

April 14, 2015

SUBJECT:Administrator, Plans Examiners and
Construction Inspectors**ORIGINATING DEPARTMENT:**County Administrator
Planning and Development

Page 1 of 2

It is the intent of the Board of County Commissioners that the Citrus County Building Official shall also serve as Director of the Building Division and shall be a Certified Building Code Administrator by standard certificate issued by the State of Florida Department of Business and Professional Regulation. Possession of such certification shall be a condition of employment.

Consistent with Chapter 468 Florida Statutes, any person employed by Citrus County as a Plans Examiner must obtain certification as a Plans Examiner in the trade to be reviewed. Further, it is the intent of the Board of County Commissioners that all Plans Examiners employed by Citrus County become cross-trained and certified in each of the building construction trades for which certification is available.

Consistent with Chapter 468 Florida Statutes, any person employed by Citrus County, as a Construction Inspector must be able to obtain certification as an inspector in the trade in which that person shall conduct inspections. Further, it is the intent of the Board of County Commissioners that all Construction Inspectors become cross-trained and certified (and therefore utilized) in each of the building construction trades for which certification is available.

The purpose of the policy on cross training and certification of employees is to clearly demonstrate the Board's goal of developing and improving productivity and service within Citrus County government. Advantages to having multiple certifications include minimizing staff requirements, reduction of review time, greater accountability and effectiveness, reduced travel and operating costs, improved response time to the contractor and homeowner, and enhanced over-all efficiency.

PROCEDURE:

A. From the date of approval of this Administrative Regulation, any person employed as the Building Official shall, as a condition of employment, have obtained standard certification by the State of Florida as a Building Code Administrator.

B. From the date of approval of this Administrative Regulation, any person employed by Citrus County as a Plans Examiner must be able to obtain certification by the State of Florida as a Plans Examiner in each of the building construction trades for which certification is available. Provisional certificates acquired for any trade shall be converted to standard certificates, as prescribed by law, as a condition of continued employment.

C. From the date of approval of this Administrative Regulation, any person employed by Citrus County as a Construction Inspector must be able to obtain certification by the State of Florida in each of the building construction trades for which certification is available. Provisional certificates acquired for any trade shall be converted to standard certificates, as prescribed by law, as a condition of continued employment.

D. Construction Inspectors employed by Citrus County prior to the effective date of this Administrative Regulation must obtain certification in all four trades as a condition of continued employment. Holders of "provisional" certificates must convert from provisional limited to standard certification pursuant to Chapter 468, F.S. as a condition of continued employment. Provisional certificates are non-renewable and are issued by the Florida Building Code Administrators and Inspectors Board for a period of their determination, but not less than 1 year or more than 3 years. Conversion to standard certification must be accomplished prior to the expiration of such provisional certificate as a condition of continued employment. Holders of "limited" certificates may continue employment with Citrus County in that status, in accordance with Chapter 468, F.S. but are encouraged to convert from limited to standard certificates.

E. It is the intent of the Board of County Commissioners that this certification policy remain consistent with any future legislative enactments resulting in additional or modified certification requirements, and provides for administrative adjustments pursuant to such changes pending revision to this Administrative Regulation.