



**Safety to Life  
Through Code  
Enforcement**

# COCCO

## North Carolina Council of Code Officials

### HELP!

By Dan Dockery

*(Help) I need somebody.*

*(Help) not just anybody.*

*(Help) you know I need someone.*

*(Help)...Preferably someone with multiple Level III's, a positive attitude and a service oriented professional mentality!!!!!!!!!!!!*

For all you non-Beatle fans, this was a hit from 1965. And while their intent was probably oriented towards personal romantic relationships, our need and our intent can still be echoed by the intro to this famous song; though our intent IS a little more business oriented. We need help; good, qualified, certified, experienced, thoughtful, professional "HELP". And we need it now. And by the way, by professional, I don't mean psychiatric help (though I have heard what you guys say about me when you think I'm not paying attention). Looking at the job postings for our profession across the State of NC I can't "help" but think that it's harder than ever to hire experienced BSO's (Building Safety Officials). The stories from individual jurisdictions are that when the private sector undergoes a rebound in the design/build world, our potential talent pool shrinks as a result of our inability to be competitive in the wage and earnings category. That means the designers and builders are getting busy so they're hiring at a faster rate. New buildings are coming faster, permit numbers are picking up, numbers for inspection requests are escalating, and we're handling (or attempting to handle) the increased workloads with current staffing levels because private industry has sucked the existing talent pool dry. It was inevitable. First off we have to look at the age of our current workforce. Thirty-five percent (35%) of the inspectors in North Carolina will have retired between 2013 and 2018. Another forty-five percent (45%) will leave by 2023. The average age of the BSO is over fifty (50), and the average length of service to a municipality is over twenty (20) years. You do the math.

Combine the age/years-of-service factor with the knowledge that most jurisdictions cut their BSO workforces by an average of 25% between 2005 and 2010. Many Inspections departments have not replaced those staff members. Also consider that those staff members affected by the reductions in force either went looking for other jobs or decided that early retirement was the way to go. We're also seeing the private sector, builders and designers, target experienced Code Officials in an effort to maintain a higher com-

pliance level and thus reduce turndowns in plan review and on the jobsite. These losses to our BSO's body have a huge impact on our workload response capabilities, and cause an even greater drain on our community knowledge and experience. You do not train a BSO overnight; or in one month, six months, or even a year. Without considerable experience to apply towards Levels pre-qualifications, an inspections candidate can look at four (4) years minimum to attain a Level III certification in the State of North Carolina. And even after four (4) years he/she is a long way removed from thoroughly knowing the jurisdiction, the City/County management and elected bodies, and establishing relationships with all of the partners for which a BSO provides code based professional service and assistance.

We can't continue the practice of robbing good BSO's from one another. If I can seduce an employee from a neighboring jurisdiction to leave his current municipality and come to work for me, it helps me, but just makes it hard for my neighbor. We have to be creative; we have to find ways to attract new candidates to our business. I used to always think in terms of 20 year employees, and I still think that's a proper concern in the hiring process. But we're in unusual times and facing a very real problem. Maybe we should be actively recruiting the people we serve now, design and building professionals who want a change in life from age fifty to sixty-five (50-65). A lot of them will have great experience with methods and materials, job flow, code knowledge and usually a familiarity with the community and the trades organizations and vendors. We also need to consider establishing State-wide programs that match our educational needs with College and Community College trades, architectural/engineering, and construction management programs. Growing our workforce can provide two real benefits that extend past just being qualified. If we can "grow" our own workforce we can provide an investment in the stability and community enhanced atmosphere that keeps qualified people near their extended families, friends and hometowns. This approach also can help us address another critical issue that is so very evident in our workforce....a lack of diversity. A final way to help fill our need for an experienced and well-rounded work force is the potential to work alongside our NCCOQB to find a way to qualify inspectors who have credentials or certifications from other states. Perhaps we could help promote a metric that compares our certification levels and qualifications, and cross references them with commensurate levels for our well-trained and educated North Carolina BSO team. When we find solid middle ground, maybe we can require, in addition to their ICC standing, a NC Law and Administration class that includes

our NC cumulative amendments and some of our hot-button issues, and also a Standards and Ethics class that stresses the dedication the North Carolina BSO has for professional behavior.

All of these are within the realm of possibility if we, as BSO's committed to the safety, health and well-being of our built environment in North Carolina work together.

So, sing with me.....

*Help me if you can, I'm feeling down*

*And I do appreciate you being 'round*

*Help me get my feet back on the ground*

*Won't you please, please help me? .....*(Find good, qualified, dedicated, professionally minded people who share our love for the Code, for building, and most of all, our love for the people of the Great State of North Carolina!)

