

# Commonwealth of Massachusetts

## Board of Building Regulations & Standards

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### On-Boarding Training for Municipal and State Building Inspectors November 5-6, 19-20, 26-27, 2018

The Office of Public Safety and Inspections will convene an *On-Boarding Training for Municipal and State Building Inspectors*. It is *different* and *distinct* from exam preparation courses and, although intended for newer inspectors, is open to all. The training seminar will be held three consecutive Monday's and Tuesday's at the Milford district office located at 50 Maple Street in Milford beginning November 5, 2018.

Interested parties can attend 1, 2, 3, 4, 5 or all 6 days of training. Those seeking to utilize the course to complete CBO requirements *must* attend all 6 days of training and *must pass* a 40 question examination administered on Tuesday afternoon following the final class. Examinees will have 1.5 hours to complete the open-book exam. There will be at least 5 questions relating to each specific day of training, totaling 40 questions.

This Certificate may be substituted for completion of the Codes and Standards Module of the CABO certification examination. Upon successful completion of other requisite requirements for certification as an inspector\building commissioner, the bearer of this certificate will, upon application, be eligible to receive a Massachusetts Inspector of Buildings\Building Commissioner Certification (MCBO).

#### Milford is a secure facility

All visitors are required to show picture identification upon arrival and will be assigned a visitor pass for the seminar. Please plan to arrive at the location at least 30 minutes prior to the session since it takes some time to go through security.

#### Registration & Payment

There is a cost of \$35.00 for each seminar. If you only register for one day, the cost is \$35.00. If you register for two days, the cost is \$70.00, all six days, the cost is \$210, and so on.

Schedule and Content:

- **Monday, November 5<sup>th</sup> from 8:30 a.m. until 1:00 p.m.** C-078

**Introduction to Massachusetts Building Code Enforcement - Instructors Bill Horrocks & John Bennett**

- *Duties and Responsibilities of the Building Official*
- *Permit Application and Construction Documents*
- *Construction Inspections*
- *Construction Control & CSL Requirements*
- *Violation & Stop Work Orders*
- *Unsafe Structures*
- *Certificate of Inspections*
- *Board of Appeals*

- **Tuesday, November 6<sup>th</sup> from 8:30 a.m. until 1:00 p.m.** C-079

**HVAC - Residential and Commercial - Instructor Harold Leaming**

- *Basic Mechanical Systems*

- **Monday, November 19<sup>th</sup> from 8:30 a.m. until 1:00 p.m.** C-080

**Building Inspection Techniques - Instructors Marc LaPointe and Harold Leaming**

- *Periodic Inspections of Commercial Buildings & Structures*
- *Construction Control Methodologies*
- *Tier 1, 2 and 3 Fire Protection Documentation*

- **Tuesday, November 20<sup>th</sup> from 8:30 a.m. until 1:00 p.m.** C-081

**Ministerial Duties - Instructor David Holmes**

- *Complaints*
- *Integrity and Ethics*
- *Occupational Hazards*
- *Investigations, Interview and Report Writing Techniques*

**Means of Egress - Instructor Adelle Reynolds**

- **Monday, November 26<sup>th</sup> from 8:30 a.m. until 1:00 p.m.** C-082

**How Zoning Affects the Process - Instructors Adelle Reynolds, Rick Bienvenue and Gordon Bailey**

- *Adoption*
- *Districts, Ordinances and By-laws*
- *Existing Structures*
- *Solar Access*
- *Massachusetts General Law Chapter 40A*
- *Appeals Procedures, Case Law & Pertinent Discussions*

- **Tuesday, November 27<sup>th</sup> from 8:30 a.m. until 1:00 p.m.** C-083

**Architectural Access Board Requirements - Instructor Thomas Hopkins, Director AAB**

- *Scope & Authority*
- *Jurisdiction*
- *Appeals Processes*
- *Building Types*
- *Exterior\Interior*
- *Dwelling Units*
- *ADA vs. AAB*

- **Tuesday, November 27<sup>th</sup> 1:30 - 3:00 p.m. Exam (1.5 hours)**

Please print this message, complete the registration below and forward it along with a check for the appropriate amount (*depending on numbers of days you wish to attend*) made payable to the **Commonwealth of Massachusetts** to:

**Office of Public Safety and Inspections  
1000 Washington Street, Suite 710  
Boston, MA 02118  
Attention Kimberly Spencer**

**Cash payments are not allowed.**

Registration is first come, first served. You may send a message to [DPS.Registration@mass.gov](mailto:DPS.Registration@mass.gov) to reserve a seat, **but you must then follow-up with a registration form and check payment.**

**Please indicate which training session you wish to attend and please register only one person per form (print multiples of this form if necessary).**

**Indicate Training Session Date(s) You Wish to Attend**

**All 6 sessions ~ \$210.00**

Monday November 5, 2018 ~ \$35.00

Tuesday November 6, 2018 ~ \$35.00

Monday November 19, 2018 ~ \$35.00

Tuesday November 20, 2018 ~ \$35.00

Monday November 26, 2018 ~ \$35.00

Tuesday November 27, 2018 ~ \$35.00

**Will you be taking the Tuesday Afternoon Exam?**

Yes \  No

Click here to enter text.

BO - Click here to enter text.

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**Name**

**BO ID Number**

Click here to enter text.

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**Municipality Address**

Click here to enter text.

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**Municipality Address**

Click here to enter text.

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**E-mail Address in case of inclement weather**

Click here to enter text.

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**Contact Telephone Number in case of inclement weather**

*Office Use Only: (Transaction Number, Check Number & Amount)* \_\_\_\_\_