

ONTARIO BUILDING OFFICIAL CAREER PATH

THE "STEP ABOVE"



1 IF YOU ARE A...

POST SECONDARY GRADUATE

Architecture Technology,
Engineering Technology,
Engineering, Architecture,
Construction

OR

BUILDING INDUSTRY PROFESSIONAL

Developer,
Contractor, etc.

FOREIGN-TRAINED PROFESSIONAL

Architectural
Technologist, Engineer,
Architect, Skilled Trade

CANADA-CERTIFIED TRADE PERSON

Plumber, Carpenter,
Electrician, HVAC,
Skilled Trade

*Customer Service and Construction
Experience is also good to have.*

PRIOR LEARNING ASSESSMENT REVIEW (PLAR)
PLAR is a process to assess whether your experience may be accepted in lieu of required post-secondary education.

2 TAKE ENTRY-LEVEL BUILDING CODE COURSES:

Take these courses (in as little as one week) in advance of applying for a job to have a competitive advantage through OBOA or your local community college. In addition, OBOA and George Brown College have partnered to develop the Building Officials Fundamentals Certificate offered through the OBOA and George Brown College.

3 JOIN THE OBOA

OBOA members enjoy access to:

- ✓ Job Board
- ✓ Certification
- ✓ Internships
- ✓ Bursaries
- ✓ Industry Resources
- ✓ Influence & Networking
- ✓ OBOA professional network
- ✓ Member Rates for Training Courses & Events
- ✓ Perks & Saving

4 EXPLORE INTERNSHIPS

Many municipalities will allow you to work towards qualification once hired through the OBOA's internship program.



5 GET CERTIFIED

Register with the Ministry to obtain your Building Code Identification Number (BCIN) through the qualification you have obtained. For an Entry level position, it is recommended you focus on "House" and "Legal" exams.

6 GET CBCO CERTIFIED

Many Municipalities recognize the CBCO or BCQ designations as an asset to a Building Official position. You can obtain your CBCO or BCQ designations with OBOA's Certification Program.

*CBCO (Certified Building Code Official) and *BCQ (Building Code Qualified) are career-boosting voluntary designations that go above and beyond MMAH (Ministry of Municipal Affairs and Housing) requirements. For more info: www.oboa.on.ca/certification



7 BUILD YOUR ONTARIO BUILDING OFFICIAL CAREER

This is an overview of typical roles and requirements of a Building Official. Specifics may vary by municipality and individual applicant experience.



ENTRY LEVEL

- ✓ 2-3 years Architectural or Engineering Tech. (or equivalent experience)

Within 6 months of hire, pass these MMAH exams:

- ✓ LEGAL PROCESSES
- ✓ HOUSE

TYPICAL ENTRY-LEVEL TASKS



Tech./Admin. tasks such as initial application review of small residential projects (decks, garages, etc.)



Inspection Scheduling



Customer Service



SENIOR ROLES

CHIEF BUILDING OFFICIAL / DEPUTY CBO

The CBO has a Chief Building Official designation with the MMAH.

- ✓ Senior-level individual who has demonstrated leadership, operational and technical abilities.
- ✓ Has good knowledge of the Building Code.
- ✓ Understands risk liability.
- ✓ Has great communication skills.

Responsibilities include:

- ✓ Personnel and administrative supervision.
- ✓ Government relations and advocacy.
- ✓ Financial management and budgeting.
- ✓ Report writing and more.

CBO's benefit from an OBOA Certified Building Code Official (CBCO) designation.

JUNIOR LEVEL

HOUSING AND SMALL BUILDINGS PLANS EXAMINER / BUILDING INSPECTOR

- ✓ 1-2 years of entry-level Building Official experience.
- ✓ Has demonstrated knowledge and ability to review plans and conduct inspections on residential and small commercial or industrial projects.

OR

- ✓ Has experience in the building industry.

Within 12 months of hire, pass these MMAH exams:

- ✓ LEGAL PROCESSES
- ✓ SMALL BUILDINGS
- ✓ HOUSE
- ✓ BUILDING STRUCTURAL
- ✓ PLUMBING
- ✓ BUILDING SERVICES
- ✓ HVAC

INTERMEDIATE LEVEL

LARGE BUILDINGS PLANS EXAMINER / BUILDING INSPECTOR

- ✓ Experienced Building Officials qualified under various designations.
- OR
- ✓ Individuals with work experience in this area such as architect or engineer.

Within 12 months of hire, pass these MMAH exams:

- ✓ LARGE BUILDINGS
- ✓ BUILDING STRUCTURAL
- ✓ COMPLEX BUILDINGS
- ✓ BUILDING SERVICES

SPECIALTY PLANS EXAMINER / BUILDING INSPECTOR

(Title varies according to municipality)

- ✓ Possesses specialized qualifications or designations (e.g. HVAC Inspector, Mechanical Inspector, Plumbing Inspector, Septic Inspector, etc). Typically works in medium/large municipalities.
- ✓ Qualifications are assessed on an individual basis. This individual would typically take courses to enhance current knowledge with Building Code expertise.

Within 12 months of hire, pass appropriate MMAH exams.

TYPICAL INTERMEDIATE-LEVEL TASKS



Inspect and/or approve plans



Site Inspections



Assist and mentor more junior-level staff

