

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF LABOR & INDUSTRY**

**UNIFORM CONSTRUCTION CODE CERTIFICATION  
BOOKLET**

**A Um2010**

The Pennsylvania Construction Code Act (Act 45 of 1999) and the Uniform Construction Code (UCC) regulations establish training and certification requirements for all construction code officials in Pennsylvania.

This booklet is designed as a guide for individuals interested in obtaining Pennsylvania UCC certification.

If you have any questions about the Department's certification program, phone **717-772-3396**.

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## CERTIFICATION REQUIREMENTS

Pages 3-4 specify the exams that must be passed to obtain initial certification.

However, the Department may waive the requirement that these specific exams be passed, if the applicant previously passed certification examinations and meets any of the following:

1. Passed a test or tests substantially similar to test or tests specified on pages 3-4 after July 12, 1996.
2. Passed a test or tests substantially similar to the test or tests specified on pages 3-4 before July 12, 1996, as long as the applicant also submits proof of one of the following:
  - Evidence of continuous employment as a code administrator in a related field, in the form of a notarized statement from your employer indicating that you have been performing construction code services from the earliest exam result date that you are submitting until the date of your waiver request. (This statement should include the employer's Federal ID Number.)  
  
Or, if you have been self-employed, a notarized statement attesting to the fact that you have been performing construction code services in a related field from the earliest exam result date that you are submitting until the date of your waiver request. (This sworn statement should include your Social Security Number.)
  - A current certification issued by a model code organization.
  - Evidence of completion of 30 hours of continuing education or a college degree program in a related field.
3. Passed a Certified Building Official (CBO) examination. An applicant who provides proof of having passed this examination is eligible to receive UCC certification in the following categories:
  - Residential Building Inspector
  - Building Inspector
  - Building Plans Examiner

Follow these steps, if you are seeking initial certification:

- STEP 1:** Determine the categories in which you desire to become certified and which examinations you need to take to fulfill the category requirements. See pages 3-4.
- STEP 2:** Determine which test administrator provides the examinations needed. See pages 5-7.
- STEP 3:** Determine reference materials required and prepare for the examinations.
- STEP 4:** Register to take the required examinations by contacting one of the following: Prometric (NCPCCI); the International Code Council; the PA Construction Codes Academy; the Elevator Industry Work Preservation Fund; the National Association of Elevator Safety Authorities International (NAESA International); or, QEI Services, Inc. See pages 5-7.
- STEP 5:** Pass the examinations.
- STEP 6:** **Submit the following:**
- An Application for Certification.

Please fill out this form completely. Be sure to check all categories for which certification is sought.

- Proof that you have passed all required exams for each of the checked categories.
- A check (made payable to the Commonwealth of Pennsylvania) in the amount of \$50.00.
- Proof that you have passed a substantially similar exam (if a test other than that specified on pages 3-4 was passed).
- Proof that you have meet one of the three additional requirements mentioned in number 2 on page 1 (if a substantially similar exam was passed prior to July 12, 1996)

Mail the application package to:

**Department of Labor & Industry  
BOIS-UCC Certification Unit  
651 Boas Street, Room 1606  
Harrisburg, PA 17121-0750**

If a certification application is approved, the Department will issue an official certification card to the applicant. All certifications are valid **three (3) years** from the date of issuance.

If an additional initial certification is obtained before the end of this three-year period, a new certification card will be issued. This will list all certifications held, the expiration date will then become a date three years from the date when the new (revised card) was issued. On or before the expiration date, application for re-certification must be made to the Department.

## CERTIFICATION CATEGORIES AND EXAMINATIONS

The Department's Training and Certification Regulation describes 19 categories of code work that require certification for all persons performing the covered work. Listed below are the categories and the examinations that must be passed to obtain certification. The listed examinations include titles that were specified in the Department's Training and Certification Regulation and others (*in italics*) that are equivalent examinations that have been offered since July 2002.

