



# — How To Become — A Building or Plumbing Official

## What background do building officials have?

- Contractors
- Tradespersons
- Technologists
- Homebuilders

## Why become a building official?

- Public service
- Helping people
- Working with contractors and industry
- Work-life balance
- Compensation and benefits

## Building Official In Training

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*(Note this is optional, not required.)*

The trainee qualification allows someone to work as a building official while completing the exams needed to become qualified.

To become a building official in-training, an individual must:

- be a member of the BOABC in good standing
- pass trainee qualification exam
- be employed by a local authority
- submit an application to the BOABC
- submit an employer endorsed training plan to the BOABC
- pay the annual registration fee
- be entered into the register of qualified officials on the BOABC website

There is a level of trainee qualification for each level of standard qualification (i.e. level 1, 2, or 3 building-official in training and level 1 or 2 plumbing official in-training). The scopes of practice for trainee and standard qualifications are the same.

## Qualification

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An individual must be qualified to practice as a building or plumbing official and make decisions about compliance with building regulations on behalf of a municipality or other local authority. To become a qualified building or plumbing official, an individual must:

- be a member of the BOABC in good standing
- pass the required qualification exams
- submit an application to the BOABC
- pay the annual registration fee
- be entered into the register of qualified officials on the BOABC website

You do not need to be a tradesperson or have a technologist diploma or other credential before becoming a building or plumbing official.

To maintain qualification(s), an individual must do the following every year:

- complete ongoing professional development activities (e.g. 10 points), including any code update training, and submit an annual report to the Registrar

## Certification

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Once qualified, an individual can become a 'certified' building or plumbing official after achieving a certain number of years experience working as an official for a local authority. Certification demonstrates that a building or plumbing official has demonstrated practical skill and ability through work experience.

*For building officials:*

- two years of experience working as a building official is required for level 1 certification
- three years of experience working as a building official is required for level 2 certification
- four years of experience working as a building official is required for level 3 certification

*For plumbing officials:*

- two years of experience working as a plumbing official is required for level 1 certification
- four years of experience working as a plumbing official is required for level 2 certification

### Designation

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Once an individual has achieved level 3 certification as a building official, they are also eligible to apply for designation as a Registered Building Official.

Individuals who have completed all the qualification exams but have not yet obtained the experience needed to obtain level 3 certification can apply for the Building Code Qualified designation.



Suite 224  
186 – 8120 No. 2 Road  
Richmond, BC  
V7C 5J8

info@boabc.org  
(604) 270-9516

[boabc.org](http://boabc.org)