

Email: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
 Website: [www.dli.mn.gov](http://www.dli.mn.gov)  
 Phone: 651-284-5034

# Municipal Building Official & Accessibility Specialist Certification Examination Application

**\$50.00 APPLICATION FEE** is due with your application and is **non-refundable**. Cash is not accepted.

**Select the license you are applying for:**

- Certified Building Official – Limited (BOL)
- Certified Building Official (BO)
- Accessibility Specialist (AS)

<b>Is this a license exam retest?</b>	Yes	No
<ul style="list-style-type: none"> <li>• If Yes, submit application only, do not send supporting documentation</li> </ul>		

**NOTICE:** Checks returned for nonpayment will be charged a \$30 service charge and may subject the issuer to additional bank fees (MN Statute § 604.113).

OFFICE USE ONLY			
Account Number	632404	STK	B24BOCERT
Check Number	Amount Paid		
<input type="checkbox"/> PCK <input type="checkbox"/> CCK <input type="checkbox"/> MO			DLI Deposit Date
Application Number			

**Application prerequisites & requirements** ([Minnesota Rule 1301.0300](#))

- Certified Building Official – Limited: 30 points required .....Complete pages **1 – 4** and checklist at the end of page **5**.
- Certified Building Official: 100 points required.....Complete pages **1 – 3** and checklist at the end of page **5**.
- Accessibility Specialist: No prerequisites.....Complete pages **1 & 4** and checklist at the end of page **5**.

**Application, supporting documentation, and payment can be submitted in one of two ways:**

- **Online:** <https://www.dli.mn.gov/ims>
- **Mail:** Make check or money order payable to Minnesota Department of Labor and Industry.  
 MN Department of Labor and Industry  
 Construction Codes and Licensing Division  
 Licensing and Certification Services  
 443 Lafayette Road No.  
 St. Paul, MN 55155

**PRINT IN INK OR TYPE. MAKE A COPY OF THIS APPLICATION FOR YOUR RECORDS.**

**Provide Contact Information.**

The information provided will be used by the Department of Labor and Industry (DLI) to determine if you meet DLI’s registration requirements. Except for your Social Security number, you are not legally required to supply the requested data on this application; however, failure to provide the requested information may delay the processing of your application or result in denial. Except for your name and designated address, the information you provide on this application is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including but not limited to the Attorney General’s Office, the Department of Revenue, the Department of Human Services, upon court order, and/or for the purpose of verification and investigation. Once you are registered, the information you provide, other than your Social Security Number and non-designated address, becomes public data and may be released to anyone upon request.

Social Security Number	Date of Birth (MM/DD/YYYY)	Phone	E-mail
Legal Last Name	Suffix (Jr, Sr, II, III)	Legal First Name	Legal Middle Name
Residential Address		Public Mailing Address (If different from residential address)	
City	State	Zip Code	City                      State                      Zip Code

Is the Residential address above a non-designated (private) address?  
 Yes      No      If **YES**, then you must provide a designated (Public) mailing address.

**ALL APPLICANTS:** I declare that all statements made in this application and the information provided is true and complete and hereby acknowledge that I have read and understand the information above.

Applicant Signature	Date signed (MM/DD/YYYY)
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**BOL & BO APPLICANTS ONLY:**

**Fill out qualification summary. Attach supporting documentation for verification.**

The certification prerequisites are arranged in a total point accumulation system according to the certification you are applying for. Enter the points you feel you have earned. Points will be verified by DLI staff. Your application **must include supporting documentation for relevant prerequisites claimed**, such as a degree, certificate, transcript, signed employment verification letter outlining job dates and duties, license number, etc. (Continuing education courses attended to maintain a license do not count toward required prerequisites.)

[Minnesota Rule 1301.0300](#)