CERTIFICATION CATEGORY	EXAMINATION # AND NAME
Residential Building Inspector	1A Building 1&2 Family Dwelling <b>OR</b> <i>B1 Residential Building Inspector</i>
Residential Electrical Inspector	2A Electrical 1&2 Family Dwelling <b>OR</b> <i>E1 Residential Electrical Inspector</i>
Residential Mechanical Inspector	4A Mechanical 1&2 Family Dwelling <b>OR</b> <i>M1 Residential Mechanical Inspector</i>
Residential Plumbing Inspector	5A Plumbing 1&2 Family Dwelling <b>OR</b> <i>P1 Residential Plumbing Inspector</i>
Residential Energy Inspector	E1 Residential Energy Plan Review & Inspection <b>OR</b> <i>79 Residential Energy Plans Examiner/Inspector</i>
Building Inspector	1B Building General & 3B Fire Protection General <b>OR</b> <i>B2 Commercial Building Inspector</i>
Fire Inspector	F1 Fire Prevention Inspection General <b>OR</b> <i>66 Fire Inspector I</i>
Electrical Inspector	2B Electrical General <b>OR</b> <i>E2 Commercial Electrical Inspector</i>
Mechanical Inspector	4B Mechanical General <b>OR</b> <i>M2 Commercial Mechanical Inspector</i>
Plumbing Inspector	5B Plumbing General <b>OR</b> <i>P2 Commercial Plumbing Inspector</i>
Energy Inspector	E2 Commercial Energy Inspection <b>OR</b> <i>77 Commercial Energy Inspector</i>
Building Plans Examiner	1B Building General, 1C Building Plan Review, 3B Fire Protection General & 3C Fire Protection Plan Review <b>OR</b> <i>B2 Commercial Building Inspector &amp; B3 Building Plans Examiner</i>
Electrical Plans Examiner	2B Electrical General & 2C Electrical Plan Review <b>OR</b> <i>E2 Commercial Electrical Inspector &amp; E3 Electrical Plans Examiner</i>
Mechanical Plans Examiner	4B Mechanical General & 4C Mechanical Plan Review <b>OR</b> <i>M2 Commercial Mechanical Inspector &amp; M3 Mechanical Plans Examiner</i>
Plumbing Plans Examiner	5B Plumbing General & 5C Plumbing Plan Review <b>OR</b> <i>P2 Commercial Plumbing Inspector &amp; P3 Plumbing Plans Examiner</i>
Energy Plans Examiner	E3 Commercial Energy Plan Review <b>OR</b> <i>78 Commercial Energy Plans Examiner</i>
Accessibility Inspector/Plans Examiner	21 Accessibility Inspector/ Plans Examiner
Building Code Official	<i>Test on State law and regulations administered by PA Construction Codes Academy</i>
Elevator Inspector	Qualified Elevator Inspector test (or its equivalent)

## EXAMS GIVEN BY PROMETRIC (NCPCCI)

Prometric administers the following National Certification Program Construction Code Inspectors examinations that are accepted by the Department. Visit their website at [www.prometric.com/ncpcci](http://www.prometric.com/ncpcci) or telephone the company at 800.864.5309, to determine their registration requirements, testing locations, etc.

CERTIFICATION CATEGORY	EXAMINATION # AND NAME
Residential Building Inspector	1A Building 1&2 Family Dwelling
Residential Electrical Inspector	2A Electrical 1&2 Family Dwelling
Residential Mechanical Inspector	4A Mechanical 1&2 Family Dwelling
Residential Plumbing Inspector	5A Plumbing 1&2 Family Dwelling
Building Inspector	1B Building General 3B Fire Protection General
Electrical Inspector	2B Electrical General
Mechanical Inspector	4B Mechanical General
Plumbing Inspector	5B Plumbing General
Building Plans Examiner	1B Building General 1C Building Plan Review 3B Fire Protection General 3C Fire Protection Plan Review
Electrical Plans Examiner	2B Electrical General 2C Electrical Plan Review
Mechanical Plans Examiner	4B Mechanical General 4C Mechanical Plan Review
Plumbing Plans Examiner	5B Plumbing General 5C Plumbing Plan Review

## EXAMS GIVEN BY THE INTERNATIONAL CODE COUNCIL

The International Code Council currently offers the exams listed below. Passing the listed exam will qualify an individual to obtain the Pennsylvania certification listed on the left. These exams are offered in two formats: paper and pencil and computer-based.

You may learn more about these offerings and how to apply to take examinations by visiting the ICC web site ([www.iccsafe.org](http://www.iccsafe.org)). At the home page, click on “Certification and Testing.”

