

2026 BOT Municipal Grant

Exhibit B-1 Entry level training requirements

Sec.	Training Description - Includes education, plan review and inspections				
1	Safety Training (OHSA 10)				
2	ICC courses to achieve competency criteria 1301.1400 (if needed) or				
3	Classes to achieve competency criteria 1301.1400 (if needed)				
4	Legal Aspects of Building Code Administration				
	Overview of Municipal Inspection Policies (with Building Official and appropriate Municipal Admin. Staff)				
	Ordinance Adoption				
	Permit Fees, valuations				
	Correction Orders				
	Stop Work Orders				
	Certificate of Occupancy				
	Rights of Entry				
	Hazardous Buildings MSBC Ch. 1300.0180, MS. 463.15-26 viii) Records Retention				
	Records Retention				
	Zoning Ordinance Review				
5	Building Department Administration and Management				
	Municipality's Building Permitting Policies				
	Receiving and Processing Building Permit Applications				
	Customer Service – communicating City policies				
	Understanding Land Use or Flood Plain Requirements				
	Issuing Permits				
	Understanding Municipal Inspection Policies				
	Scheduling Inspections				
	Maintaining Municipal Records				
	State reports				
	Understanding an Itemized Building Department Budget				
	Understanding How State Agencies Laws and Rules Impact Municipal Administration and Enforcement				
	Stormwater Management				
	Demolition of Existing Structures				
	Lead Paint and Existing Structures				
	Asbestos and Existing Structures				
6	Decks				
7	Re-Roofs				
8	Re-Siding, Exterior Finishes (veneers, stucco, etc.)				
9	Retaining Walls				
10	Window, Door, and/or Replacements				
11	3 – Season and 4 – Season Porches				
12	Basement Finishes				
13	HVAC Equipment Replacements				
14	Gas Meters, Gas Piping, Gas Line Air Tests,				

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15	Additions to Existing Plumbing Systems
16	One and Two-Family Dwellings IRC-1, IRC-2, Townhouses IRC-3, Accessory structures IRC-4
	Certificate of Survey, Setbacks, Elevations, Property Lines, Erosion Control
	Footings, Foundations and Reinforcing
	Framing
	Floor Assemblies
	Wall Assemblies
	Roof Assemblies
	Inspecting Truss Systems
	Exterior Finishes
	Residential HVAC Systems
	Radon Systems
	Residential Plumbing Inspections including Site Utilities
	Residential Energy Plan Review and Inspection Ch. 1322
	Residential Fire-resistant construction R302
	Final Inspections
	Energy Certificate
	C of O or TCO