

YOUR PATH TO BECOMING A BUILDING OFFICIAL **TIP SHEET**



ONTARIO BUILDING OFFICIALS ASSOCIATION

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Who is OBOA:

The Ontario Building Officials Association (OBOA) is a self-governing, not-for-profit organization dedicated to upholding high professional standards in building code administration. OBOA supports safer, more sustainable, and accessible buildings in Ontario through training, certification, and industry collaboration. OBOA is a leader in Building Official development, offering essential education and resources to help members excel in their careers.

What is A Building Official:

Building Officials are vital to the construction industry and public safety. Working as a Building Official is about making sure homes, buildings and structures in our communities meet the provincial building code and are built right. This means examining and inspecting building construction and interpreting and applying the Ontario Building code. As a Building Official, you'll work at a municipality and play a vital role collaborating with home owners, developers, contractors, architects and engineers in the planning, building and growing of communities.

CREATE POSITIVE IMPACT

Ontario Building Code:

The Ontario Building Code (OBC) is crucial for ensuring the safety, sustainability, and accessibility of buildings across the province. By setting strict standards for structural integrity, fire protection, energy efficiency, and barrier-free design, the OBC protects public health and safety while promoting environmentally responsible construction. It provides a consistent framework for builders, architects, and inspectors, ensuring that all structures meet modern safety and performance standards. Additionally, by enforcing uniform regulations, the OBC helps prevent building failures, improves resilience to environmental challenges, and supports a high quality of life for all Ontarians.



YOUR PATH TO BECOMING A BUILDING OFFICIAL

Inside this guide, you'll find sample resumes, potential interview questions, and practical tips to help you confidently prepare for your interviews and take the next step in your career.

Apply even if you don't meet all the requirements and qualifications. While you may feel that you are wasting the employers time because you don't meet all the qualifications many positions are filled by people still working to achieve all their required training and qualifications specifically the BCIN examination program with the Ministry to Municipal Affairs and Housing.

Use your cover letter to explain why you want to be a Building Official and what you are hoping to achieve in the role you are applying for. Use this document to highlight your qualifications and achievements but also indicate why you want to see safe buildings for all Ontarians to use where they live, work, and play.

When you are looking to get your first position in a Municipality don't just look for inspector or plan examiner roles but be open to Permit Intake or Permit Administration roles as these positions offer an opportunity to learn on the job and give you a chance to work towards your qualifications

Most interviewers will ask you an assortment of clerical and technical questions in an interview so be prepared for both. Also be prepared for technical questions that you may not have the answer for. Sometimes employers are asking hard questions to help understand how you might deal with a situation where you don't have the answer and require time to go back and research an answer.

If you are serious about a career as a Building Official take some time to ensure you are starting on the right path with your training. The Ministry of Municipal Affairs and Housing creates the framework for qualifying or 'licensing' Building Officials in Ontario. This is done through the BCIN (Building Code Identification Number) system. There are many qualifications that building officials can have which allows them to complete reviews and inspections on certain types of buildings or construction. Each Municipality has their own requirements for employment but generally for a new practitioner looking to get started as a Building Official inspecting or completing plan examinations for housing the following qualifications would be an asset:

- General Legal/Process or Powers and Duties of CBO
- House or Small Buildings

These courses would be good to have to set your resume apart from the others

- Plumbing-House or Plumbing-All Buildings
- HVAC-House or Building Services

Other BCIN courses would also be beneficial for instance if you are applying in a rural setting you may wish to work on your On-site Sewage Systems examination.

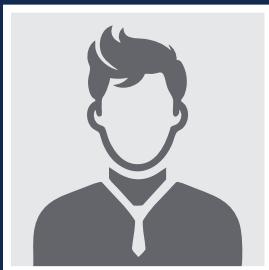
While you may need to invest in training and BCIN examinations before you are hired most Municipalities will have a continuing education program to assist you in becoming fully qualified once you have been hired. Take some initiative and show your future employer that you are committed to the profession and start your educational journey early!

The OBOA has an assortment of training and educational courses to prepare building officials for the BCIN examinations.

To become a registered Building Official or building practitioner requires registration and paying a fee.

This link <https://www.ontario.ca/page/become-registered-building-practitioner#section-2>
will direct you on the process to become registered.

