

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES

DIRECTOR'S OFFICE

BUILDING OFFICIALS, PLAN REVIEWERS, AND INSPECTORS

(By authority conferred on the director of the department of consumer and industry services by section 5 of 1986 PA 54, and Executive Reorganization Order No. 1996-2, MCL 338.2305 and 445.2001)

R 408.30001 Definitions.

Rule 1. (1) As used in these rules.

(a) "Act" means Act No. 54 of the Public Acts of 1986, being S338.2301 et seq. of the Michigan Compiled Laws.

(b) "Bureau" means the Michigan department of consumer and industry services' bureau of construction codes.

(2) A term defined in the act has the same meaning when used in these rules.

History: 1991 AACS.

R 408.30004 Applicability.

Rule 4. These rules apply to all of the following areas.

(a) The registration and reregistration of all building officials, plan reviewers, and inspectors.

(b) The approval of educational and training programs, tests, and instructors for the purpose of qualifying individuals for registration or reregistration as building officials, plan reviewers, or inspectors.

(c) The minimum training and experience standards, qualifications, and classifications of responsibility applicable to persons who are engaged in the administration and enforcement of codes and plan reviews.

History: 1991 AACS.

R 408.30007 Enforcement responsibility.

Rule 7. (1) The construction code commission established in section 3 of Act No. 230 of the Public Acts of 1972, as amended, being S125.1501 et seq. of the Michigan Compiled Laws, shall administer and enforce these rules. The commission has the responsibility for evaluating and approving educational and training programs, tests, and instructors.

(2) The commission shall consider recommendations for acceptance of educational and training programs, tests, and instructors submitted by any of the following entities.

(a) The advisory board.

(b) The barrier free design board.

(c) The electrical administrative board.

(d) The board of mechanical rules.

(e) The state plumbing board.

History: 1991 AACS.

R 408.30010 Approval of educational and training programs, tests, and instructors.

Rule 10. The commission shall approve educational and training programs, instructors, and tests which comply with the requirements of the act and these rules.

History: 1991 AACS.

R 408.30013 Educational and training programs; application and approval process; standards.

Rule 13. (1) A provider of educational and training programs shall apply for approval by submitting information on an application provided by the bureau. This information shall be evaluated by the commission pursuant to the requirements of R 408.30019.

(2) Before a full evaluation of an application, the bureau shall determine that the application submitted is complete. If it is incomplete, the applicant shall be notified, in writing, of the deficiency within 15 days of the date the application is received by the bureau. The incomplete application shall be returned to the applicant without prejudice. A subsequent submission shall be treated as a new application.

(3) An application for approval of programs shall be evaluated for compliance with the act and these rules.

(4) An application for the approval of educational and training programs shall be accompanied by all required fees.

(5) An application shall contain all of the following information.

(a) The name and address of the applicant.

(b) The names and qualifications of professional personnel identified as the educational staff of the applicant's organization.

(c) A statement of purpose and the objective of the program.

(d) Administrative and technical criteria for the development of the program.

(e) The location of the facility where the program will be conducted.

(f) A description of the equipment used in the program.

(g) The names and bureau approval numbers of instructors.

(h) A copy of the teaching outline for the program.

(i) A determination of the number of contact hours required to conduct the program.

(j) A description of the criteria used to identify program participants who successfully complete the program.

(6) Educational and training programs shall be in compliance with all of the following standards.

(a) Have submitted a clearly defined statement of purpose and objective.

(b) Have had instructors approved in advance, pursuant to the provisions of R 408.30016.

(c) Have facilities and equipment suitable and consistent with the purpose, design, and intended outcome of each learning experience.

(d) Have submitted a list of instructional materials and other resources essential for the successful presentation of the program.

(e) Have established an evaluation process to assess the qualifications of students as successfully completing the program, which shall be, at a minimum, based on pass/fail criteria. The results of the evaluation shall be reported to the bureau at the completion of the training program.

(f) Shall establish permanent records of student activities, including course titles, student attendance, and course evaluation criteria.