Another proud but humble NC Building Safety Official,  
Dan Dockery



## News from the NC Plumbing Inspectors Association

- The NCPIA, as part of the Annual Business Session, implemented the formation of a Code Development Committee (for more information, see website). Members of this committee are Jeff Breedlove of the City of Wilson (East), Phil Rice of the Town of Cary (Central), and Steven Botelho of the City of Asheville (West).
- We would like to recognize the services of John Kinder retired from Surry County and Marshall Perry retired from the City of Greensboro who served the NCPIA Board until recently. You will be missed. Thank You!
- We welcome 3 new Directors to the NCPIA Board—Tommy Rowland of Mecklenburg County, Shane Hudson of Johnston County, and Martin Craig of the City of Durham.
- Congratulations to our 10 scholarship recipients! We encourage you to continue with your diligence toward your education.
- And last but not least, there are 2 continuing education workshops remaining this year, in Calabash on September 15th, and in Burlington on October 11th.

For further information visit our website at [www.ncpia.us](http://www.ncpia.us) or contact any Officer or Director.

### **President**

Stanley Dills, Town of Calabash  
882 Persimmon Road, Calabash, NC 28467

### **President-Elect**

Dale Pruitt, Town of Wake Forest  
301 South Brooks St., Wake Forest, NC 27587

### **Vice-President**

Todd Mahan, City of Greensboro  
300 W. Washington St., Greensboro, NC 27401

### **Secretary/Treasurer**

Jim Lawson, City of High Point  
PO Box 230, High Point, 27261

### **One-Year Director**

Shane Dotson, Rutherford County  
141 West 3rd Street, Rutherfordton, NC 28139

### **Two-Year Director**

Tommy Rowland, Mecklenburg County  
2145 Suttle Avenue, Charlotte, NC 28208

### **Three-Year Director**

Shane Hudson, Johnston County  
309 East Market Street, Smithfield, NC 27577

### **Four-Year Director**

Martin Craig, City of Durham  
101 City Hall Plaza, Durham, NC 27701

### **Ex-Officio**

Clint Latham, City of Raleigh  
PO Box 590, Raleigh, NC 27602

### **NCPIA Board Advisor**

Bill Moeller, NC Department of Insurance  
1202 Mail Service Center, Raleigh, NC 27699

The NCPIA would like to thank the distinguished speakers, vendors, members, and their families that attended the 59th Annual Conference in Kitty Hawk. Once again, it was a good gathering of plumbing officials and partners throughout our great State and a very informative meeting and workshop. We hope those who attended had a great time and we look for input from the members on conference locations, topics, and ideas to make our next conference even better. Thanks to everyone for continuing to support the NCPIA. The Officers and Directors look forward to serving you and to promote consistency in code enforcement across the State.

**Stanley Dills,  
President 2016 -2017**

**NORTH CAROLINA PLUMBING INSPECTORS ASSOCIATION  
MEMBERSHIP APPLICATION AND DUES NOTICE  
ANNUAL FEES 2016-2017**

This is an invitation to renew your membership or to join the North Carolina Plumbing Inspectors' Association. The objectives of the Association are:

1. Cooperate in the formulation of the North Carolina Plumbing Code Standards.
2. Promote uniform understanding and application of the North Carolina Plumbing Code.
3. Secure and promote uniform administrative ordinances and inspection methods.
4. Represent the plumbing inspector in all matters in furthering development of the North Carolina Code and the plumbing industry.
5. Promote closer cooperation between inspectors, inspection departments, fire departments, the plumbing industry and the public.
6. Promote and improve the standard of the profession of plumbing inspectors.

The Association offers memberships to City or County Inspection Departments which includes all plumbing inspectors, State Officials, and also Associate Memberships for individuals interested in the plumbing industry who are not employed as a plumbing inspector. Please put an X beside type of membership you are requesting and return this form to the address below:

\_\_\_\_\_ City/County Inspection Department    \$50.00 per Jurisdiction  
\_\_\_\_\_ State Official                                \$50.00 per Person  
\_\_\_\_\_ Associate Member                            \$75.00 per Person

Please complete the enclosed form & return along with your check for membership for the year 2016-2017 to:

ACTIVE MEMBERSHIP                                \$50.00 Per Jurisdiction  
(Plumbing Inspectors and Inspectors of Governmental Departments)

(Please print or type)

NAME OF JURISDICTION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ReBecca Latham  
NC Plumbing Inspectors Association  
1202 Mail Service Center  
Raleigh, NC 27699-1202