SAMPLE RESUME 1



John Doe

123 Main Street,
Woodstock,
ON N4S 0A1

(555) 123-4567

john.doe@email.com

LinkedIn:
linkedin.com/in/johndoe

BCIN: 123456789

PROFESSIONAL SUMMARY

Detail-oriented and certified Building Inspector with over 7 years of experience ensuring compliance with municipal, provincial, and national building codes. Proven track record of performing thorough inspections, identifying structural and safety issues, and providing clear reports to builders, contractors, and regulatory bodies. Strong understanding of the Ontario Building Code (OBC), construction practices, and inspection technologies.

CERTIFICATIONS & LICENSES

- Certified Building Code Official (CBCO)
 - Ontario Building Officials Association (OBOA)
- OBC Qualifications:
 - House
 - HVAC - House
 - Plumbing - House
 - Building Structural
 - Building Services
 - Small Buildings
 - Large Buildings
- Valid Ontario G Driver's License
- Working at Heights & WHMIS Certified

CORE COMPETENCIES

- Ontario Building Code Compliance
- Structural and Systems Inspections
- Permit Review and Approval
- Report Writing and Documentation
- Construction Site Safety
- Conflict Resolution and Communication
- Blueprint and Technical Drawing Interpretation
- Collaboration with Engineers and Contractors

PROFESSIONAL EXPERIENCE

Senior Building Inspector

City of London, ON April 2020 – Present

- Conducted residential, commercial, and industrial inspections to ensure compliance with the Ontario Building Code and applicable regulations.
- Issued inspection reports, deficiency notices, and compliance letters with clear direction on remedial actions.
- Collaborated with city planners, fire officials, and engineering staff on site plan approvals and code updates.
- Participated in training sessions and helped onboard new inspectors.

Building Inspector

Town of Ingersoll, ON May 2016 – March 2020

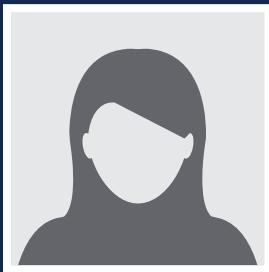
- Performed scheduled and unscheduled inspections at key construction milestones including framing, HVAC, plumbing, and final occupancy.
- Assisted in the processing and review of permit applications and zoning compliance.
- Responded to public and contractor inquiries on building code requirements and inspection procedures.
- Maintained accurate digital records and documentation through city software.

EDUCATION

Architectural Technology Fanshawe College, London, ON Graduated: 2015

PROFESSIONAL AFFILIATIONS

- Ontario Building Officials Association (OBOA) – Member
- Canadian Institute of Plumbing & Heating – Member



Jane Smith

456 Elm Street,
Stratford,
ON N5A 1A1

(555) 987-6543

jane.smith@email.com

LinkedIn:
[linkedin.com/in/janesmith](https://www.linkedin.com/in/janesmith)
BCIN: 123456789

OBJECTIVE

Motivated and detail-oriented recent graduate with foundational experience in construction and building systems, seeking an opportunity as a Junior or Entry-Level Building Inspector. Committed to upholding public safety and supporting code-compliant development. Strong working knowledge of the Ontario Building Code and hands-on experience from internships and construction roles.

CERTIFICATIONS & QUALIFICATIONS

- OBC Qualifications:
 - House
 - HVAC - House
 - Plumbing - House
 - General Legal Process
- Working at Heights & WHMIS Certified
- Valid Ontario G Driver's License
- In Progress: Building Structural qualification

CORE SKILLS

- Building Code Interpretation
- Site Safety Awareness
- Permit and Inspection Support
- Technical Report Writing
- Reading Blueprints & Plans
- Communication & Customer Service
- Time Management
- Microsoft Office & Inspection Software

RELEVANT EXPERIENCE

Building Inspection Intern

City of Woodstock, ON May 2024 – August 2024

- Shadowed senior inspectors on residential and light commercial site visits.
- Assisted in completing inspection forms and documentation.
- Gained experience interpreting the Ontario Building Code and reviewing permit drawings.
- Participated in contractor meetings to discuss code compliance.

Construction Assistant

ABC Custom Homes, Ingersoll, ON June 2022 – April 2024

- Supported framing, insulation, and interior finishing work under licensed contractors.
- Gained first-hand experience in building code-related tasks such as vapour barrier installation and proper stair framing.
- Maintained clean, safe work environments and assisted with daily inspections by site supervisors.

EDUCATION

Diploma – Construction Engineering Technician Conestoga College, Kitchener, ON Graduated: 2024

PROFESSIONAL AFFILIATIONS

- Student Member, Ontario Building Officials Association (OBOA)
- Member, Conestoga Construction Association Club

PRACTICAL TIPS TO PREPARE FOR YOUR BUILDING INSPECTOR INTERVIEW

1. Know the Ontario Building Code (OBC)

Inside and Out

Be ready to discuss specific sections of the OBC, especially those you're qualified in (e.g., House, HVAC, Plumbing). Interviewers often ask scenario-based questions to test your applied knowledge.