(7) If an application is disapproved, the bureau shall notify the applicant and provide a written explanation of the reason for disapproval.

The disapproved application shall be returned to the applicant

(8) Approval of a program shall be evidenced by a program approval report prepared by the bureau and issued to the applicant. The report shall include all of the following information.

(a) Name and address of the applicant.

(b) Program identification number.

(c) The date of approval.

(d) Conditions of approval.

(e) Period of approval.

(f) The number of credit hours approved for successful program completion.

(9) A program or an amendment thereto which has been approved shall not be altered without prior authorization by the bureau. All changes shall be made a part of the written record of approval. The authorization shall be in writing or be confirmed in writing within 10 days of oral authorization.

(10) The commission may withdraw the approval of a program when the approval was issued in error or was issued on the basis of incorrect information or when the program is found to be in violation of the rules.

Notice of withdrawal of approval shall be in writing and shall set forth the reason for withdrawal of approval. An appeal from withdrawal of approval shall be processed pursuant to the provisions of Act No. 306 of the Public Acts of 1969, as amended, being S24.201 et seq. of the Michigan Compiled Laws.

History: 1991 AACCS.

R 408.30016 Instructors; application and approval process; standards.

Rule 16. (1) An instructor of educational and training programs shall apply for approval by submitting information on an application provided by the bureau. This information shall be evaluated by the commission pursuant to the requirements of this rule.

(2) Before a full evaluation of an application, the bureau shall determine that the application submitted is complete. If it is incomplete, the applicant shall be notified, in writing, of the deficiency within 15 days of the date the application is received by the bureau. The incomplete application shall be returned to the applicant without prejudice. A subsequent submission shall be treated as a new application.

(3) An application for approval of instructors shall be evaluated for compliance with the act and these rules.

(4) An application for the approval of instructors shall be accompanied by all required fees.

(5) An application shall contain all of the following information.

(a) The name and address of the applicant.

(b) The history or work experience relative to the subjects to be taught.

(c) A list of educational or training courses or programs completed by the applicant.

(d) Certifications, licenses, or registrations held by the applicant that relate to the subject to be taught.

(e) The social security number of the applicant.

(f) An applicant's previous teaching, training and experience.

(6) When an application for approval of an educational or training program proposes using instructors who are currently approved under these rules, those instructors may be identified by name and approval number instead of submitting duplicate applications for approval as instructors.

(7) An instructor of educational and training programs shall meet the following requirements, as appropriate.

(a) Have 4 years of experience in the subject to be taught.

(b) For technical and specialty categories in plumbing, electrical, or mechanical trades, licensure at the journey level or a higher level or equivalent work history in addition to the experience required in subdivision (a) of this subrule.

(8) If the application is disapproved, the commission shall notify the applicant and provide a written explanation of the reason for disapproval.

The disapproved application shall be returned to the applicant.

(9) Approval of an instructor shall be evidenced by an instructor approval report that is prepared by the bureau and issued to the applicant. The report shall include all of the following information.

(a) Name and address of the instructor.

(b) Instructor identification number.

(c) Period of approval.

(d) Conditions of approval.

(10) The commission may withdraw the approval of an instructor when the approval was issued in error or was issued on the basis of incorrect information or when the instructor is found to be in violation of the rules. Notice of withdrawal of approval shall be in writing and shall set forth the reasons for withdrawal of approval. An appeal from withdrawal of approval shall be processed pursuant to the provisions of Act No. 306 of the Public Acts of 1969, as amended, being S24.201 et seq. of the Michigan Compiled Laws.

History: 1991 AACCS.

R 408.30019 Tests; application and approval process; standards.

Rule 19. (1) A provider of a test shall apply for approval by submitting information on an application provided by the bureau. This information shall be evaluated by the commission pursuant to the requirements of this rule.

(2) Before a full evaluation of the application, the bureau shall determine that the application submitted is complete. If it is incomplete, the applicant shall be notified, in writing, of the deficiency within 15 days of the date the application is received by the bureau. The incomplete application shall be returned to the applicant without prejudice. A subsequent submission shall be treated as a new application.

