

# Building Inspection Technology

[go.chemeketa.edu/buildinginspection](http://go.chemeketa.edu/buildinginspection)

## Student Handbook 2025-2026



**Building Inspection**

Chemeketa Community College

**Chemeketa Community College  
Brooks Center  
4910 Brooklake Rd NE  
Brooks, OR 97305  
(503) 399-5163**

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## **Contact**

Jordan Bermingham, Dean  
503.485.2131 • 503.399.5050  
[jordan.bermingham@chemeketa.edu](mailto:jordan.bermingham@chemeketa.edu)  
[buildinginspection@chemeketa.edu](mailto:buildinginspection@chemeketa.edu)  
Chemeketa Community College | Brooks  
4910 Brooklake Rd NE, Brooks OR 97305



## **EO/AA/ADA/Title IX Institution**

For the most up to date information regarding Equal Employment Opportunity, Affirmative Action, Americans with Disabilities Act and Title IX at Chemeketa Community College visit:

[www.chemeketa.edu/about/legal](http://www.chemeketa.edu/about/legal)

## Building Inspection Technology Program Description

Chemeketa Community College offers all the necessary courses to complete the two-year Associate of Applied Science Degree in Building Inspection Technology. Individuals completing this program and passing state and national certification tests will be fully qualified for an entry level position in the building inspection industry. Upon completing the program, a student may enter the profession as a building inspector, plans examiner, or related position. Starting salary ranges from \$30-\$40 per hour.

Students are encouraged to take the ICC Certification exams during the first and second years of the program. Having additional certifications beyond the basic requirements for employment can mean better pay, increased job opportunity, and improved status with your employer or potential employer. The classes in the program are helpful in preparation for passing the tests in each specialty area. Full-time students that complete all the required building inspection coursework will be eligible for testing vouchers to pay for specific ICC certification tests. Students must remain enrolled full-time in the program to be eligible for the vouchers.

To be eligible to work in Oregon, the State Building Codes Division (BCD) requires candidates to pass the Oregon Inspector Certification (OIC) offered through BCD. Notification of these classes can be found on the BCD web page. There will be an additional charge for those classes payable to the Building Codes Division. Employment in the profession may require the successful completion of a background check.

The current cost of Chemeketa classes is \$108 per credit for tuition plus \$38 per credit universal access fee (\$146 total per credit). In addition, most Building Inspection program classes also have a class fee. Students will be required to purchase textbooks for their classes and many books will be used in more than one class. Most of the books will be building code books that can also be used when taking the ICC certification exams and on the jobsite.

## Networking/Important Links

### **Chemeketa Chapter of International Code Council (CCICC):**

Students in the Building Inspection Technology (BIT) program can participate in the local ICC student chapter organized by other BIT students, which meets on a monthly basis throughout each year. This is a great networking opportunity that allows first and second year students to interact with each other. Monthly meetings are often visited by key professionals in the industry that share their wisdom and experiences. Leadership opportunities within the chapter are available.

If you have any questions, you are welcome to contact the chapter at: <https://ccicc.org/>

Chemeketa Chapter of ICC LinkedIn page: <https://www.linkedin.com/groups/13860324/>

**Oregon Building Codes Division (BCD):** State department that oversees building codes and state certification for the State of Oregon. This is over and above your ICC certifications.

BCD link to the certification website:

<https://www.oregon.gov/bcd/inspector-training/Pages/index.aspx>

BDC Certification Manual:

<https://www.oregon.gov/bcd/inspector-certs/Documents/Certmanual.pdf>

### **International Code Council (ICC):**

Worldwide organization that oversees the development of model building codes. Student membership is available and comes with a number of benefits (free code book, tracking certifications, tracking continuing education, reduced rate on code books, networking, etc). <https://www.iccsafe.org/>

### **Oregon Building Officials Association (OBOA):**

Statewide chapter of code professionals. Offers numerous professional development and networking opportunities for code professionals in the state of Oregon. Student volunteer opportunities are available during "Short Schools" throughout the year. Free OBOA membership is available for Chemeketa students. <https://www.oregonbuildingofficials.com/>

