



Building Officials

Pathway to Registration for Internationally Educated Professionals (IEP) in New Brunswick

Building Officials are regulated professionals in New Brunswick (NB). You must be registered with the [New Brunswick Building Officials Association \(NBBOA\)](#), the regulatory authority, to be authorized to practice and to use the title “Building Official”, “New Brunswick Certified Building Official”, “Building Code Qualified Official” and the initials “NBCBO” or “BCQO”.

A Building Official is a construction code enforcement person working as an inspector and/or plan reviewer, or actively engaged in the administration and enforcement of adopted building, mechanical, or energy codes, or any combination of these codes.¹ They are typically employed by local governments and regional service commissions.

For work opportunities and other information, visit [NBjobs.ca](#).



STEPS TO REGISTRATION

PART 1: COMPETENCY ASSESSMENT

Competency as a Building Official in New Brunswick is based on good knowledge of applicable codes, particularly the National Building Code of Canada, and experience in administering and enforcing those codes. The three levels of qualification (knowledge) and certification (experience) are:

- Building Code Qualified Official (BCQO) Level 1 and NB Certified Official (NBCO) Level 1
- Building Code Qualified Official (BCQO) Level 2 and NB Certified Official (NBCO) Level 2
- Building Code Qualified Official (BCQO) Level 3 and NB Certified Official (NBCO) Level 3

Each qualification and certification level provides the Building Official with the knowledge and experience to inspect certain categories of buildings and occupancies defined by the National Building Code. Each level is built on the previous one. To practice at a particular level, one must be certified.

Step 1 – Academic Credentials: The minimum education required to begin qualification as a Level 1 BCQO is grade 12. Most Building Officials, however, have an engineering technology diploma or an engineering degree. Individuals holding National Certification from the [Alliance of Canadian Building Officials' Associations \(ACBOA\)](#) will be accepted by NBBOA provided that they complete courses specific to the NB legal environment .

Step 2 - Language Proficiency: NBBOA does not have a language proficiency requirement for registration. Most employers, however, require proficiency in either English or French². Language proficiency may also be required for immigration and/or academic upgrading purposes.

¹ NBBOA provided definition.

² English and French are the official languages of New Brunswick.

PART 2: REGISTRATION WITH THE NEW BRUNSWICK REGULATORY BODY

Step 3 – Certification: You must be a Regular Member of NBBOA to be certified and practice as a Building Official in New Brunswick. To become a member, complete the [online application form](#) and pay the annual dues. Under the NBBOA [Certification Program](#), qualification at each level requires successful completion of a series of courses and/or exams³. Certification at each level, which follows qualification, requires a duration of experience and a prescribed number of inspections or plan reviews as outlined in the [NBBOA Qualification & Certification Document](#). Courses are delivered in person by NBBOA (usually at the Fredericton offices), and proctored technical exams are administered online and on demand by ACBOA. Annual dues can be found on the [application form](#), course fees can be found [here](#), and exam fees [here](#).

If you're in New Brunswick: Contact a [WorkingNB office](#) for help navigating the registration process and to access employment counselling services.



REGISTRATION COSTS AND TIMELINE⁴

NBBOA courses are scheduled on a two year rotation, and not all courses may be scheduled in a calendar year. Additional courses, however, will be added to meet demand. BCQO/NBCO Level 1 course and exam fees are approximately \$2,730 CAD and it will take over two years to become certified. BCQO/NBCO Level 2 will take an additional two years and \$3,130 CAD, and BCQO/NBCO Level 3 will require another two to five years and \$4,110 CAD.

Pre-arrival: You may apply to NBBOA before arriving in Canada, but BCQO courses must be taken while in New Brunswick.



WORKING IN NEW BRUNSWICK, CANADA

To work legally in Canada, you must be a Canadian citizen, a permanent resident, or hold a valid work permit. For immigration assistance, visit [Immigration New Brunswick](#). If you are already in Canada, WorkingNB employment counsellors are available to assist you prior to your arrival in New Brunswick. Email: vecs.svce@gnb.ca to set up an appointment.



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³ Certain exams may be challenged. Contact NBBOA for details.

⁴ Fee and timeline estimates are as of January 2025 and are subject to change. Individual situations may increase costs and timelines—some examples include: document translation into English or French, international couriers, document notarization, travel and living to exam sites, professional liability insurance requirements, etc.