2. Study the Municipality

Research the city or town you're applying to. Understand local bylaws, recent developments, or any major construction projects—they may ask how you'd handle specific inspection scenarios in their context.

3. Bring Documentation

Print and bring:

- Your resume
- Copies of OBC qualification certificates
- Any letters of recommendation
- A list of references
- A notepad and pen for jotting down notes

4. Practice Situational Questions

Expect questions such as:

- "How would you handle a contractor disagreeing with your inspection findings?"
- "What steps do you take when a site fails an inspection?"

Use the STAR method (Situation, Task, Action, Result) to structure your answers.

5. Highlight Soft Skills

Inspectors need more than technical skills —emphasize:

- Communication with homeowners and contractors
- Conflict resolution
- Time management
- Attention to detail

6. Be Honest About Experience

If you're entry-level, acknowledge what you're still learning—but also show how you've prepared (school, shadowing, previous roles). Express your willingness to grow and contribute.

7. Dress Professionally

(But Practically)

Business casual is typically appropriate. It is always best to default to being overdressed in an interview. If in doubt ask your interviewer before you arrive about the dress code.

8. Prepare Questions to Ask Them

Interviews should be a two way street to ensure that you are a good fit and that the job is a good fit for you. Use your time asking questions to understand anything the interview didn't cover.

Examples:

- "What type of support or mentoring is offered to new inspectors?"
- "How does your team stay current with code changes?"
- "What's a typical day in this role?"

9. Follow Up After the Interview

Send a short thank-you email within 24 hours. Mention something specific you enjoyed learning about during the interview.

ENHANCING YOUR BUILDING CODE KNOWLEDGE: WITH TOP TIER TRAINING & CERTIFICATION

OBOA is dedicated to excellence in professional training, learning, certification, and to developing leaders who make a difference in communities. With a history of building industry training innovation, the OBOA is a recognized leader in the professional development of Building Officials and other industry professionals who use the building code, nation-wide. OBOA offers over 25 courses and continues to enhance our course content to ensure it reflects the latest regulations of the Ontario Building Code.

TRAINING WITH OBOA

"The level of education, information and expertise from the OBOA instructors has been the reason I have progressed in gaining Ministry Qualifications and in better understanding & implementing the OBC in general."

Kathleen Pulfer
Building Official Township of Stone Mills

GETTING CERTIFIED: For over 25 years, the Certified Building Code Official (CBCO) designation has stood for an exceptional industry standard of knowledge and competency throughout Ontario. CBCO and BCQ certifications are career-boosting voluntary designations that go above and beyond MMAH requirements.

CBCO DESIGNATION Designation as a Certified Building Code Official (CBCO) is voluntary enhancement to the Ministry of Municipal Affairs and Housing (MMAH) qualification examination requirements signifying a level of competency above the legislated baseline. To achieve CBCO designation, an OBOA member must complete prescribed minimum levels of examination, education and experience.

BCQ DESIGNATION When a Government Member has completed the required training, yet lacks the requisite experience component, or an Associate Member has completed the required training, the professional designation Building Code Qualified (BCQ) is available.

List of Courses:

Introduction Courses

- OBOA Foundations on the Ontario Building Code
- Permit Administration
- Plan Examination (Part 9)
- Plan Examination (Part 3)
- Land Use Planning and Zoning Enforcement

Independent Study

- OBOA-ITS (Inspectors' Technique Suite)

Overview Courses

- Legal Process for Building Officials and Designers
- House
- Plumbing – House
- HVAC House
- Small Buildings
- Large Buildings
- Complex Buildings
- Building Services
- Building Structural
- Plumbing – All Buildings
- Fire Protection

Technical Courses

- Building Officials and the Law
- Part 9 – Building Envelope
- Part 9 – Health and Safety
- Part 9 – Structural
- Part 9 – Fire Protection
- Part 3 – Health and Safety
- Part 3 – Classification and Construction
- Part 2 – Large Farm Buildings
- Part 8 – Onsite Sewage Systems
- Part 10/11 – Change of Use and Renovations
- OBOA Beyond the Code – Accessibility Learning Series

Continuing Professional Development

OBOA's Continuing Professional Development Program (CPDP) allows members to maintain their designations and is rich in both technical and leadership training.





Building Knowledge & Community



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