## Building Inspection – Two-year AAS Degree Course Sequence

Course ID	Course Title	Credits
<b>Term 1</b>		<b>12</b>
BLD101	Essentials of Bluebeam	1
BLD130	Permit Technician	2
BLD158	Construction Materials, Systems and Drawings	2
MTH052+	Intro to Algebra and Geometry	3
FE205B	Resumes and Job Search Correspondence	1
CIS101	Computing Concepts	3
	-OR-	1
BA131	Business Computing	4
<b>Term 2</b>		<b>15</b>
BLD141	International Residential Codes I	3
BLD142	International Residential Codes 2	3
BLD151	Building Codes 1	3
BLD181	Mechanical Codes 1	3
WR088	Intro to Technical Writing	3
	-OR-	
WR121Z	Academic Composition	4
<b>Term 3</b>		<b>14</b>
BLD152	Building Codes 2	3
BLD165	Residential Inspection	3
BLD175	Residential Plan Review	3
BLD182	Mechanical Codes 2	3
BLD193A	Building Inspection Lab	2
<b>Term 4</b>		<b>6</b>
BLD280F	Cooperative Work Experience	6
<b>Term 5</b>		<b>14</b>
BLD153	Building Codes 3	3
BLD155	Building Department Administration	4
BLD170	ADA Accessibility Codes	3
BLD260	Fire Protection for Buildings	4
<b>Term 6</b>		<b>14</b>
BLD166	Commercial Inspection	3

BLD269	Engineering for Code Professionals 1	4
BLD275	Commercial Plan Review	3
COMM130	Business and Professional Speaking	4
<b>Term 7</b>		<b>16</b>
BLD268	Foundations, Excavation and Grading	3
BLD270	Engineering for Code Professionals 2	4
BLD273	International Fire Codes	3
BLD290	Building Inspection Tech Captstone	2
WR089	Intro to Technical Writing	4
	-OR-	
WR227Z	Technical Writing	4
	<b>Totals</b>	<b>91</b>

[https://catalog.chemeketa.edu/preview\\_program.php?catoid=9&pooid=1546&hl=building+inspection&returnto=search](https://catalog.chemeketa.edu/preview_program.php?catoid=9&pooid=1546&hl=building+inspection&returnto=search)

## Building Inspection Technology General Policies

### Progression in the Building Inspection Technology Program

Full-time students who meet college and program requirements for each term are guaranteed a position in the Building Inspection Technology course of the subsequent term. All courses for the first year must be completed before entry into the second year. To guarantee automatic eligibility for the second year, students must complete all of the first year courses by the end of spring term.

**Students are required to have a “C” grade or better in all Building Inspection Technology courses in order to progress from one term to the next.** To graduate from the Building Inspection Technology program, students are required to have a “C” grade or better in ALL courses. If you are struggling in a class please communicate early with the instructor and/or dean to see what help is available.

### No-Show/Drop

Chemeketa Community College has a No-Show/Drop procedure for the first day of class. If a student does not attend the first class session or does not contact the instructor prior to missing the second class session, the student may be dropped at the discretion of the program dean.

Note: This may affect the student's eligibility for tuition assistance if he/she is a veteran, receives other financial aid, or is sponsored by an agency (like a vocational rehabilitation center).

### **Absence/Lateness**

Students are expected to attend all classes (including orientations) and labs, to report on time, and to submit all written work on time. A high positive correlation has been demonstrated between regular attendance and satisfactory grades. As described below and in the sections of this Handbook, absence/lateness may interfere with a student's progression in the program.

If an absence/lateness is unavoidable, students are expected to follow procedures for reporting absence/lateness as outlined by each individual instructor. An inappropriately reported absence/lateness will be regarded as unexcused as will absence/lateness for reasons considered to be subject to control and planning by students, e.g., transportation, alarm clocks, work schedules, child care.

Students are responsible for knowing the content of any classes, orientations, or skills demonstrations missed, whatever the reason for absence/lateness.

If a student is absent from class or lab because of health reasons, it is the prerogative of the instructor to require the student to obtain a written health clearance from a physician or nurse practitioner.

Because employers place a high value on dependable attendance and timeliness in submitting paperwork, faculty reserve the right to report unexcused and repeated lab absences and repeated late submissions of required written work in any evaluation report or letter of reference requested by students/graduates for the College Placement Service or prospective employers.

### **Attendance Policy for Bad Weather Conditions**

We ask that all students sign up for emergency notifications through a Single Sign-On application entitled "Notifications." ([login.chemeketa.edu](http://login.chemeketa.edu)) It's easy and you can sign up to get a text if the college closes or cancels classes. Students should follow College policy for campus classes. On mornings when weather may force the College to be closed, or classes to be delayed, radio and television stations may be notified of the closure by Public Safety by 6:00 a.m.

Students may also access school weather closure and delay information on Chemeketa's web site. Always check your email (daily) before class to make sure there aren't any last minute schedule changes.