# News from the NC Ellis Cannady Chapter, IAEI

## Presidential Views

### Growing Pains.

Today we are experiencing a rather rapid growth in the building industry that we have not seen in quite some time and along with that comes challenges that are associated with growth. The number of inspectors with plans of retiring in the near future are alarming. The skillset and knowledge that these individuals take with them are going to be very difficult to replace. We are faced with the task of finding individuals with not only the education and experience to fill these shoes but also those people that possess the ability to navigate delicate situations with contractors and owners with tact and grace. The people must have positive attitudes and a willingness to be teachable. Inspectors must be able to balance enforcing the codes while making sure to educate the recipient of the violation of the problems associated with that violation. With the increased numbers of inspections we are facing, we not only are having to replace retirees but also hire more inspectors and I believe that is true with most jurisdictions. The county that I currently serve has many large commercial projects being built, single family dwellings and approximately 3000 apartment units being built at different stages and there is no signs of anything slowing down at this point. I am truly thankful for growth and job security and at the same time I'm concerned about getting and staying properly staffed. My hope is that the inspection community united will develop unique and innovative methods to recruit, train and retain hardworking, positive and consciences individuals that truly care about serving their communities and keeping the public safe. I am personally thankful and proud to have a career that has an impact on so many lives and hope to find those that are eager to join in with us all.

Respectfully yours, Michael Caudle

### Let's go to the beach!

The Ellis Cannady Chapter IAEI will be having our annual Educational Conference this year at the Doubletree Atlantic Beach August 14th-16th. Please visit our website for more information.

[www.nciaei.org](http://www.nciaei.org)

Michael Caudle  
President  
Ellis Cannady Chapter IAEI, 2015-2016

Lead Codes Enforcement Officer  
Cabarrus County Construction Standards  
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## Industry Events

**NC Association of Electrical Contractors – NCAEC**  
Annual Convention and Solutions Expo  
July 14-16, 2016  
North Myrtle Beach Hilton  
<https://www.ncaec.org/trade-show.html>

**NC Ellis Cannady Chapter IAEI Annual Convention**  
August 14-16, 2016  
Doubletree Atlantic Beach  
[www.nciaei.org](http://www.nciaei.org)

### IAEI Southern Section Meeting

October 8-12, 2016  
Birmingham Marriott  
<http://www.iaei.org/web/southern/>

See our website for more information: [www.nciaei.org](http://www.nciaei.org). (Meetings page) .

## Summer Safety Tips

### Lightning!

Lightning strikes the United States about 25 million times a year. Although most lightning occurs in the summer, people can be struck at any time of year. Lightning kills an average of 49 people in the United States each year, and hundreds more are severely injured.

### Lightning: What You Need to Know

- NO PLACE outside is safe when thunderstorms are in the area!!
- If you hear thunder, lightning is close enough to strike you.
- When you hear thunder, immediately move to safe shelter: a substantial building with electricity or plumbing or an enclosed, metal-topped vehicle with windows up.
- Stay in safe shelter at least 30 minutes after you hear the last sound of thunder.

### Indoor Lightning Safety

- Stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity.
- Avoid plumbing, including sinks, baths and faucets.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors, and do not lean against concrete walls.

### Last Resort Outdoor Risk Reduction Tips

If you are caught outside with no safe shelter anywhere nearby the following actions may reduce your risk:

- Immediately get off elevated areas such as hills, mountain ridges or peaks
- Never lie flat on the ground
- Never shelter under an isolated tree
- Never use a cliff or rocky overhang for shelter
- Immediately get out and away from ponds, lakes and other bodies of water
- Stay away from objects that conduct electricity (barbed wire fences, power lines, windmills, etc.)

## Bereavements

### Everett West – Father of John West

Everett C. West, 89, of Concord, NC, passed away Sunday morning, June 12, 2016. A memorial service was held Monday June 20, at Grace Church PCA, 2007 Stallings Rd., Harrisburg, NC, where he was a charter member. The family received friends on Monday, June 20, followed by a service. He

is survived by his wife of 69 years Betty West, sisters Charlotte Miller and Armedia Moses, son Vic West and wife Deb, daughter Linda Whitehurst and husband Bobby, son Frank West and wife Vicki, son Johnny West and wife Rachel, and son Grady West, seven grandchildren and 11 great grandchildren. Everett was a WWII veteran, a retired truck driver and member of The Million Mile Club being accident free that long, and a Mason dedicated to the Oxford Children's Home. In lieu of flowers a memorial in his name may be made to the Masonic Home for Children at Oxford ([mhc-oxford.org](http://mhc-oxford.org)) or Hospice Et Palliative Care of Cabarrus County ([hpccc.org](http://hpccc.org)).



