

## Equivalency Assessments for Building Officials

Learn about the guidelines, policies and procedures to apply for an Equivalency Assessment to practise as a building official in Ontario.

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#### A: Purpose

The [Building Code Act, 1992 \(Act\)](#), requires building officials to be qualified and registered with the Ministry of Municipal Affairs and Housing (ministry) in order to practise.

This means that individuals must:

- 1) pass Building Code examinations;
- 2) register with the ministry; and
- 3) pay the annual registration fee.

The ministry provides equivalency assessments in order to help Ontario municipalities recruit knowledgeable building officials from outside the province, while protecting public health and safety in the construction of new buildings. Currently, only building officials from Manitoba can submit applications for Equivalency Assessments. These assessments determine if an applicant's knowledge of the Act and Ontario's Building Code is at least equivalent to what would be gained by successfully challenging the ministry's technical exams.

#### B: Eligibility

The Equivalency Assessment program for Building Officials is enabled through the Building Code Act and Building Code, specifically Sentence 3.1.4.2.(1.1) of Division C of the latest Building Code.

Applicants must meet the following minimum requirements in order to apply:

- 1) Successful completion of at least one Building Code course and/or exam offered by a post-secondary educational institution or an association representing building officials in Manitoba, that is related to their intended scope of practice in Ontario.
- 2) Minimum of 2 years of experience performing building permit/plans review and/or conducting inspections in Manitoba.

#### C: Application Process

## 1. Submit a Request

Applicants may submit a request for an equivalency assessment to the ministry by:

- sending an e-mail message, with "Request for Equivalency Assessment" within the subject line, to **[OBC.Qualifications@ontario.ca](mailto:OBC.Qualifications@ontario.ca)**; or
- sending a letter by mail to the **Ministry of Municipal Affairs and Housing Building and Development Branch: 12th Floor, 777 Bay Street, Toronto, ON, M7A 2J3**, with "Request for Equivalency Assessment" on the envelope.

Each application must include the following information before it can be reviewed:

- Contact information for the applicant (e.g., name, phone number, e-mail address, mailing address);
- Building Code training courses and/or exams that have been completed relevant to the intended scope of practise (e.g., certificates, transcripts, membership, registration/license documents);
- Evidence of work experience relevant to the intended scope of practise, including positions occupied, duties performed, length of service (e.g., resume, letters of reference from past and current employers, with current contact details);
- Qualifications in Ontario sought through an Equivalency Assessment, in accordance with Table 3.5.2.1. in Part 3, Division C of the Building Code (House, Small Buildings, Large Buildings, Complex Buildings, Plumbing-house, Plumbing-all buildings, HVAC-house, Building Services, Building Structural, Onsite Sewage Systems, Fire Protection and Detection, Lighting and Power); and
- Any other information considered relevant to support the ministry's Equivalency Assessment process.

Please note that by applying for an Equivalency Assessment, the applicant provides the ministry with consent to contact individuals and organizations listed within the application to help clarify and verify the accuracy of the information provided.

Ministry staff will review each application and follow-up with applicants to confirm if they are eligible for an assessment or whether any additional information is required before an assessment can commence.

The ministry will endeavour to complete each Equivalency Assessment within 30 working days of confirming an applicant's eligibility, in accordance with its own internal service standard. Please note that this assessment period could be extended if any of the supporting documents identified above have not been submitted.

## 2. Ministry Review

The assessment process will involve a review of the information submitted and a comparison with the required level of knowledge gained by successfully challenging the ministry's technical exams. The ministry will use its Study Guides for Building Code Examinations ([Study Guides for Building Code Examinations](#)) and other material, to provide a threshold for its knowledge requirements.

The assessment will be undertaken with input from the ministry's subject matter experts. With the applicant's consent, ministry staff may also seek input from experts outside of the ministry to support its recommendations. The ministry will contact the applicant for consent prior to seeking input from outside experts.

On receiving a recommendation, the Director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing will notify the applicant of his decision in writing. The decision will be final and may not be appealed.

### 3. Conditions to Practice

If an equivalency is granted, the applicant must comply with the following qualification and registration requirements before they may practise in Ontario:

- Pass one of two administrative/legal Building Code examinations:
  - Powers and Duties of CBO - To practise as a Chief Building Official (CBO), CBO-Sewage, or CBO-Plumbing; or
  - General Legal/Process or Powers and Duties of CBO - To practise as an Inspector or Supervisor/Manager.
- Register with the ministry;
- Pay the registration fee;
- Renew registration on an annual basis in order to maintain the ability to practise, as required by Section 3.1. of Division C of the Building Code; and
- Comply with the conditions of registration set out in Section 3.1., Division C, of the Building Code.

### **D: General**

The ministry retains the authority to update this policy document as necessary and to end the Equivalency Assessment program at any time. Applicants may apply for an Equivalency Assessments until December 31, 2026, and there is no application fee.

By granting an equivalency, applicants will be expected to uphold the conditions of registration in the same way as any individual who has successfully challenged the ministry's technical exams. The technical qualifications granted by the Equivalency Assessment will also appear on the public search register within the ministry's Qualification and Registration Tracking System (QuARTS). Equivalency Assessments do not expire and will continue to be recognized in accordance the ministry's qualification and registration program.