond the requirements for certification contained in this part.
2. The discipline of any person pursuant to s. 468.621 shall, as a matter of law, constitute just or substantial cause for discharge from employment.

3. The certification or discipline of a local government's employees pursuant to this part shall not be construed as a waiver of sovereign immunity by the local government.

Florida Building Inspectors Laws and Rules Exam

1. Officers of the Florida Building Code Administrators and Inspectors Board serve terms of _____.

- A. one year
- B. two years
- C. three years
- D. four years

2. All members of the Board shall be compensated _____ for each day in attendance at an official meeting of the board and for each day of participation in any other business involving the board.

- A. \$25
- B. \$50
- C. \$100
- D. \$200

3. Obtaining a certificate through fraud, deceit, or perjury typically results in penalty of _____.

- A. suspension
- B. revocation
- C. revocation and a fine of up to \$1,500
- D. suspension and a fine of up to \$500

4. The fine for a licensee's second negligence offense is _____.

- A. up to \$2,000
- B. up to \$3,000
- C. up to \$4,000
- D. up to \$5,000

5. The fine for being convicted of a felony for a second time is _____.

- A. up to \$1,500
- B. up to \$3,000
- C. up to \$4,000
- D. up to \$10,000

6. Which of the following is a possible penalty for being found guilty of making a fraudulent representation for a second time?

- A. suspension

- B. revocation
- C. fine of up to \$5,000
- D. both (b) and (c)
- E. All of the above

7. When considering a licensee's application for reinstatement or recertification, the Board shall consider which of the following criteria in evaluating the applicant's eligibility?

- A. Evidence of any acts committed subsequent to the act for which the certificate was revoked.
- B. The time elapsed since the act for which the license was revoked.
- C. Evidence of rehabilitation submitted by the applicant.
- D. All of the above.

8. Failure to provide proof of completion of 14 hours of continuing education courses will result in _____.

- A. license revocation
- B. license suspension
- C. a \$100 fine
- D. a \$500 fine

9. Applicants for certification as an inspector or plans examiner shall demonstrate that he or she has at least _____ of hands-on experience.

- A. one year
- B. two years
- C. three years
- D. four years

10. The Board shall consider a certification application to be abandoned whenever an applicant fails to return an application rejected for incompleteness or insufficiency within _____ of the date of the original notice of rejection.

- A. 30 days
- B. 60 days
- C. 90 days
- D. 120 days

11. Certificate holders and certificate applicants shall inform the Board within _____ of any changes in information required to be on the certificate or in the application.

- A. 30 days
- B. 60 days
- C. 90 days
- D. 120 days

12. All applicants who are currently employed by a municipal or county government or by a state agency at the time of their application and who wish to apply for a standard inspector certificate or a standard plans examiner certificate shall submit with their application a statement from their current employer which shall indicate the applicant's

present status with the employer, and must include the signature of the building code administrator or building official for the applicant's employing agency.

- A. True
- B. False

13. All application forms, reexamination forms, and any other required forms and documents must be received by the Board at least _____ prior to the date of the examination for which the individual is applying.

- A. 30 days
- B. 60 days
- C. 90 days
- D. 120 days

14. An applicant for licensure shall satisfactorily complete the Florida laws and rules (Principles and Practice) exam with a passing grade of _____ or higher.

- A. 65%
- B. 70%
- C. 75%
- D. 80%

15. Which of the following is TRUE?

- A. Provisional certificates are renewable.
- B. Provisional certificates for inspectors are valid for three years.
- C. Provisional certificates for plans examiners are valid for two years.
- D. Provisional certificates for building code administrators officials are valid for one year.

16. Which of the following is TRUE?

- A. Any licensee that is in an inactive status may engage in building code administration, inspection or plans examination.
- B. A licensee's election of inactive status cannot be used to circumvent disciplinary action against the licensee.
- C. Both (a) and (b)
- D. Neither (a) or (b)

17. Applicants currently holding a standard certificate as a building, one and two family dwelling, electrical, mechanical, or plumbing inspector and seeking an additional category of inspector certification shall satisfactorily complete an inspector training program of not less than _____ in the certification category sought.

- A. 100 hours
- B. 200 hours
- C. 300 hours
- D. 400 hours

18. Which of the following is TRUE regarding continuing education requirements?

- A. Certificate holders shall complete a minimum of eight (8) classroom or interactive distance learning hours of continuing education courses prior to the end of each 2 year certification period.
- B. two hours of the continuing education requirement must come from courses that involve accessibility.
- C. two hours of the continuing education requirement must come from courses that involve laws and rules (other than accessibility).
- D. Both (b) and (c)
- E. All of the above

19. Any state certified contractor with at least _____ years experience may teach any technical course within the scope of the contractor's license.

- A. one
- B. three
- C. five
- D. ten

20. Up to _____ hours of continuing education credit may be earned by attending a meeting of the Board.

- A. two
- B. three
- C. four
- D. five

21. Up to _____ hours continuing education credit may be earned by attending a meeting of the Commission within the Department of Community Affairs, or any of the meetings of any technical committees of the Commission.

- A. four
- B. five
- C. six
- D. seven

22. Which of the following costs \$50 for non local government employees.

- A. The license application fee.
- B. The license examination fee.
- C. The license reexamination fee.
- D. The license certification fee.

23. The fee for reactivation of an inactive status license shall be _____.

- A. \$5
- B. \$10
- C. \$25
- D. \$50

24. The failure of any license holder to elect active or inactive status before the license expires shall cause the license to become delinquent.

- A. True
- B. False

25. Members of the Florida Building Code Administrators and Inspectors Board are appointed for a _____ term.

- A. one year
- B. two year
- C. three year
- D. four year

26. A requirement for taking the examination for certification as a building code inspector or plans examiner is to demonstrate a combination of postsecondary education in the field of construction or a related field and experience which totals _____.

- A. one year
- B. two years
- C. three years
- D. four years

27. The minimum age an applicant may be for the building code administrator certification exam is _____.

- A. 18 years
- B. 21 years
- C. 25 years
- D. None of the above

28. Any individual applying to the board may not be issued a certificate valid for multiple building code inspection classes.

- A. True
- B. False