## Continuing Education with NC IAEI

Our Continuing Education classes around the State continue to be successful for our Inspectors and Contractors. Since these classes are in several locations, it makes classroom learning more practical, avoiding the need to travel far and stay in a hotel room. Thanks again to Al Parris, and all our talented and dedicated instructors! Look for more dates coming soon.

## Jobs – please submit job postings

We continue to post new positions available and send a special announcement to our mailing list. Some of these postings have resulted in jobs for our members! To submit openings please go to our website [www.nciaei.org](http://www.nciaei.org).

## On Our Website

Remember to check the NC IAEI website regularly! We are making continuous improvements and always have great information on the NEC, on Continuing Education class schedules, code interpretations, important documents and exciting technology news.



# North Carolina Code Officials Qualification Board (NCCOQB)

The next regular quarterly meeting of the NC Code Officials Qualification Board will be held on Tuesday, July 26, 2016, at 1:00 PM. Schedule changes as well as agendas and minutes for regular quarterly meetings may be found through the NC Department of Insurance web site at [www.ncdoi.com](http://www.ncdoi.com). Select the "OFFICE OF STATE FIRE MARSHAL" drop down, ENGINEERING AND CODES, then Code Officials Qualification Board.

## Qualifications Assurance Section (QAS) aka "Q'Board" Staff

### Mission Statement:

*Protect lives and property through code compliance.*

The Spring edition of COCO News featured an article by Dan Dockery that described an ambitious new Continuing Education (CE) program for FY 2016-2017 with the working title "The 7-C's" to be developed for all inspectors in the State of North Carolina.

NC Gen. Stat. § 143-151.13A authorizes a professional development program for code officials and Board Rule 11 NCAC 08.0720 states courses shall be approved by the board and shall be directly related to State Building Codes, inspection, administration, or enforcement of State Building Codes; construction or design of buildings or electrical, mechanical, plumbing, or fire prevention systems; or certification courses approved for CEOs. However, other than earning the minimum six (6) hours of CE for each certificate held, there is no one mandatory "update" CE course required to be taken by all (or each and every) inspector each year. Therefore, under current rules, "The 7-C's" program will still be voluntary but it will provide a framework for "maintaining professional competence in their enforcement of the code" as envisioned by the General Statute.

The first "C" mentioned was "Context." What does that mean? From a technical perspective we might want to understand and appreciate how the code in use today has developed over the years. Perhaps another way to view this element is by depicting our system of government and its three branches as a "Sudoku puzzle" shown below. Code Enforcement Officials carry out their duties in over 500 local government Jurisdictions across the State of North Carolina as an exercise of executive power authorized by local ordinances and state statutes subject to review by a court. The system is intentionally designed as

a series of checks and balances to prevent the abuse of power. All CEOs are required to take the Law and Administration Standard Course one time, no matter how many certificates they attain. Unfortunately, as CEOs advance through their careers from Level I field inspections to Level III plan review on increasing complex and expensive projects, applicable statutes and rules may change that impact their decision making process. Understanding the changing context of code enforcement is important.

	LEGISLATIVE	EXECUTIVE	JUDICIAL
FEDERAL	Congress	President	U.S. Supreme Court
STATE	General Assembly	Governor, etc.	State Supreme Court
LOCAL	Town Council County Commissioners	Mayor Manager	Superior Court

This is but one example of the kind of material that may be covered in "The 7-C's" program. In order to reach every inspector, it is likely that the program will be developed to be taught in both a seminar format for Association Conferences as well as suitable for online / distance education for convenience and to minimize costs. NCDOT Engineering Division plans to use an online Learning Management System named MOODLE (used by colleges such as NC State University) accessible through the CEO ID LOGIN where CEUs will be credited to inspector records based on course enrollment.

## Application

Several "How do I become an Inspector..." informational bulletins have been developed for the five technical areas to assist individuals and jurisdictions in the application process. These are available as PDF files through the link below and can be emailed to anyone interested in seeing if they qualify for a Probationary or Standard certificate or Pre-Qualification if they are not currently employed by a jurisdiction.

[http://www.ncdoi.com/OSFM/Engineering\\_and\\_Codes/Default.aspx?field1=Code\\_Officials\\_Qualification\\_Board\\_USER&user=Code\\_Officials\\_Qualification\\_Board](http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=Code_Officials_Qualification_Board_USER&user=Code_Officials_Qualification_Board)

Applicants (and AHJs) are sometimes confused at this initial stage since there is a slight "Which came first, the chicken or egg?" as-

