



BUILDING CODE COMPLIANCE OFFICE
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ADVISORY MEMO

TO: All Building Officials in Miami-Dade County

**From: Herminio F. Gonzalez, P.E., Director
Building Code Compliance Office**

Date: February 4, 2003

Subject: Termination of Inspectors/Plans Examiners

The Building Official is responsible for notifying the Building Code Compliance Office of the termination of certified personnel in accordance with Section 201.5(a)(5) as adopted by Miami-Dade County Ordinance No. 01-225. A review of our records indicates that inspectors and plans examiners on occasion remain certified when they are no longer employed by a Building Department. By notification, this will allow data regarding Board of Rules and Appeals code certified personnel to be maintained accurately for the Board of Rules and Appeals.

201.5 CERTIFICATION AND RECERTIFICATION:

(a) CERTIFICATION, DEFINED

*(5) Upon resignation, retirement, or termination of a certified individual, Building Officials, Chiefs, Inspectors, and Plans Examiners shall be placed on an inactive list until such time as they again apply for employment and will be recertified if approved, in accordance with Subsection 201.11 herein. **The building official shall notify the Board of Rules and Appeals upon any termination of employment of an inspector within 30 days of such action.***

If you have any questions concerning this matter, you may contact Mr. Michael L. Goolsby, RRC of my staff at (305) 375-4496. As always, thank you for your continued cooperation.

HFG:MG