



## WEST VIRGINIA STATE FIRE COMMISSION

OFFICE OF THE STATE FIRE MARSHAL  
1207 Quarrier St, 2<sup>nd</sup> Floor  
Charleston, WV 25301  
(304) 558-2191  
[www.wvfiremarshal.org](http://www.wvfiremarshal.org)

### HOME INSPECTOR APPLICATION

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Per Title 87, Series 5, an individual may not perform a home inspection for an existing home or a new home unless that individual is registered and certified as a Home Inspector with the West Virginia State Fire Commission.

**Note:** It is unlawful to practice as a Home Inspector on or after August 1, 2006 unless certified by the commission or exempt under Title 87, Series 5.

The following must be submitted before a certification may be issued:

1. A complete application
2. The appropriate fees (make check or money order payable to the WV Fire Marshal)
  - \$ 25.00 Nonrefundable application fee
  - \$ 100.00 Certification fee
3. Evidence of a passing the National Home Inspector Examination offered by the Examination Board of Professional Home Inspectors (EBPHI), 800 E. Northwest Hwy, Suite 700, Palatine, IL 60077. web site [www.homeinspectionexam.org](http://www.homeinspectionexam.org), telephone (847) 298-7750
4. Copy of the applicant's High School Diploma or GED
5. Proof of general liability insurance in the amount of no less than \$ 250,000.00
6. Proof of having conducted business as a home inspector for at least three years prior to August 1, 2006, **OR** proof of completion of at least 80 hours of instruction directly relating to the performance of professional home inspections.
7. Copy of a valid WV business license issued by the WV Department of Tax and Revenue

### GENERAL INFORMATION

#### RENEWAL

Certification will expire annually on the date indicated on your certification. Certification may not be renewed unless the licensee has complied with the continuing education requirements. Renewal notices are mailed approximately 30 days prior to the license expiration. It is the licensee's responsibility to ensure renewal of the certification. Please contact the division if you have a change of address. Failure to receive a renewal notice does not excuse nonrenewal.

#### CONTINUED EDUCATION REQUIREMENTS

An applicant for renewal of a home inspector certification must complete at least 16 hours of acceptable continuing education directly related to health, life safety, construction and maintenance of residential properties.

# HOME INSPECTOR APPLICATION FORM

## Applicant Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code*

Home Phone: ( ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Date of Birth: (MM/DD/YYYY) \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Tax ID Number: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

## Method of Obtaining Licensure

- I have passed the National Home Inspector Examination Date of Exam: \_\_\_\_\_
- I have conducted business as a home inspector for three years prior to August 1, 2006
- I have completed at least 80 hours of instruction directly related to home inspections
- I have completed High School  I have achieved a GED
- I have general liability for my business in the amount of no less than \$ 250,000.00
- I have attached copies of all necessary qualifications and requirements

## STATEMENT

I hereby certify that the information contained on this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in failure to obtain licensure or subsequent revocation of my license.

Applicant Signature : \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

Application Received On: \_\_\_\_\_ Application Reviewed On: \_\_\_\_\_

Reviewed By: \_\_\_\_\_  Application Approved  Application Not Approved

Reason for Non Approval: \_\_\_\_\_

License Issued On: \_\_\_\_\_ License Number Issued: \_\_\_\_\_