



To help us determine your eligibility for National Certification, please provide us with the following information:

Name		Employer	
Best Telephone		Email	
Province of Membership		Member Since	

Your General Experience as a Building Official

Approximately how many years have you been appointed to enforce building code ??	
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Part 9 'Housing' Inspections and/or Plan Reviews

Approximately how many years have you been performing Part 9 'Housing' Inspections and/or Plan Reviews ?	
Approximately how many Part 9 'Housing' Inspections and/or Plan Reviews have you performed in the past two years ?	
Approximately how many Part 9 'Housing' Inspections and/or Plan Reviews have you performed in the past ten years ?	

The Rest of Part 9 – Inspections and/or Plan Reviews

Approximately how many years have you been performing Part 9 Inspections and/or Plan Reviews (not including housing) ?	
Approximately how many Part 9 Inspections and/or Plan Reviews (not including housing) have you performed in the past two years ?	
Approximately how many Part 9 Inspections and/or Plan Reviews (not including housing) have you performed in the past ten years ?	

Part 3 – Inspections and/or Plan Reviews

Approximately how many years have you been performing Part 3 Inspections and/or Plan Reviews ?	
Approximately how many Part 3 Inspections and/or Plan reviews have you performed in the past two years ?	
Approximately how many Part 3 Inspections and/or Plan reviews have you performed in the past ten years ?	

Applicant Signature

I hereby confirm that I have performed the above inspections and/or plan reviews over the periods of time indicated above.

Signature	
Date	

Verification by your Supervisor (for inspections and/or plan reviews performed over the past five years)

As the Applicant's supervisor, I hereby confirm that he/she has performed inspections and /or plan reviews over the past five years as indicated above.

Supervisor Name		Supervisor Signature	
Title		Municipality or Organization	
Best Telephone		Fax	
Email		Date	

Authorization to disclose personal information

Applicant Signature

I hereby authorize <provincial association> to release personal information as contained on this form to ACBOA for the purposes of National Certification. .

Signature	
Date	

Provincial Registrar Use

Member in good standing?	Y/N	Current Provincial certification (if any)	Status of training/Courses taken (attach sheet if req'd)

Authorized Signature

Name (Print)

Date

Definitions

‘Appointed’ or ‘Appointment’

- The authority to enforce building code(s)
- This authority is granted to an individual by municipalities or other political jurisdictions

Inspection

- A typical Part 9 ‘Housing’ project (such as a 2000 square foot house) may require from 4 to 6 inspections
- A typical Part 9 ‘Rest of Part 9’ project may require from 4 to 6 inspections
- A typical Part 3 project (such as a ‘big box’ store) may require from 6 to 10 inspections

Plan Review...or Plan Examination

- A typical Part 9 Housing project (such as a 2000 square foot house) may require from 1 to 3 plan reviews
- A typical Part 9 ‘rest of Part 9’ project may require from 1 to 5 plan reviews
- A typical Part 3 project (such as a ‘big box’ store) may require from 2 to 5 plan reviews