### Staff email addresses - (919) 661-5880 is the main phone # with extensions shown:

Customer Service Rep.	Rodney Daughtry	rodney.daughtry@ncdoi.gov x 212
Certification	Terri Tart	terri.tart@ncdoi.gov x 274
Licensing	Ashley Searles	Ashley.searles@ncdoi.gov x 241
Education	Jessica Yelverton	Jessica.yelverton@ncdoi.gov x 248
Examination	Kathy Williams	kathy.williams@ncdoi.gov x 245
Investigation	Sam Whittington	sam.whittington@ncdoi.gov x 504
Investigation	Andy Miller	Andy.miller@ncdoi.gov x XXX
Director	Mike Hejduk	mike.hejduk@ncdoi.gov x 272

pect to this process taking standard courses. Knowing what level certification one actually qualifies for determines what standard course they must successfully complete. But, if the applicant is unsure, then they may submit the application and wait for the staff determination thinking, "Well, the staff review and evaluation of my application will tell me what level I'll be allowed to test for, and then I'll know what standard course to take." This is particularly true of out-of-state applicants and requests for comity and can introduce delay in the review process. Currently there are no automated "go/no-go" filters built into the online application that prevent applying for a certificate for which one does not qualify or from creating duplicate applications.

Applicants who are already employed by a jurisdiction may apply for probationary or standard certificates. A Certificate of Employment form is required for BOTH Probationary and Standard Certificates.

Applicants who are not already employed by a jurisdiction may only apply for pre-qualification in order to take the state exam and approval by the Board conditioned upon subsequent employment by a jurisdiction, at which time a standard certificate will be issued.

All applications must be submitted and paid for online using the OSFM web page link below. Fortunately, the paper application process was transitioned to an internet based, paperless online process in 2012 that resulted in decreased time-consuming form filing, data entry and check deposits by staff. However, applicants are cautioned not to create duplicate user accounts as this will delay processing. All applicants are advised to write down and keep their account login username and password handy because the database is the primary means of communication between staff and the applicant/inspector throughout their career. CEO Certification Tools, SYSTEM LOG-IN button <https://apps.ncdoi.net/f?p=114:1:0:::>)

NOTE: In the future, all first time applicants and existing CEOs will need to register for and receive an "NCID" account Username and Password as the primary means for accessing all OSFM online database portals. There will be a transition period during which existing COQB account username and password credentials will be associated with the new NCID account. The new NCID account will allow access to multiple online services. Please see the North Carolina Identity Service (NCID) web page for further information <https://www.ncid.its.state.nc.us/> and the following informational guide on the OSFM web page [http://www.ncdoi.com/OSFM/Fire\\_Rescue\\_Grants\\_and\\_Relief\\_Funds/Documents/NCID\\_Registration\\_Help.pdf](http://www.ncdoi.com/OSFM/Fire_Rescue_Grants_and_Relief_Funds/Documents/NCID_Registration_Help.pdf)

## Evaluation

After submission and payment of the \$20 online application fee (for one or multiple certificates) the application appears automatically in the work queue for review and evaluation by staff. Provided the application is complete and contains all the documentation needed by staff to make a decision, the applicant will be notified via email of the type and level certificate for which their education and experience qualifies them. If the applicant has not already successfully completed the mandatory standard courses for the type and level

certificate sought, the notification letter advises the applicant to do so before he/she will be deemed eligible to register for the state exam. All applicants must take and pass the Law and Administration Course. Approximately 30% of all applications are placed on hold pending additional information. This is why the determination letter from staff often states the applicant is only eligible to take the exam once the required standard courses are completed.

- Probationary Certificate applications are typically processed and certificates issued by staff within 1 week of receipt.
- Standard Certificate applications are typically processed by staff within 3 weeks of receipt and certificates issued upon approval by the Board at the next regular quarterly meeting.
- Pre-Qualification applications typically require longer evaluation time to process, especially if the applicant submits out-of-state education and experience documentation and/or credentials requiring verification.

## Examination

Applicants must be approved by Board staff in order to register for a state exam through the contracted test administrator PSI Services, LLC. The list of eligible candidates is sent daily to PSI Services, LLC via an automated data transfer. The **Candidate Information Bulletin (CIB)** contains all instructions needed to register for the exam through the PSI Services, LLC web site [www.psiexams.com](http://www.psiexams.com) as well as a list of testing facilities, acceptable reference materials and permanent tabs that may be brought into the testing facility. Each state exam is 150 questions and administered in computer based format. All candidates who do not pass an exam are eligible to review their exam within 30 days of the exam date and submit exam question challenges. To schedule this review contact PSI directly. The OSFM staff will review all exam question challenges. Contact Kathy Williams if you have questions regarding exam reviews.