<b>A. Education: BIT refers to building inspection technology programs offered in the community college system. Points shall be awarded as follows for successful completion of the program or courses listed:</b>	<b>Enter points in this column.</b>		
(1) BIT AAS degree, 100 points;			
(2) BIT certificate, 60 points;			
(3) BIT CORE certificate, 30 points;			
(4) BIT code-related courses: (a) 20 points total – MUST have successfully completed all four courses: Field Inspection; Plan Review Non-Structural; Legal Aspects of Code Administration; and, Administering the Minnesota State Building Code.			
(b) upon successful completion of the courses named in unit (a), additional BIT building code courses, four points each up to a maximum accumulation of 40 points;			
(5) postsecondary courses in building construction, building construction-oriented architecture or engineering, or public administration, one point each up to a maximum accumulation of 30 points;			
(6) an associate’s degree in building construction, building construction oriented architecture or engineering, or public administration, 30 points;			
(7) a bachelor’s degree in building construction-oriented architecture or engineering, 60 points. If points are claimed in this category, additional points may not be claimed in sub-item (5) or (6).			
<b>B. Certification: Points shall be awarded for certifications obtained as follows:</b>			
(1) International Code Council building official examinations: (a) Legal and Management module, 50points;			
(b) Technology module, 50 points;			
(2) International Code Council examinations: (a) building inspector, 40 points;			
(b) plans examiner, 60 points;			
(3) Minnesota class I certification, 10 points;			
(4) Minnesota certified building official-limited certification, 20 points.			
<b>C. Experience: Points shall be awarded for experience obtained as follows:</b>			
(1) municipal building code inspection or plan review experience under the supervision of a currently certified building official, 20 points each year up to a maximum accumulation of 80 points;			
(2) experience in the design of buildings or in the construction of buildings with specific skilled participation in the assembly of foundations, superstructures, or installation of the building’s mechanical systems, 10 points per year up to a maximum accumulation of 30 points.			
<b>D. Other education, certification and experience relating to the field of the construction industry that is not enumerated in items A to C must be given credit as determined by the State Building Inspector based on comparison with the prerequisites in items A to C.</b>			
Write in:			
	<table border="1"> <tr> <td> <b>Enter Point Total</b>                      Minimum required:                      BOL – 30, BO - 100                 </td> </tr> <tr> <td> </td> </tr> </table>	<b>Enter Point Total</b> Minimum required: BOL – 30, BO - 100	
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**BOL & BO APPLICANTS ONLY:**

**Provide summary of relevant employment history if claiming points for work experience. (Attach additional pages if needed.)**

Employer		Phone Number		Length of Experience	
				From	To
Residential		Commercial		Municipal	
Position	Supervisor	Contractor License # (If Self-employed)		Mo. / Yr.	Mo. / Yr.
Major Activities:				Full-time	
1.				Part-time _____ hrs/wk	
2.					
3.					
Address		City		State	Zip Code

Employer		Phone Number		Length of Experience	
				From	To
Residential		Commercial		Municipal	
Position	Supervisor	Contractor License # (If Self-employed)		Mo. / Yr.	Mo. / Yr.
Major Activities:				Full-time	
1.				Part-time _____ hrs/wk	
2.					
3.					
Address		City		State	Zip Code

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Residential		Commercial		Municipal	
Position	Supervisor	Contractor License # (If Self-employed)		Mo. / Yr.	Mo. / Yr.
Major Activities:				Full-time	
1.				Part-time _____ hrs/wk	
2.					
3.					
Address		City		State	Zip Code

The state has the right to verify information provided in this application. False information may subject an applicant to disqualification or decertification. In connection with this application, I authorize the State of Minnesota and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Submission of this application releases the State of Minnesota, and any agent acting on its behalf, from any and all liability.

YES      YES, but not present employer      NO (We may be unable to process your application without this information.)

**BE SURE TO INCLUDE ALL INFORMATION REQUIRED ABOVE, INCLUDING SUPPORTING DOCUMENTATION.**

I declare that all statements made in this application and the information provided is true and complete and hereby acknowledge that I have read and understand the information above.

BOL / BO Applicant Signature	Date signed (MM/DD/YYYY)
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**BOL & AS APPLICANTS ONLY:**

Select an education course date.

## **Building Official - Limited & Accessibility Specialist Education Course Dates and Information**

Applicants for “**Certified Building Official - Limited**” and “**Accessibility Specialist**” must attend a course specified by the State Building Official before taking the exam. You will need to select from one of two simultaneously occurring training options: in-person or via webinar. Applicants who hold a Building Inspection Technology (BIT) Certificate may waive attendance, but must provide verification. This course will be provided by the Construction Codes and Licensing Division, DLI. Applicants are responsible for expenses incurred for parking, meals, and lodging when applicable. Certificates of attendance will be awarded to those completing the course. If the course you requested is not available, you will be contacted for rescheduling. If you need an accommodation for a disability, please send an email to [bolas.dli@state.mn.us](mailto:bolas.dli@state.mn.us).

### **COURSE OBJECTIVES**

#### **Certified Accessibility Specialist**

The **one-day** Accessibility Specialist course runs from **7:30 am to 3:00 pm** and is designed to provide participants with an understanding of the scoping and technical requirements of the Minnesota Accessibility Code. The course covers an introduction to the State Building Code, Building Code Administration, Plan Review and Accessibility Provisions of the Minnesota State Building Code. The focus is on public and common-use areas in commercial, institutional, and hotel occupancy classifications. The Minnesota Accessibility Code does not regulate home modifications to customize a person’s private home for an individual disability. In addition to an in-depth look at the Minnesota Accessibility Code book, participants will review sample plans for evaluation and application of the code provisions. The focus of the program will be to prepare Accessibility Specialists for the practical application of the code provisions to commercial buildings.

