



Building Standards and Codes

New York State
Department of State
Division of Building Standards
and Codes
One Commerce Plaza
99 Washington Avenue, Suite 1160
Albany, NY 12231-0001
(518) 474-4073
Fax: (518) 474-5788
www.dos.ny.gov

Building Safety Inspector or Code Enforcement Official Change in Level of Certification Application Form

This form is required for anyone intending to:

- **Decrease** their level of certification from a Code Enforcement Official to a Building Safety Inspector pursuant to 19 NYCRR Part 1208.
- **Increase** their level of certification from a Building Safety Inspector to a Code Enforcement Official pursuant to 19 NYCRR Part 1208. *(If you are currently enrolled in Courses 9A through 9F and are working toward completing the Basic Training courses for certification as a Code Enforcement Official please do not fill this form out.)*

Please Type or Print Legibly.

Complete the information below, check the appropriate box(es) on the reverse side of this form, sign the application and return to the address listed above. Upon verification and approval of this request, the Division of Building Standards and Codes (DBSC) will issue a certificate.

First Name: _____ Middle Initial: _____ Last Name: _____

DBSC Student Training ID Number: _____

Municipality/State Agency/Organization: (if applicable) _____

Mailing Address: _____

_____ Indicate if this address is: Home _____ Business _____

Business Phone: _____ Cell Phone: _____ Home Phone: _____

E-mail address: _____

DBSC Use Only:

Date Received: _____ Certification #: _____

Approved by: _____ Date Approved: _____

Class End Date: _____ Certification Date: _____

Building Safety Inspector or Code Enforcement Official Change in Level of Certification Application Form

I am currently a Certified Code Enforcement Official with an active certification status and would like to **decrease** my level of certification to a Building Safety Inspector (BSI).

To be eligible for this decrease in certification level, a person would need to have:

- completed the basic training program
- maintained the required 24-hour in-service training the year prior to this request with at least three hours of approved training in each of the following topics:
 1. Code Enforcement and Administration
 2. Uniform Fire Prevention and Building Code
 3. Energy Conservation Construction Code

A BSI must maintain 6 hours of In-Service training annually and must complete any required Advanced In-service Training and that by not maintaining this required training under 19NYCRR Part 1208 the BSI Certification will become inactive.

When the BSI Certification is granted, the CEO Certification will become inactive and the person may not perform any enforcement activities other than those defined as building safety inspector enforcement activities.

I am currently a Certified Building Safety Inspector with an active certification status and would like to **increase** my level of certification to a Code Enforcement Official (CEO).

To be eligible for this increase in certification level, a person would need to have:

- completed Courses 9A, 9B and 9C (9G may be substituted for 9A, 9B and 9C)
- maintained the required 6-hour in-service training in the year prior to this request with at least three hours of approved training in the following topic:
 1. Code Enforcement and Administration

When the level increase has been granted the person must take Courses 9D, 9E and 9F and achieve a passing grade for each course.

A CEO must maintain 24 hours of In-Service training annually and must complete any required Advanced In-service Training and that by not maintaining this required training under 19NYCRR Part 1208 the CEO certification will become inactive.

Only check this box if the following statement applies.

I certify that I previously met the minimum qualifications for a Code Enforcement Official and that I successfully completed courses 9A, 9B, 9C, 9D, 9E and 9F (9G may be substituted for 9A, 9B and 9C) and that this certification is currently inactive.

I certify that I have read and understand the above requirements for the issuance of a change in certification level by DBSC.

Signature of Applicant: _____ Date: _____