### **Children and Pets**

The majority of the courses are over Zoom, but arrangements must be made for children and pets during any in-person classes and CWE. They may not be brought to class, conferences, counseling sessions, lab, etc. Service animals are allowed, however the guidelines set forth by the Americans with Disabilities Act (ADA) must be followed. A service animal is not a pet.

### **Course Requirements**

Requirements of the Building Inspection Technology courses include attendance at classes and labs, as well as completion of designated reading assignments, computer assignments, and written work. You are responsible for the course requirements as outlined in the individual course syllabus.

In meeting classroom, lab, and course requirements, students are expected to practice academic

honesty as stated in the Code of Behavior (see Appendix A at the end of this handbook) in the college catalog. Plagiarism, misrepresentation of coursework, inappropriate sharing of individual work, cheating on exams, falsification of lab reports or records, fabricating data, or other instances of academic dishonesty may result in grade penalties, requirements to repeat assignments, and/or additional coursework. Furthermore, students who exhibit academic dishonesty are subject to dismissal from the program (see section in this Handbook on Progression in the Building Inspection Technology program). If students have knowledge of occurrences of academic dishonesty, they are expected to report this to an instructor.

In order to participate in required Cooperative Work Experience (summer CWE) students must have a cumulative GPA of 2.0 or higher in Building Inspection Technology courses.

### **Name or Address Change**

A change of address or phone number should be reported to the college. You may update that information in your my.chemeketa account. There are additional student forms available for current students and veterans at

<https://www.chemeketa.edu/students/student-forms/>

If you have a name change, you can get the appropriate reporting/change form at

[https://www.chemeketa.edu/media/content-assets/documents/pdf/students/forms/Student change-of-information.pdf](https://www.chemeketa.edu/media/content-assets/documents/pdf/students/forms/Student%20change-of-information.pdf).

### **General Grading Policy (Grade/Points)**

A/4 = Excellent. An indication that the student has met the stated outcomes and course criteria at the highest level, demonstrating mastery of required knowledge and skills.

B/3 = Very Capable. An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.

C/2 = Competent. An indication that the student has met the stated outcomes and course criteria with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.

D/1 = Limited success. An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.

F/0 = Failure. An indication that the student has not adequately met the stated outcomes and criteria of the course.

### **Substance Use**

The following are strictly prohibited on College-owned and College-controlled property or while representing the College in any capacity, including during off-campus CWE assignments. Building Inspection Technology students engaging in the following conduct will be subject to disciplinary action including dismissal from the program:

- Substance use: Either using or being under the influence of alcohol or other drugs.

(Note: For purposes of this policy, a student is considered to be “under the influence” if laboratory test results are positive [i.e., any detectable blood or urine level of alcohol or other chemical substances not derived from medication prescribed for student by a qualified healthcare professional]).



- **Illegal activity:** Possession, distribution, manufacture, transfer, sale or offering for sale alcohol or any narcotic, hallucinogen, stimulant, sedative, or similar drug other than in accordance with legal requirements.

All allegations of illegal activity related to chemical substances will be referred to the Executive Dean of Student Development and the Director of Public Safety for investigation. The Executive Dean will consult with the Building Inspection Technology Faculty and Dean about the status of the student in the Building Inspection Technology program while the investigation is conducted.

If the investigation reveals that the student did engage in illegal activity on College-owned and College-controlled property or while representing the College in any capacity, the student will be dismissed from the program.

## **Building Inspection Technology Classroom Policies**

### **Classroom Behavior**

Ground rules for classroom behaviors will be established by faculty at the beginning of each year, and reviewed at the beginning of each term.

No pagers, cell phones, or other devices set for audible alarming are permitted during classes or labs.

### **Testing/Exams**

Written exams are used to test learning of theory and application in the Building Inspection Technology courses. Students are responsible for learning based on textbook assignments, other required reading, required audiovisuals, and lecture content. Exams may include some questions that require math calculations. Final exams are comprehensive, covering the learning expected in each course.

Exams will be given as scheduled. Test-taking times will be strictly adhered to; students arriving late will not be given additional time and must turn in the test when time is called. If unable to take an exam or arrive on time, students are required to notify the Building Inspection Technology instructor giving the exam by email message BEFORE the exam is given. Arrangements to take missed exams *must* be made with the instructor. The Brooks Center does have some test services available. Contact the program dean to make those arrangements.

Students who repeatedly arrive late for or miss exams may endanger their progression in the program. Emergent or mitigating situations will be reviewed by faculty as to whether a loss of points will occur as will be repeated absences even with proper advance notification.