The ICC’s “Candidate Bulletin” which can be accessed in the certification section lists the phone number to call for making arrangements to take a computer-based exam and also provides the application that must be mailed to the ICC to take a paper and pencil exam.

CERTIFICATION CATEGORY	EXAMINATION # AND NAME
Residential Building Inspector	B1 Residential Building Inspector
Residential Electrical Inspector	E1 Residential Electrical Inspector
Residential Mechanical Inspector	M1 Residential Mechanical Inspector
Residential Plumbing Inspector	P1 Residential Plumbing Inspector
Residential Energy Inspector	79 Residential Energy Plans Examiner/ Inspector
Building Inspector	B2 Commercial Building Inspector
Fire Inspector	66 Fire Inspector I
Electrical Inspector	E2 Commercial Electrical Inspector
Mechanical Inspector	M2 Commercial Mechanical Inspector
Plumbing Inspector	P2 Commercial Plumbing Inspector
Energy Inspector	77 Commercial Energy Inspector
Accessibility Inspector/Plans Examiner	21 Accessibility Inspector/ Plans Examiner
Building Plans Examiner	B2 Commercial Building Inspector and B3 Building Plans Examiner
Electrical Plans Examiner	E2 Commercial Electrical Inspector and E3 Electrical Plans Examiner
Mechanical Plans Examiner	M2 Commercial Mechanical Inspector and M3 Mechanical Plans Examiner
Plumbing Plans Examiner	P2 Commercial Plumbing Inspector and P3 Plumbing Plans Examiner
Energy Plans Examiner	78 Commercial Energy Plans Examiner

## EXAMS FOR “BUILDING CODE OFFICIALS” AND ELEVATOR INSPECTORS

Persons who manage, supervise or direct a code administration and enforcement office must be certified as a “Building Code Official.” The Pennsylvania Construction Codes Academy (PCCA) administers the examination that must be passed to obtain this certification. Call the Academy at 717-763-0930, to schedule an examination appointment. You can also obtain information from the PCCA regarding their training course that will help prepare you to take the required exam.

The examination that must be passed for certification as an “Elevator Inspector” is the *Qualified Elevator Inspector* (QEI) test. The American Society of Mechanical Engineers (ASME) accredits all organizations that administer this examination. Persons interested in Pennsylvania certification as an Elevator Inspector should contact any of the ASME-accredited organizations listed below for information on testing opportunities:

Elevator Industry Work Preservation Fund  
Telephone: 410.312.1474

National Association of Elevator Safety Authorities International  
Telephone: 360.292.4968  
Website: [www.naesai.org](http://www.naesai.org)

QEI Services, Inc.  
Telephone: 888.651.9209  
Web site: [www.robinsonelevatorgroup.com/qei](http://www.robinsonelevatorgroup.com/qei)

CERTIFICATION CATEGORY	EXAMINATION # AND NAME
Building Code Official	Test on state law and regulations administered by the PA Construction Codes Academy
Elevator Inspector	<i>Qualified Elevator Inspector</i> test (or its equivalent)

### FEES

The fees listed below apply to the certification of code officials. The Department will charge one fee per certification application. An individual may apply for certification in multiple categories on a single application form. All fees are nonrefundable. Make checks payable to the **Commonwealth of Pennsylvania**.

<b>Initial Certification Fee:</b>	\$50.00 (per application)
<b>Card Replacement Fee:</b>	\$10.00 (per card)

### OBTAINING REPLACEMENT CARDS

Replacement cards can be obtained from the Department by submitting the following:

1. A letter requesting a replacement of the card. This should clearly indicate whether you are requesting a replacement for your Certification Card or your Registration Card, or both.
2. A check or money order made payable to the **Commonwealth of Pennsylvania**, in the amount of \$10.00 (per card).

Your letter and check should be mailed to:

**Department of Labor & Industry  
BOIS-UCC Certification Unit  
651 Boas Street, Room 1606  
Harrisburg, PA 17121-0750**

C #:	_____
Date:	_____
	<b>UC1</b>

## APPLICATION FOR UCC CERTIFICATION

Type or print legibly in black ink all the information requested below.

