

# North Carolina Code Enforcement Official



Careers in Code Enforcement – Building and Fire

## ***Protect citizen lives and property in their homes and businesses***

State and local governments advertise [job openings](#) for code enforcement officials, commonly known as “Building and Fire Inspectors.” Your education and experience may prequalify you for employment for such work even if you do not already have construction industry experience. There are hundreds of North Carolina counties and cities that employ code enforcement officials certified by the [NC Code Officials Qualification Board](#). Salaries are competitive with other construction industry jobs depending upon the number and level of certifications attained and years of experience. You may even be hired by a local government on a probationary basis for three (3) years during which time you will get supervised On-the-Job-Training (OJT) and attend mandatory Board courses taught through the NC Community College System. See page 2 for the building occupancy and sizes that each Level is authorized to inspect.

Anyone that has served in the **military** has already demonstrated attention to detail, a sense of commitment to serve others, and successfully complete education and training needed to perform a job critical to an organizational mission. These qualities are exactly what it takes to be a building or fire code official working for a local government! Most service men and women are planning to live somewhere in particular and then find a job. Many remain near their last post because that is where their friends are and have connections to the community.

**The online application process begins by creating a username and password through the [SYSTEM LOG-IN](#) link on the [OSFM web site](#).** Complete the application by providing sufficient documentation to support all education and experience claimed to meet the minimum requirements applicable to the Trade and Level of certification sought and pay the fee of \$20. Your application will be reviewed by NC Department of Insurance staff to the Board and provide further instructions.

All applicants must successfully complete the Board course in Law and Administration and for the Trade and Level which they qualify by their education and experience as provided by Board Rule [11 NCAC 08.0706](#). The NC Community College System serves as the education sponsor for all Board courses. Applicants must register for the Board course they plan to attend by contacting the specific community college education coordinator or instructor offering the course. A [list of scheduled courses](#) is available through the OSFM web site. Course credit is applied upon successful completion when the course roster is submitted.

After all education and experience requirements are met staff will issue an exam eligibility to allow registration for the State exam administered through a testing agency.

Questions? Contact **Terri Tart** via email at [terri.tart@ncdoi.gov](mailto:terri.tart@ncdoi.gov) or phone (919) 647-0031.

## Building Code Enforcement – Occupancy, Height, and Area

Occupancy Classification	Level I	Level II	Level III
<b>Assembly</b>	1 story/ 7,500 sf	1 story/20,000 sf	Unlimited
<b>Business</b>	1 story/20,000 sf	1 story/60,000 sf Multi-story: 4 stories max/20,000 sf per floor	Unlimited
<b>Education</b>	1 story/ 7,500 sf	1 story/20,000 sf Multi-story: 2 stories max/20,000 sf per floor	Unlimited
<b>Hazardous</b>	1 story/ 3,000 sf	1 story/20,000 sf Multi-story: 2 stories max/20,000 sf per floor	Unlimited
<b>Factory Industrial</b>	1 story/20,000 sf	1 story/60,000 sf Multi-story: 4 stories max/20,000 sf per floor	Unlimited
<b>Institutional</b>	1 story/ 7,500 sf	1 story/10,000 sf Multi-story: 3 stories max/10,000 sf per floor	Unlimited
<b>Mercantile</b>	1 story/20,000 sf	1 story/60,000 sf Multi-story: 4 stories max/20,000 sf per floor	Unlimited
<b>Residential Multi-unit 1 &amp; 2 family dwellings, townhouses</b>	1 story/ 7,500 sf  Unlimited	3 stories max/no restriction on floor area  Unlimited	Unlimited  Unlimited
<b>Storage</b>	1 story/20,000 sf	1 story/60,000 sf Multi-story: 4 stories max/20,000 sf per floor	Unlimited
<b>Utility and Miscellaneous</b>	Unlimited	Unlimited	Unlimited

## Fire Code Enforcement - Occupancy

### LEVEL I

Business  
 Assembly (1 story, 20,000 sf)  
 Mercantile  
 Residential  
 Storage S-2  
 Factory Industrial F-2  
 Utility and Miscellaneous  
 Excluding High-rise\*\*

### LEVEL II

Everything in Level I  
 Assembly (unlimited)  
 Educational  
 Storage S-1  
 Factory Industrial F-1  
 Excluding High-rise\*\*

### LEVEL III

Everything in Levels I and II  
 Hazardous  
 Institutional  
 High-rise  
 (Unlimited Occupancies)

Note: Level I fire inspector shall not conduct any plan review on any building, high-rise or other.

Note: Level II fire inspector is authorized to conduct Plan Review of all occupancies in Level I and II.

Note: Level III fire inspector is authorized to conduct Plan Review of all occupancies in Levels I, II and III.

\* A Fire Prevention Code Inspector typically takes an oath to perform duties as a Code Enforcement Official for a jurisdiction.  
 \*\*The term "excluding high-rise" is listed because some of the acceptable occupancies for the levels could be located in a high-rise building [as Defined in the Building Code - A building with an occupied floor located more than 75 feet above the lowest level of fire department vehicle access.