## Supplemental Exam Reference Materials

The 2012 Administrative Code and Policies book does not contain the reprints of the General Statutes that previous editions contained, however, this material may still be tested on all exams. You must print these Statutes yourself and bring them to the exam. They must be bound in some manner – stapled or hole-punched and inserted into a binder. The web page below provides a list of links to the current Statutes listed in Chapter 3. [http://www.ncdoi.com/OSFM/Engineering\\_and\\_Codes/Documents/COQB\\_Documents/Links%20to%20General%20Statutes%20for%20CEOs.pdf](http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/COQB_Documents/Links%20to%20General%20Statutes%20for%20CEOs.pdf)

The 2012 code books as published by ICC do not contain subsequent, periodic amendments approved by the N.C. Building Code Council and N.C. Rules Review Commission and ultimately codified as agency rules. This has become more of an issue since no new editions of the codes are planned for 2015 due to extension of the 3 year code cycle to 6 years. OSFM staff to the Building Code Council maintain a cumulative supplement to the NC 2012 Building Codes that is available in PDF file format through the web page below listed in the RESOURCES box. Standard course instructors may or may not address these supplements to the code and you should be aware of these changes to the codes. These amendments typically become

effective requirements in the code requiring enforcement on January 1st of intervening years (i.e. 2013, 2014, 2015 & 2016). All code officials should be familiar with these amendments as they also may form the basis for permit application requests for approval under the provisions of Alternate Material, Design or Methods even prior to their effective date.

[http://www.ncdoi.com/OSFM/Engineering\\_and\\_Codes/Default.aspx?field1=State\\_Building\\_Codes\\_USER&user=State\\_Building\\_Codes](http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=State_Building_Codes_USER&user=State_Building_Codes)

## Certification

Probationary certificates may be issued by staff and expire after two (2) years [unless there is an interruption in service performing code enforcement activities in which case the certificate may be placed on hold]. Standard certificates are issued upon approval by the Board, typically at regularly quarterly meetings held on the fourth Tuesday of January, April, July and October.

After initial issuance each active Standard and Limited certificate must be renewed annually by June 30. Probationary certificates do not require renewal but expire after two (2) years. In order to renew a certificate, CEOs must attain a minimum of six (6) hours Continuing Education (CE) in each technical discipline for which they hold a Standard or Limited certificate per Board Rule 11 NCAC 08.0713. The renewal fee is \$10 per certificate. Jurisdictions may view a list of CEO certificates that have met CE renewal requirements as of May 1st for the period and pay the renewal fee online through June 30. After July 1, a two dollar (\$2) late renewal fee is applied to each certificate.

## Education

### Standard Courses

Anyone may take a standard course sponsored by the NC Community College System either as a pre-requisite to become eligible to register for the state exam or for continuing education credit. Because a large amount of material is covered in a short period of time, it is recommended that students purchase and familiarize themselves with their code books well in advance of the class start date. Students are cautioned that the standard courses are NOT "state exam prep" or "pass the exam" courses and should NOT be viewed as such.

STANDARD COURSE	HRS
Building Level I	48
Building Level II	40
Building Level III	40
Mechanical Level I	32
Mechanical Level II	24
Mechanical Level III	16
Fire Prevention Level I	36
Fire Prevention Level II	32
Fire Prevention Level III	24
Electrical Level I	40
Electrical Level II	30
Electrical Level III	30
Plumbing Level I	32
Plumbing Level II	24
Plumbing Level III	16
Law & Administration	15

Not all Community College locations offer standard courses for all trade and level certifications. A searchable list of sponsor scheduled Standard and Continuing Education (CE) Courses is available through

the OSFM web page <https://apps.ncdoi.net/f?p=114:505%20> where courses may be searched by Trade, Type and Format. Select your preferences in the drop down boxes to filter/display only those courses you wish to see. The Law and Administration course will be displayed with any discipline because it applies to all. Courses are listed in date order and include registration information. Please note the course dates often may span two weeks because some courses are taught over consecutive weekends. Please note that the course list is constantly changing as sponsors can add a new schedule at any time. Check back frequently to view the most updated information.

### \*\*YOU MUST REGISTER IF YOU PLAN TO ATTEND A STANDARD CLASS\*\*

Please keep in mind that many courses may require advance registration and may be limited in size based on available space or instructor requirements. Since contact information is provided with each listing, inquire about attending well in advance of the class date. Registration and payment is typically required at least ten days prior to the beginning date of each course. Each community college may increase the cost of the course depending upon the number of students that have pre-registered. In the event of a cost increase, the community college will notify all students that have pre-registered. Many community colleges require a certain minimum number of students per course or else it will be canceled. The decision to cancel is usually made a few days in advance, so don't count on being able to just "show up" at a class.

