



PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
DIVISION OF BUILDING CODES ENFORCEMENT
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KENTUCKY 40601-5412
Tel: 502-573-0373 Fax: 502-573-1059



**Initial Application Form
KENTUCKY CERTIFIED BUILDING INSPECTOR PROGRAM**

1. Social Security Number: _____ - _____ - _____ 2. Date of Birth: _____

3. Name _____
Last Name First Name Middle Initial

4. Home Address _____
Street, R.F.D., Box No. Etc. City State Zip Code

5. Inspection Office Address (if different from above)

Title, Dept, Division _____ Street, R.F.D. Box No. etc.

City _____ State _____ Zip Code _____

6. Work Phone No. () _____ 7. Home Phone No. () _____

8. Are you employed/contracted as a building inspector by a local government? [] YES [] NO
If NO, skip to Item 14.

9. Which category best describes your job responsibilities? See descriptions on Pages 4-8.

_____ One & Two Family Dwelling Inspector _____ Building Inspector, Level I

_____ Plans & Specifications Inspector, Level III _____ Building Inspector, Level II

_____ Mechanical Inspector One & Two Family Dwellings _____ Mechanical Inspector, General

_____ Mechanical Inspector and Plan Reviewer

10. Jurisdiction: City Only _____ in _____ County

County Only _____

Countywide _____

Other Jurisdiction(s) _____

11. Are you the only building official for the above jurisdiction? [] YES [] NO

12. Certified Building Official – Identify certified individual over local building inspection program:

Name: _____

Telephone Number: _____



13. Does your jurisdiction have an ordinance to enforce the One & Two Family Dwelling code? YES NO
 If you have more than 1 jurisdiction, identify those who enforce this code: _____

14. Certification – Identify the level of certification you are applying for. NOTE: Minimum certification must correspond to job responsibilities identified in Item 9.
- One and Two Family Dwelling Inspector Mechanical Inspector One & Two Family Dwellings
 Building Inspector, Level I Mechanical Inspector General
 Building Inspector, Level II Mechanical Inspector and Plan Reviewer
 Building Inspector, Level III
15. Applicant **MUST** provide at least one (1) of the following credentials:
- A. A notarized copy of high school or general education diploma and
- 1) a letter from an employer showing three (3) years experience in a responsible, directly-related construction position, such as a foreman, which required the ability to effectively read and interpret building plans and specifications; or
 - 2) a letter from an employer showing three (3) years experience in an architect's or engineer's office performing building design or drafting duties;
- B. A certified copy of a college or university transcript for an associate degree in a construction related subject.
- C. A certified copy of a college or university transcript for a bachelor degree in architecture, engineering, fire science or building technology.
16. Have you attempted any of the following NCPCCI test modules prior to submitting this initial application to register in the certification program: 1A, 4A, 1B, 3B, 4B, 1C, 3C, 4C? YES NO If YES, attach copy(s) of test score sheet(s).
17. Have you attempted any of the following ICC test modules prior to submitting this initial application to register in the certification program: B-1, B-2, B-3, B-5, M-1, M-2, M-3? YES NO If YES, attach copy(s) of the test score sheet(s).
18. Fee: Initial Application \$50.00 (annual renewal required)
19. Enclose a check or money order made payable to the Kentucky State Treasurer. Mail this application form with a check or money order to the Kentucky Certified Building Inspector Program, Department of Housing, Buildings and Construction, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405.
20. By signing and submitting this form, the Candidate accepts and agrees to comply with all conditions of 815 KAR 7:070, The Kentucky Certified Building Inspector Program, and authorizes the Department to verify the candidate's test scores with our authorized agent.

 Signature

 Date

Review this application carefully. Incomplete applications will be returned without being processed. Read the attached Instructions – they will help you to properly complete this application form.