



This outline provides an overview of content areas in the Building Official In-Training (BOIT) exam and the number of questions included on the exam from each content area. Candidates have two hours to complete the exam, which consists of 50 multiple choice questions.

CONTENT AREAS FOR BUILDING OFFICIAL IN-TRAINING EXAM	Number of Questions on Each Exam
1. Introduction to the Building Regulatory System in B.C.	TOTAL
<p>This content area focuses on the rationale for the building regulatory system, the legislation that governs the building industry, and the roles and responsibilities of each level of government. More specifically, this content area covers:</p> <ul style="list-style-type: none"> • the purpose and objectives of the building regulatory system in BC. • major acts and regulations that relate to the job function of Building Officials: <ul style="list-style-type: none"> – Building Act and Building Act General Regulation – Building Codes – Safety Standards Act, regulations, and safety standards – Local Government Act – Community Charter • how Vancouver is unique in the building regulatory system • the roles and responsibilities for each level of government within the building regulatory system 	6
2. Building Codes	TOTAL
<p>This content area focuses on how building codes are created in Canada and in British Columbia, and the applicability of these in the Province; B.C.'s unique Energy Step Code; how and when code changes occur, and how to access or learn about codes. More specifically, this content area covers:</p> <ul style="list-style-type: none"> • differences between the national and British Columbia building codes • objectives of the BC Building Codes • the structure of the BC Building Codes and distinguishing between building, plumbing, and fire codes • differences between Part 9 and Part 3 of the building code • the energy step code 	5



3. How Bylaws and Codes are Enforced	TOTAL
<p>This content area focuses on the roles, responsibilities, and types of local authorities, how B.C.'s Indigenous communities regulate building and construction, and municipal bylaws. More specifically, this content area covers:</p> <ul style="list-style-type: none"> • roles, responsibilities, and differences between regional districts, municipalities, and Indigenous communities • the importance of building bylaws and zoning bylaws • the role of template bylaws produced by the Municipal Insurance Association of B.C. 	5
4. Life Cycle of a Building Permit	TOTAL
<p>This content area focuses on the generic pathway a building permit might travel through the local authority's permitting system, and how bylaws affect construction and renovation approvals. More specifically, this content area covers:</p> <ul style="list-style-type: none"> • common requirements for a permit application • the generic pathway of a permitting process • major types of bylaws and other rules affecting building permits: • New Homes Registry • development permits and variances • environmental considerations such as flood plains, geotechnical hazards, slope stability • impacts of the following on permitting and inspections: covenants, slopes, geotechnical considerations, environmentally sensitive areas, title notices, building services, easements and right of ways 	5
5. Working as a Building or Plumbing Official	TOTAL
<p>This content area focuses on qualification requirements for building officials, the regulation that defines a scope of work for the various classes of building officials, and some of the tasks that a building official will perform when doing his or her work for local authority. More specifically, this content area covers:</p> <ul style="list-style-type: none"> • roles and responsibilities of being an official • differences between the classes and their scope of work • how an official works with others in the building regulatory system 	5
6. Plan Examination and Permitting	TOTAL
<p>This content area covers the initial stages of a building or plumbing official's work, including plan checking and the permitting process. More specifically, the content area covers:</p> <ul style="list-style-type: none"> • what a building or plumbing official should look for when doing a plan check • differences between a plan review and professional reliance • local bylaws that could impact the issuing of a permit • the importance of report writing skills 	5



7. Site Visits and Occupancy Permit	TOTAL
<p>This content area covers the later stages of a building or plumbing official's work, including mid-construction and issuing occupancy permits. More specifically, the content area covers:</p> <ul style="list-style-type: none"> • differences between site visits for inspection or monitoring purposes and issuing occupancy permits • variations in municipal policies for site visits • the effect that professional reliance can have on permitting and site visits • how job-site safety can impact a building official • the importance of report writing and photographic recordings • the legal importance of occupancy permits • what happens in a municipality that does not issue occupancy permits 	5
8. Advanced Methods of Code Enforcement	TOTAL
<p>This content area covers more advanced methods of interpreting and enforcing the building code, letters of assurance, alternative solutions, and mechanisms to help with code interpretation. More specifically, the content area covers:</p> <ul style="list-style-type: none"> • how, when and by whom letters of assurance are properly used • how and when alternative solutions are properly used • the different mechanisms for code interpretation 	5
9. Legal and Ethical Considerations for Building Officials	TOTAL
<p>This content area focuses on ethics and professional standards for building officials, legal liability, and practices that are essential to protecting the building occupants, the structure itself, building official, and local governments. More specifically, the content area covers:</p> <ul style="list-style-type: none"> • the Association's Code of Ethics and Code of Professional Conduct • liability and 'duty of care' • practices of building officials associated with duty of care • conflict of interest 	3
10. Insurance and Liability	Total
<p>This content area covers the basics of insurance and liability as they relate to the building industry. More specifically, the content area covers:</p> <ul style="list-style-type: none"> • insurance and liability in relation to the roles of owners, builders, building officials, local governments, architects, engineers, and others in the building regulatory system • 'joint and several liability' • the new home warranty program 	6