(3) An application for approval of tests shall be evaluated for compliance with the act and these rules.

(4) An application for the approval of a test shall be accompanied by all required fees.

(5) An application shall contain all of the following information.

(a) The name and address of the applicant.

(b) A statement of the purpose and objective of the test.

(c) The names and qualifications of the developers of the test.

(d) The method of securing the test.

(e) The procedure for administering the test.

(f) The method of determining successful completion of the test.

(g) The location of the facility where the test will be conducted.

(h) A description of the equipment and materials required to administer the test.

(i) The names of the test administrators or monitors.

(6) A test shall be in compliance with all of the following standards.

(a) Admission to a test shall be made in a controlled manner to verify the eligibility and identity of candidates.

(b) Records of candidate participation shall be maintained and reported to the bureau at the completion of a test.

(c) Facilities and equipment shall be suitable and consistent with the purpose, design, and intended outcome of a test.

(7) There shall be a sufficient number of qualified personnel present to monitor, proctor, evaluate, or administer a test.

(8) If a test application is disapproved, the bureau shall notify the applicant and provide a written explanation of the reason for disapproval.

The disapproved application shall be returned to the applicant.

(9) Approval of a test shall be evidenced by a test approval report that is prepared by the bureau and issued to the applicant. The report shall include all of the following information.

(a) Name and address of the applicant.

(b) Test identification number.

(c) Period of approval.

(d) Conditions of approval.

(10) A test or an amendment thereto which has been approved shall not be altered without prior authorization by the bureau. All changes shall be made a part of the written record of approval. The authorization shall be in writing or be confirmed in writing within 10 days of oral authorization.

(11) The commission may withdraw the approval of a test when the approval was issued in error or was issued on the basis of incorrect information or when the test is found to be in violation of the rules.

Notice of withdrawal of approval shall be in writing and shall set forth the reason for withdrawal of approval. An appeal from withdrawal of approval shall be processed pursuant to the provisions of Act No. 306 of the Public Acts of 1969, as amended, being S24.201 et seq. of the Michigan Compiled Laws.

History: 1991 AACS.

R 408.30022 Fees.

Rule 22. Fees shall be charged in accordance with the published rates of the commission.

History: 1991 AACS.

R 408.30025 Notification of changes.

Rule 25. (1) A provider of approved educational and training programs or tests shall notify the bureau, in writing, within 10 days of any of the following occurrences.

- (a) A change in the name of the applicant.
- (b) A change in the address of the applicant.
- (c) A change in the principal officers of an applicant organization.

(2) Changes with respect to classes shall ordinarily be made only when approved by the bureau in advance. If the illness of an instructor, natural disaster, or other emergency causes a change in the program as approved, the bureau shall be notified verbally in advance or as soon afterward as possible. A written notice that confirms the verbal report shall be made to the bureau within 10 days of the verbal report.

History: 1991 AACCS.

R 408.30028 Institutions of higher education and certain other institutions and organizations; application for approval of programs and classes.

Rule 28. (1) An institution of higher education and an educational institution that is authorized by the provisions of Act No. 451 of the Public Acts of 1976, as amended, being S380.1 et seq. of the Michigan Compiled Laws, may apply for approval of educational or training programs or classes under the criteria established in R 408.30013, R 408.30016, and R 408.30019.

(2) An organization that is accredited by, and holds institutional membership in, the council on continuing education units may apply for approval of educational or training programs or classes under the criteria established in R 408.30013, R 408.30016, and R 408.30019.

(3) A student who has attended a course which was not approved in advance and which is given by institutions or organizations specified in subrules (1) and (2) of this rule may submit proof of successful completion for evaluation as meeting a portion of the reregistration requirements. A request for evaluation shall be accompanied by the course syllabus or other material which clearly defines the course structure and content. A request for evaluation of unapproved programs that is not supported by adequate documentation shall be returned to an applicant without action.