#### **Certified Building Official-Limited**

The **five-day** Building Official-Limited course runs from **7:30 am to 4:30 pm** Monday – Friday and includes the Accessibility Specialist course. The course covers components of code administration, residential plan review and site inspections, residential energy code, radon, two-family homes & townhouses, mechanical, plumbing, manufactured structures, and commercial plan review. The courses are designed to provide knowledge of the various aspects of municipal building code enforcement work to prepare individuals for a successful career. The classes focus on practical application of the Minnesota State Building Code for single family dwellings, two-family dwellings, townhouses, and commercial buildings within the scope of the Building Official-Limited certification. The courses will concentrate on the practical application of reviewing construction documents from foundation to roof and provide examples of common construction methods along with the application of the Minnesota State Building Code to this work.

Please note, the training is **NOT** designed to be "exam prep" or provide answers to exam questions. Additional study will be necessary based on your knowledge of the topics and familiarity with the code provisions.

### **COURSE OUTCOME**

Participants will learn the expectations of joining a municipality as a new entrant in the field and will be able to assess a project to determine if it is within their authority to review and inspect, evaluate permit application package for completeness, and determine which scoping requirements apply to the project and evaluate whether the proposed work complies within the technical criteria of the code.

**Indicate your course selection. Applications must be received no later than one week before the first day of the course.**

- **Accessibility Specialist, Thursday, March 7, 2024. Application deadline: February 29.**  

I would like to participate in-person.	I would like to participate via webinar.
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- **Building Official - Limited, Monday, March 4 - Friday, March 8, 2024. Application deadline: February 26.**  

I would like to participate in-person.	I would like to participate via webinar.
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- **Accessibility Specialist, Thursday, June 6, 2024. Application deadline: May 30.**  

I would like to participate in-person.	I would like to participate via webinar.
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- **Building Official - Limited, Monday, June 3 - Friday, June 7, 2024. Application deadline: May 28.**  

I would like to participate in-person.	I would like to participate via webinar.
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- **Accessibility Specialist, Thursday, October 24, 2024. Application deadline: October 17.**  

I would like to participate in-person.	I would like to participate via webinar.
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- **Building Official - Limited, Monday, October 21 - Friday, October 25, 2024. Application deadline: October 14.**  

I would like to participate in-person.	I would like to participate via webinar.
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I possess a BIT Certificate and choose to waive enrollment in the BOL-AS Training Program (verification must be provided).

## BOL & AS APPLICANTS ONLY:

### WHAT TO EXPECT

#### Before the course

Upon successful registration, you will be sent a confirmation email from the BOL/AS Program Administrator. The email will contain information about the course as well as some study material and should be reviewed prior to attending the course.

#### After the course

Within a week following the conclusion of the course, you will receive an email from DLI's Licensing department with instructions on how to schedule an exam date online. **You cannot schedule an exam before completing the course.** You will have one year from the end of the course to take the exam or you will need to reapply for the exam, however you will not be required to take the training course again.

### LOCATION AND PARKING INFORMATION

The Department of Labor and Industry main office is located at:

443 Lafayette Road North, St. Paul, MN 55155 Phone  
(651) 284-5005  
Toll-free 1-800-DIAL-DLI (1-800-342-5354)

Public parking is available in the Jupiter Visitor Lot or the Blue Lot **ONLY**.

- The **Jupiter lot** is located on Grove Street at the Northwest corner of the DLI lot and is sectioned off with access from Grove Street across from the Saint Paul Police Department.
- The **Blue lot** is located at the corner of University Ave E and Olive Street across from Ramsey County Detox Center.

**DLI requires that you sign in and register your vehicle (with license plate information).**

### QUESTIONS?

- **Licensing and Certification:**  
Phone: 651-284-5031  
Email: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)
- **Building Official Limited & Accessibility Specialist Training**  
**Program:** Phone: 651-284-5867  
Email: [bolas.dli@state.mn.us](mailto:bolas.dli@state.mn.us)

### ALL APPLICANTS:

**Verify you have completed all necessary steps.**

Did You...	BOL	BO	AS
Fill out page 1.			
Fill out qualification summary on page 2.			—
Fill out employment history on page 3 (if claiming work experience points).			—
Select an education course date on page 4.		—	
Provide supporting documentation to verify points claimed.			—
Include payment. Mailed applications must be accompanied by a check or money order (see payment details on page 1). Online submittals will be prompted for card payment.			