### Code books and Board Rules

Are generally available for purchase and pick-up as a "Walk-in Customer" at OSFM, 322 Chapanoke Road, Raleigh, NC. Please call (919) 661-5880 x 240 to ensure the code book you want is in stock. The order form and price list is available through the web page below. Payment is accepted by Check, Visa, MasterCard or Money Order ONLY. No cash is accepted. Code books may be purchased online from the publisher, International Code Council (ICC), through the OSFM Code Book Sales web page below. Allow at least 2 weeks for delivery. [http://www.ncdoi.com/OSFM/Engineering\\_and\\_Codes/Default.aspx?field1=Codes\\_Code\\_Book\\_Sales&user=State\\_Building\\_Codes](http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=Codes_Code_Book_Sales&user=State_Building_Codes)

### Fire Prevention (all levels):

- 2012 Fire Prevention Code

### Building (Level I)

- 2004 Manufactured Buildings/Mobile Home Regulations
- 2012 Residential Code
- 2012 Building Code
- 2012 Energy Conservation Code

### Building (Levels II and III)

- 2012 Residential Code
- 2012 Building Code
- 2012 Energy Conservation Code

### Electrical (all levels)

- 2011 Electrical Code
- 2012 Energy Conservation Code

### Mechanical (all levels):

- 2012 Mechanical and Fuel Gas Code
- 2012 Energy Conservation Code

### Plumbing (all levels)

- 2012 Plumbing Code
- 2012 Energy Conservation Code

### Law and Admin

- 2012 Administrative Code and Policies, Board Rules, Reprints of the General Statutes



## Continuing Education Courses

Continuing education courses are sponsored by many industry associations, businesses and individuals. Code Official and industry associations publish their education seminar schedule offerings annually in a variety of outreach media such as mass emails, newsletters, direct mailings as well as the OSFM web page noted above. Many sponsors also provide CE online.

Board approved CE sponsors are required to submit class rosters, attendance sign-in sheets, and course/instructor evaluation forms for all students who attend 80% of the class. Please make sure your CE Instructor or Education Coordinator has your name and CEO ID information correct on the Certificate of Completion form he/she provides to you for each continuing education course you complete. The CE Instructor or Coordinator is required to provide this documentation. This is your only proof of attendance and may be the only way to document course credit if there is a discrepancy on your computerized CE Transcript. Once the sponsor has submitted the roster and scanned supporting documents electronically to Board staff, CE credit is applied automatically to each CEO CE record and the CEO receives an automated confirmation by email. All CEOs must have a valid email address in the online COQB Information Management System to have CE course credit reported accurately. CEOs may access their individual records online through the OSFM website section CEO Certification Tools, SYSTEM LOG-IN button, <https://apps.ncdoi.net/f?p=114:1:0:::::>)

If you do not see your CE credits or if they appear incorrect, you should first contact your sponsor or instructor. If the issue cannot

be resolved with the course provider, please contact staff to assist with resolution. Keep track of your credits. Please allow up to 15 days after completing a course for your credits to appear- this is the time allotted to the sponsors to enter a roster allowed by Board rule 11 NCAC 08.0731(a).

## Investigation

Anyone may file a verified complaint against a code enforcement official, or if the official is unknown, the AHJ. The OSFM web page link below takes the user to a PDF file Complaint form [http://www.ncdoi.com/OSFM/Engineering\\_and\\_Codes/Documents/CEO\\_Certification\\_Tools/How%20do%20I%20file%20a%20complaint%20against%20an%20Inspector.pdf](http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/CEO_Certification_Tools/How%20do%20I%20file%20a%20complaint%20against%20an%20Inspector.pdf)

Investigations conducted by Board staff may also require assistance from OSFM Chief Code Consultants depending upon the nature of the allegation of improper code enforcement of a technical requirement. CEOs performing either plan review or field inspection activities should ensure that they hold the proper level of certification for the structure they are evaluating.

Upon completion of a written investigation report, staff presents a summary of the complaint at the next quarterly board meeting and makes recommendations regarding the sufficiency of the evidence collected to support the allegations. Reports resulting in insufficient evidence for all allegations typically result in no action by the Board. Reports which include one or more determinations of sufficient basis may be resolved by voluntary settlement agreement or may proceed to a hearing by the Board.



# News from the Mechanical Inspectors Association

## NORTH CAROLINA MECHANICAL INSPECTORS ASSOCIATION MEMBERSHIP APPLICATION AND DUES NOTICE ANNUAL FEES 2016-2017

This is a notice to renew your membership or to join the North Carolina Mechanical Inspectors' Association. The objectives of the Association are as follows:

- (1) Cooperate in the formulation of the North Carolina Mechanical Code Standards.
- (2) Promote uniform understanding and application of the North Carolina Mechanical and Gas Codes.
- (3) Secure and promote uniform administrative ordinances and inspection methods.
- (4) Represent the mechanical inspector in all matters in furthering development of the North Carolina Code and the mechanical industry.
- (5) Promote closer cooperation between inspectors, inspection departments, fire departments, the mechanical industry and the public.
- (6) Promote and improve the standard of the profession of Mechanical Inspectors.