(4) An applicant for reregistration who completes a course or program which is not specified in subrules (1) and (2) of this rule and which was not approved in advance may submit proof of successful completion for evaluation pursuant to the provisions of R 408.30013, R 408.30016, and R 408.30019. A request for evaluation shall be accompanied by a course syllabus or other material which clearly defines the course structure, content, evaluation criteria and proof of successful course completion. A request for evaluation of unapproved programs that is not supported by adequate documentation shall be returned to an applicant without action.

History: 1991 AACCS.

R 408.30031 Standards for provisional registration.

Rule 31. (1) An applicant for provisional registration as any of the following shall meet the requirements of R 408.30034 to R 408.30049.

- (a) A building official.
- (b) A plan reviewer.
- (c) A building inspector.
- (d) An electrical inspector.
- (e) A mechanical inspector.
- (f) A plumbing inspector.

(2) A person who becomes employed by an enforcing agency as a building official, plan reviewer, or inspector shall, within 30 days of employment, make application to the commission for provisional registration pursuant to the provisions of section 12(2) of the act.

(3) An application for provisional registration shall be made on a form prepared and furnished by the department.

(4) A person whose registration is provisional shall become registered upon the completion of the first full 3-year registration cycle.

History: 1991 AACS.

R 408.30034 Building official; experience.

Rule 34. An applicant for registration as a provisional building official shall have 2 years of experience as a registered code inspector or plan reviewer. An applicant whose experience is in the field of plumbing or electrical inspection shall be licensed at the journey level or at a higher level.

History: 1991 AACS.

R 408.30037 Building inspector; experience.

Rule 37. (1) An applicant for registration as a provisional building inspector shall be qualified as specified in either of the following provisions.

(a) Have not less than 4 years of experience obtained over a period of 12 years immediately preceding the date of the application for provisional registration in 1 or more of the following categories.

(i) A licensed residential builder under the provisions of Act No. 299 of the Public Acts of 1980, as amended, being §339.101 et seq. of the Michigan Compiled Laws, who has been actively engaged in the construction business for not less than 4 years.

(ii) A contractor who has been actively engaged in the construction business for not less than 4 years. This category does not include a person who is licensed as a contractor under Act No. 217 of the Public Acts of 1956, as amended, Act No. 266 of the Public Acts of 1929, as amended, or Act No. 192 of the Public Acts of 1984, as amended, being §338.881 et seq., §338.901 et seq., or §338.971 et seq. of the Michigan Compiled Laws, respectively.

(iii) Two years of experience as a skilled worker within the 4 years required in this subdivision in 1 of the following disciplines.

(a) Structural carpentry.

(b) Structural masonry.

(c) Structural steel erection.

(d) Structural concrete construction.

(b) Possess a license as an architect or engineer under the provisions of Act No. 299 of the Public Acts of 1980, as amended, being §339.101 et seq. of the Michigan Compiled Laws.

(2) A person who has completed a recognized curriculum at an institution of higher education in a construction-related field shall be deemed to have met the experience requirement for not more than 2 of the 4 years of experience required in subrule (1)(a) of this rule for registration as a provisional building inspector.

(3) An applicant who meets the requirements of this rule shall be deemed qualified for registration as a building inspector, subject to the provisions of section 12(2) of the act.

(4) An applicant shall submit, with an application, documentation of his or her experience. The documentation may consist of any of the following.

(a) An affidavit.

(b) Notarized letters.

(c) Copies of licenses.

(d) A job description from a present or former employer.

(e) A permit history from authorized enforcing agencies.

(f) Other information.

History: 1991 AACS; 1998-2000 AACS.

R 408.30040 Electrical inspector; experience.

Rule 40. An applicant for registration as a provisional electrical inspector shall have 2 years of experience as a licensed journey worker or shall be licensed as a master electrician under the provisions of Act No.

217 of the Public Acts of 1956, as amended, being S338.881 et seq. of the Michigan Compiled Laws.

History: 1991 AACCS.

R 408.30043 Mechanical inspector; experience.

Rule 43. An applicant for registration as a provisional mechanical inspector shall have 4 years of experience in either the work classification of heating ventilation and air conditioning (HVAC) or hydronic heating and process piping or a combination of experience in both classifications defined in 1984 PA 192, MCL 338.971 et seq. and known as the Forbes mechanical contractors act. Two of the 4 years of experience shall have been at the journey level or at a higher level.