<b>Personal Data</b>	Name _____ Phone (____) _____ Home address _____ _____ City _____ State _____ Zip Code _____ County _____ Date of Birth (MM/DD/YY) _____ Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		
<b>Certification(s) Requested</b>  <i>(Check all that apply)</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Residential Building Insp.  <input type="checkbox"/> Residential Electrical Insp.  <input type="checkbox"/> Residential Mechanical Insp.  <input type="checkbox"/> Residential Plumbing Insp.  <input type="checkbox"/> Residential Energy Insp.  <input type="checkbox"/> Building Insp.  <input type="checkbox"/> Fire Insp.  <input type="checkbox"/> Electrical Insp.  <input type="checkbox"/> Mechanical Insp.  <input type="checkbox"/> Plumbing Insp.         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Energy Insp.  <input type="checkbox"/> Accessibility Insp./P.E.  <input type="checkbox"/> Building P.E.  <input type="checkbox"/> Electrical P.E.  <input type="checkbox"/> Mechanical P.E.  <input type="checkbox"/> Plumbing P.E.  <input type="checkbox"/> Energy P.E.  <input type="checkbox"/> Building Code Official  <input type="checkbox"/> Elevator Insp.  <input type="checkbox"/> Passenger Ropeway Insp.         </td> </tr> </table>	<input type="checkbox"/> Residential Building Insp. <input type="checkbox"/> Residential Electrical Insp. <input type="checkbox"/> Residential Mechanical Insp. <input type="checkbox"/> Residential Plumbing Insp. <input type="checkbox"/> Residential Energy Insp. <input type="checkbox"/> Building Insp. <input type="checkbox"/> Fire Insp. <input type="checkbox"/> Electrical Insp. <input type="checkbox"/> Mechanical Insp. <input type="checkbox"/> Plumbing Insp.	<input type="checkbox"/> Energy Insp. <input type="checkbox"/> Accessibility Insp./P.E. <input type="checkbox"/> Building P.E. <input type="checkbox"/> Electrical P.E. <input type="checkbox"/> Mechanical P.E. <input type="checkbox"/> Plumbing P.E. <input type="checkbox"/> Energy P.E. <input type="checkbox"/> Building Code Official <input type="checkbox"/> Elevator Insp. <input type="checkbox"/> Passenger Ropeway Insp.
<input type="checkbox"/> Residential Building Insp. <input type="checkbox"/> Residential Electrical Insp. <input type="checkbox"/> Residential Mechanical Insp. <input type="checkbox"/> Residential Plumbing Insp. <input type="checkbox"/> Residential Energy Insp. <input type="checkbox"/> Building Insp. <input type="checkbox"/> Fire Insp. <input type="checkbox"/> Electrical Insp. <input type="checkbox"/> Mechanical Insp. <input type="checkbox"/> Plumbing Insp.	<input type="checkbox"/> Energy Insp. <input type="checkbox"/> Accessibility Insp./P.E. <input type="checkbox"/> Building P.E. <input type="checkbox"/> Electrical P.E. <input type="checkbox"/> Mechanical P.E. <input type="checkbox"/> Plumbing P.E. <input type="checkbox"/> Energy P.E. <input type="checkbox"/> Building Code Official <input type="checkbox"/> Elevator Insp. <input type="checkbox"/> Passenger Ropeway Insp.		
<b>Documentation</b>	Check off documentation that is attached: <ul style="list-style-type: none"> <li><input type="checkbox"/> Test documentation for <u>each certification</u> requested.</li> <li><input type="checkbox"/> Evidence of having passed an examination substantially similar to an examination listed in the Certification Booklet.</li> <li><input type="checkbox"/> Evidence that one of the additional requirements found in section 401.5(a)(2) has been met. (See page 1 of Certification Booklet.)</li> </ul>		
<b>Signature</b>	<p><b>All information provided on this application is subject to the penalties of 18 Pa. CS §4904, relating to unsworn falsification to authorities.</b></p> <p style="text-align: center;">_____ <b>Signature of Applicant</b></p> <p style="text-align: right;">_____ <b>Date</b></p>		
<b>Filing Requirements</b>	Submit application, all necessary documentation and a check payable to the Commonwealth of Pennsylvania in the amount of \$50.00 to:  <p style="text-align: center;"><b>PA Department of Labor &amp; Industry BOIS - UCC Certification Unit 651 Boas Street, Room 1606 Harrisburg, PA 17121-0750</b></p>		
<i>FOR L&amp;I USE ONLY</i>	Check #: _____ Amount: \$ _____ Bates #: _____		

*Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program*