The Association offers memberships to City or County Inspection Departments which includes all Mechanical Inspectors, State Officials, and also Associate Memberships for individuals interested in the Mechanical industry who are not employed as a Mechanical Inspector. Please put an X beside the type of membership you are requesting and return this form to the address below:

**Please note the fee schedule below. Active Membership – July 1, 2016 - June 30, 2017**

(NOTE: Dues amount includes membership for all Mechanical Inspectors in the Jurisdiction. Scholarships will not be awarded for applicants whose dues are not paid at time of application.)

**City or County Inspection Department:**

ACTIVE MEMBERSHIP (Fee Based on Population)

(Mechanical Inspectors and Inspectors of Governmental Departments)

Check One	Population of Jurisdiction:	Annual Dues
_____	0 – 50,000	\$50.00
_____	>50,000-150,000	\$75.00
_____	>150,000	\$100.00
_____	Associate Membership	\$50.00
_____	North Carolina State Officials	\$50.00

Please complete the enclosed form & return along with your check for membership for 2016-2017.

NAME OF JURISDICTION: (Please print or type) \_\_\_\_\_

Date: \_\_\_\_\_ CONTACT PERSON w/TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Make check payable to NC Mechanical Inspectors Association

MAIL CHECK TO: REBECCA LATHAM

NC MECHANICAL INSPECTORS ASSOCIATION

1202 MAIL SERVICE CENTER, RALEIGH, NC 27699-1202

Questions: 919-661-5880 x260

AMOUNT ENCLOSED

\$ \_\_\_\_\_.



# News from the NC Building Inspectors Association



Summer's here! School's out! But the education shouldn't end. Have you ever wondered how to get more enjoyment out of what you do for a living? Be the best that you can be, do everything you can to gain more knowledge; ask questions, read, research and educate. You'll see in this newsletter many opportunities for training, and networking. Hopefully you can attend some of these, if you do, bring the information you learn back to your jurisdiction to share with some, or all, of your coworkers. If you can't attend, find out who is and ask them to help you understand what they've learned.

Be sure to reach out beyond your discipline of comfort, look to other organizations within COCO and to industry resources for additional opportunities for learning. Industry resources include national and trade organizations, local chapters and individuals.

Always enjoy your free time, make the most of the time you're provided with and continue the pursuit of knowledge

I hope to see some of you at any of the upcoming training opportunities and if we can help you learn more than you know now, please let us know how.

Mark Matheny  
VP NCBIA

## NORTH CAROLINA BUILDING INSPECTORS ASSOCIATION MEMBERSHIP APPLICATION (ASSOCIATE MEMBERSHIP) 2016-2017

Please complete the enclosed form & return along with your check for membership for 2016-2017.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**Amount Due: \$125.00**

Nature of Business:/Give Brief Description:

Associate Membership fees are from July 1 through June 30 each fiscal year. The amount is \$125.00. Please make checks payable to the North Carolina Building Inspectors Association (NCBIA) and return this application with payment to:

**NORTH CAROLINA BUILDING INSPECTORS ASSOCIATION**

**ATTN: ReBecca Latham**

**1202 MAIL SERVICE CENTER**

**RALEIGH, NORTH CAROLINA 27699-1202**

Registration fees may be charged to Visa or MasterCard by providing the following:

Card #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

**NORTH CAROLINA BUILDING INSPECTORS ASSOCIATION  
2016-2017 REGULAR (ACTIVE) MEMBERSHIP APPLICATION FORM  
(CITY AND COUNTY JURISDICTIONS)**

Jurisdiction \_\_\_\_\_ Date \_\_\_\_\_

Contact Person w/Title: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Check One	Population of Jurisdiction	Annual Dues
_____	25,000 and under	\$45.00
_____	25,001 to 50,000	\$55.00
_____	50,001 to 75,000	\$65.00
_____	75,001 and over	\$75.00

Give a brief description of your Jurisdiction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regular (Active) Membership fees are from July 1 through June 30 each fiscal year. The amount due is based on the population of the Jurisdiction. Please make checks payable to the North Carolina Building Inspectors Association (NCBIA) and return this application along with payment to:

**NORTH CAROLINA BUILDING INSPECTORS ASSOCIATION**

**ATTN: ReBecca Latham**

**1202 MAIL SERVICE CENTER**

**RALEIGH, NORTH CAROLINA 27699-1202**