History: 1991 AACCS; 1998-2000 AACCS.

R 408.30046 Plumbing inspector; experience.

Rule 46. An applicant for registration as a provisional plumbing inspector shall have 2 years of experience as a licensed journey worker or shall be licensed as a master plumber under the provisions of Act No. 266 of the Public Acts of 1929, as amended, being S338.901 et seq. of the Michigan Compiled Laws.

History: 1991 AACCS.

R 408.30049 Plan reviewer; experience.

Rule 49. An applicant for registration as a provisional plan reviewer shall comply with any of the following provisions.

(a) Have 4 years of experience in the general building construction field as a building contractor, as a person responsibly in charge of building construction, or as a skilled worker.

(b) Have successfully completed a recognized curriculum at an institution of higher education in architecture or engineering and have 2 years of practical experience in the construction trades.

(c) Possess 1 of the following.

(i) Licensure in the electrical trade.

(ii) Four years of experience in 1 or more of the work classifications defined in Act No. 192 of the Public Acts of 1984, as amended, being S338.971 et seq. of the Michigan Compiled Laws, and known as the Forbes mechanical contractors act. Two of the 4 years of experience shall have been at the journey level or at a higher level.

(iii) Licensure in the plumbing trade.

History: 1991 AACCS.

R 408.30052 Standards for reregistration of building officials, plan reviewers, and inspectors.

Rule 52. (1) An application for reregistration as a building official, plan reviewer, or inspector shall be submitted on a form prescribed by the commission and shall be accompanied by all required fees.

(2) An application shall be submitted by September 16 of the cycle year.

There shall be no extensions or grace periods.

(3) An applicant shall show evidence of completing the minimum number of hours in approved educational or training programs prescribed in R 408.30055. An applicant for reregistration shall achieve the required number of hours of continuing education by participation in 1 or more of the types of approved educational or training programs listed in R 408.30055(4).

(4) An incomplete application shall be returned to the applicant. The returned application shall be completed and resubmitted within 15 days of the date of being returned to the applicant.

(5) Failure to comply with subrule (4) of this rule shall be grounds for denial of the application and forfeiture of the fees already paid.

History: 1991 AACCS.

R 408.30055 Registration; required hours of training; training categories; effective date.

Rule 55. (1) An applicant for reregistration shall complete not less than the required number of hours of continuing education in approved educational or training programs, as prescribed in table 1 and table 2, in all of the following categories.

(a) Administration, which shall include programs and courses designed to enhance an applicant's understanding of laws, rules, and the administration and enforcement of related statutes and regulations.

(b) Technical, which shall include programs and courses designed to discuss the code and various technical code provisions.

(c) Communications, which shall include courses intended to enhance an applicant's communication skills with the public and may include technical writing, public speaking, working with people, and communications.

(d) Specialty, which shall include courses designed to increase an applicant's knowledge of inspection and construction techniques in the various registration classifications.

(2) Continuing education shall be valid for reregistration only when accrued during the applicant's current 3-year registration period, except as provided for in subrule (3) of this rule.

(3) When an applicant's original registration is for a period of less than a full 3-year cycle, the number of hours of continuing education required for reregistration at the end of that period shall be reduced in accordance with table 2. Continuing education shall be valid only when accrued during the period in which the applicant was registered.

(4) All of the following types of educational or training programs may be approved.

(a) Association programs that are sponsored by any of the following entities.

(i) Inspector organizations.

(ii) Township, municipal, and county organizations.

(iii) Professional and trade organizations.

(b) Home study courses, such as videotapes, audiocassettes, and correspondence courses.

(c) Private contractor technical update courses.

(d) University, college, and community college courses.

(e) Department of labor-sponsored training programs.

(f) Training sponsored by nationally recognized model code promulgating organizations, such as the building official and code administrators international (BOCA) and international conference of building officials (ICBO). The commission may approve other educational or training programs offered by a provider which address the educational categories listed in subrule (1) of this rule and which meet the standards and criteria for an approvable educational or training program listed in these rules.