Cheating is defined as looking at another's test paper, any communication between students, or utilizing notes or any assistance during the exam. (See also the statement about academic honesty in the Code of Behavior of the Student Rights and Responsibilities document in Appendix A and in the Chemeketa course catalog). Students observed cheating will be informed of this observation by the instructor(s) who detected the cheating. Depending on whether such students have a history of academic dishonesty, they may either be dismissed from the program and be ineligible to re-enter or be placed on probation with the possibility of a grade penalty for the exam, including a "0." (Also, see section on Progression in the Building Inspection Technology program).

## Building Inspection Technology Expectations

The building inspector/plans examiner role is a career that requires exceptional interpersonal skill and professionalism to effectively perform the necessary tasks and communicate with clients and co-workers. Jurisdictions are looking for these qualities as they recruit new employees. The Chemeketa Building Inspection Technology program will work hard to reinforce these behaviors through training and instruction.

As a student in the Building Inspection Technology program at Chemeketa Community College, we expect that you will:

- Act in a professional manner toward faculty, staff and other students.
- Take responsibility for your actions.
- Be respectful of others and yourself.
- Be in class when scheduled and make up any time you miss.
- Follow instructions.
- Ask questions if you don't understand.

As a student in the Building Inspection Technology program at Chemeketa Community College, you can expect that your instructors will:

- Treat you with respect as a professional.
- Try to understand your point of view.
- Provide current, useful information.
- Lead by example.
- Help you become employable, if you demonstrate that you want to be.

Zoom classroom expectations:

- Keep your video turned on at all times to increase the classroom cohort environment.
- Keep your microphone muted until ready to speak.
- Actively participate in class discussions, breakout rooms, and online activities.
- As much as possible, participate in the class in a private room without distractions (i.e. side conversations with others in your household).
- Limit other distractions (eating, playing with pets, etc.) during class time.
- The best classroom experience comes from a desktop or laptop rather than a mobile handheld device such as a tablet or phone. Earbuds with a microphone generally provide a better audio experience.
- Distracting backdrops or poor lighting can contribute to a negative experience.
- Before class begins, warn household members that you will be on a video call. This is important to avoid personally embarrassing or inappropriate viewing situations.

## Vouchers for Building Inspection Certification Exams Policies and Procedures

**General:** Full-time students enrolled in the building inspection program may request a limited number of exam vouchers to take the ICC certification exams based on the policies outlined below. Some of the exams may be required as a component of related courses. Students may receive no more than eight (8) vouchers during the program.

**Eligibility:** To receive a voucher for the ICC certification exam the student must:

1. Be currently enrolled full-time in the Building Inspection Technology program. Students may request vouchers, up to, 60 days after the seventh term of the program.
2. Complete prerequisite courses, as indicated on the list below.
3. Be in good standing with the college (no holds).

### Procedures:

1. A voucher can be requested through an email sent to the program at [buildinginspection@chemeketa.edu](mailto:buildinginspection@chemeketa.edu). The request must specify the name and approximate date of the certification exam and should be requested, at least, 5 business days in advance.
2. Vouchers will be issued one at a time. Students must complete the certification exam for the currently issued voucher and report the results before another voucher will be issued for a different exam. Only when certification exams are required as part of course end of term testing will students be allowed to receive more than one voucher at a time. Students are required to report all exam results when vouchers are used.
3. Students must report to the program through [buildinginspection@chemeketa.edu](mailto:buildinginspection@chemeketa.edu) the results of their exam within three (3) days of taking the exam.

Prerequisite courses for ICC Vouchers (subject to change based on industry and program needs). Additional ICC exams will need to be purchased independently by the student through their student ICC account. Students can keep track on the list below:

\_\_\_\_\_ Permit Tech 14 – Must complete and/or be enrolled in BLD130

\_\_\_\_\_ B1 – Must complete and/or be enrolled in BLD158, BLD141 & BLD142

\_\_\_\_\_ M1 – Must complete and/or be enrolled in BLD141, BLD142, & BLD181

\_\_\_\_\_ R3 – Must complete and/or be enrolled in BLD141, BLD142 & BLD158, BLD165, BLD175

\_\_\_\_\_ M2 – Must complete and/or be enrolled in BLD181 & BLD182

\_\_\_\_\_ B2 – Must complete and/or be enrolled in BLD151, BLD152, BLD153

\_\_\_\_\_ B3 – Must complete and/or be enrolled in BLD166 & BLD275

\_\_\_\_\_ F3 – Must complete and/or be enrolled in BLD260 & BLD273