



National Certification Conversion Application

Department of Consumer and Business Services
Building Codes Division • 1535 Edgewater St. NW, Salem, Oregon
Phone: 503-373-1268 • Fax: 503-378-2322
Web: oregon.gov/bcd

Mail or fax application
with payment to:
DCBS Fiscal Services
P.O. Box 14610
Salem, OR 97309-0445

STEP 1 APPLICANT INFORMATION (please print)			
Name:	Last	First	Middle initial
Phone:	_____		
Address:	_____		
Fax:	_____		
City:	State:		ZIP:

Social Security number: (Required, ORS 25.785)	_____	Email:	_____
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STEP 2 TYPE OF APPLICATION	
Check the applicable box below for each ICC or other nationally recognized certification you hold for which you want an equivalent Oregon Code Certification to perform work in Oregon.	
The fee is \$80 for each certification. All application fees are nonrefundable.	
<input type="checkbox"/> Commercial Building Inspector (SIA)	<input type="checkbox"/> Commercial Fire Plans Examiner (PEF)
<input type="checkbox"/> Commercial Building Plans Examiner (PEA)	<input type="checkbox"/> Commercial Mechanical Inspector (MIA)
<input type="checkbox"/> Other (Please explain, including identifying the issuing organization and which Oregon Code Certification it would be appropriate to convert it to. Attach additional pages, if necessary): _____	<input type="checkbox"/> Residential Building Inspector* (CAS)
	<input type="checkbox"/> Residential Plans Examiner (CAX)
	<input type="checkbox"/> Medical Gas Plumbing Inspector (MGI)
*This certification covers Residential Mechanical Inspector.	

STEP 3 EVIDENCE OF CERTIFICATION	
You must attach acceptable evidence of your ICC certifications (or other recognized code certifications). Acceptable evidence must include name, license type, and expiration date.	
<input type="checkbox"/> I have enclosed with this application acceptable evidence of the ICC or other recognized code certifications indicated above.	

STEP 4 OREGON INSPECTOR CERTIFICATION (OIC) REQUIREMENTS	
Every person who performs building official duties, building code inspections, or plan reviews must possess an Oregon Inspector Certification (OIC) and a valid appropriate Oregon Code Certification that is active and in good standing for the work being performed.	
<input type="checkbox"/> I have an active OIC number: _____	<input type="checkbox"/> I need to register for an OIC class (<i>staff will contact you</i>)
By signing below, I hereby certify that all information I have provided on this form, including my qualifying training or experience, is true to the best of my knowledge. Applications received without signature will be returned.	
Printed name: _____	Signature _____

Secure fax for credit card payments: 503-947-2333

If paying by credit card, applicant must sign the credit card information box.

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Phone: _____ - _____
_____	\$ _____
Cardholder signature	Amount

Name of cardholder as shown on credit card	

Credit card number	Expiration date
_____	_____/_____/_____

DIVISION USE ONLY		
Conversion Status:	Date:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Initials:

Make check or money order payable to Department of Consumer and Business Services.

Do *not* send cash. Do *not* e-mail.

The fee for each certification is \$80. Application fees are non-refundable.

DCBS Fiscal use only: All 12104/0600