(5) Table 1 reads as follows.

**Figure for 408.30055 (Part 1 of 2)**



**TABLE 1**  
**HOURS REQUIRED FOR REREGISTRATION**

Training Category	Registration Classifications					
	Building Official	Inspector				Plan Reviewer
		Bldg.	Elect.	Mech.	Plumb.	
Administration <sup>(a)</sup>	16	4	4	4	4	4
Technical	24 <sup>(d)</sup>	24 <sup>(b)</sup>	24 <sup>(b)</sup>	24 <sup>(b)</sup>	24 <sup>(b)</sup>	24 <sup>(d)</sup>
Communications <sup>(a)</sup>	2	1	1	1	1	1
Specialty	8 <sup>(d)</sup>	18 <sup>(b)</sup>	18 <sup>(b)</sup>	18 <sup>(b)</sup>	18 <sup>(b)</sup>	18 <sup>(c)</sup>
Total	50	47	47	47	47	47

<sup>(a)</sup>When applying for reregistration in more than 1 classification, the number of hours in these training categories may be applied to more than 1 registration classification. For example, an applicant for reregistration as an electrical inspector and a plan reviewer would need only 1 hour in the communications category; an applicant for reregistration as a building official and a mechanical inspector would need only 16 hours in the administration category.

<sup>(b)</sup>The number of hours listed for technical and specialty topics shall be accomplished for *each inspector* registration classification. For example, an applicant for reregistration as a building official and a plumbing inspector would need 24 hours in the technical categories (in plumbing); an applicant for reregistration as a mechanical inspector and a plumbing inspector would need 36 hours in the specialty categories-18 related to mechanical codes and 18 more related to plumbing codes.

<sup>(c)</sup>Reregistration as a plan reviewer shall require 12 hours in plan review technique and 6 hours in 1 or more of the other registration classifications listed under this category.

<sup>(d)</sup>For reregistration as a building official or plan reviewer, training in these categories may be achieved in any single inspector registration classification or any combination of inspector registration classifications.

**Figure for 408.30055 (Part 2 of 2)**

TABLE 2

Prorated hours, by category, based upon the date the application is received by the bureau of construction codes in Lansing:

Cycle Month	Through 16th of:	Maximum Hours in Category:						
		24	18	16	8	4	2	1
1	October	24	18	16	8	4	2	1
2	November	23	18	16	8	4	2	1
3	December	23	17	15	8	4	2	1
4	January	22	17	15	8	4	2	1
5	February	21	16	14	7	4	2	1
6	March	20	16	14	7	4	2	1
7	April	20	15	13	7	4	2	1
8	May	19	14	13	7	4	2	1
9	June	18	14	12	6	3	2	1
10	July	17	13	12	6	3	2	1
11	August	17	13	11	6	3	2	1
12	September	16	12	11	6	3	2	1
13	October	15	12	10	5	3	2	1
14	November	14	11	10	5	3	2	1
15	December	14	10	9	5	3	2	1
16	January	13	10	9	5	3	2	1
17	February	12	9	8	4	2	1	1
18	March	11	9	8	4	2	1	1
19	April	11	8	7	4	2	1	1
20	May	10	8	7	4	2	1	1
21	June	9	7	6	3	2	1	1
22	July	8	6	6	3	2	1	1
23	August	8	6	5	3	2	1	1
24	September	7	5	5	3	2	1	1
25	October	6	5	4	2	1	1	1
26	November	5	4	4	2	1	1	1
27	December	5	4	3	2	1	1	1
28	January	4	3	3	2	1	1	1
29	February	3	2	2	1	1	1	1
30	March	2	2	2	1	1	1	1
31	April	2	1	1	1	1	1	1
32	May	1	1	1	1	1	1	1
33	June	0	0	0	0	0	0	0
34	July	0	0	0	0	0	0	0
35	August	0	0	0	0	0	0	0
36	September	0	0	0	0	0	0	0

(7) This rule takes effect September 18, 1991.

History: 1991 AACs.