West Virginia State Fire Marshal's Office

Regulatory and Licensing Division
1700 MacCorkle Ave SE, 4th Floor North
Charleston, WV 25314
(304) 558-2191
firemarshal.wv.gov

Certification as Code Official, Code Inspector or Plans Examiner

Categories of Certification:

Code Official is a person who oversees and administers the Code Enforcement Department in a municipality, county or other local government entity that has lawfully adopted the State Building Code. In this role, the person may typically supervise one or more Deputy Code Officials, and other administrative and technical staff employed by the Code Enforcement Department. The Code Official: a) examines construction documents to ascertain compliance with provisions of the State Building Code, and/or b) performs field inspections to determine compliance with approved plans and code requirements, and/or c) enforces the relative administrative provisions of the State Building Code such as supervising building code inspectors or plans examiners, issues building permits, occupancy permits, notices of violations and orders, and initiates compulsory process.

Each Code Enforcement Department must have a minimum of one (1) Building Code Official to oversee the agency.

A Code Official may be certified in several disciplines.

Code Inspector is a class of certifications issued by the Office of the State Fire Marshal in various disciplines. An Inspector's duties include examining construction sites and building locations to ensure they are constructed or maintained in accordance with the State Building Code and the adopted applicable ICC codes relative to the situation. An Inspector may issue a report of the condition or circumstance to the Code Official for further action.

A Code Inspector conducts inspections and examinations of buildings in the process of construction or renovation to ascertain the level of compliance with the state building code.

A Code Inspector may be certified in several disciplines.

Code Plans Examiner is a class of certifications issued by the Office of the State Fire Marshal in various disciplines. A Plans Examiner's duties include reviewing construction documents submitted as part of a permitting or compliance review to determine their compliance with the State Building Code and the adopted applicable ICC codes relative to the situation. A Plans Examiner may issue a report of the findings and conclusions of the review to the Code Official for further action.

A Code Plans Examiner examines and reviews construction or renovation plans and drawings for compliance with the requirements of the state building code.

A Plans Examiner may be certified in several disciplines.

Provisional Code Official/Inspector/Plans Examiner: An uncertified individual may be granted a provisional license for a period of no more than two years while the requirements of certification are being satisfied.

In order to qualify for a provisional status an applicant must submit a completed application (make sure to mark the discipline(s) the applicant is seeking provisional status for on page 5), submit a letter of hardship from your current employer (the municipality or governing body) explaining the need for the applicants provisional status, proof the employer has adopted the latest State Building Code, as well as a check or money order for the certification fee. All provisional applicants must be approved by the State Fire Marshal.

Licensure as a Professional Engineer or Professional Architect in the State of West Virginia:

Licensure as a Professional Engineer or Professional Architect in the State of West Virginia qualifies the applicant for any classification without the need for ICC examination. Applicants must send in proof of licensure with the application.

Third-Party Exam Administrator:

International Code Council – **ICC** - 1-888-ICC-SAFE (1-888-422-7233) - website www.iccsafe.org

Fees:

The certification fee is $ 75.00 per category (i.e. Code Official, Code Inspector or Code Plans Examiner) paid via check or money order only, made out to the WVSFMO. Payment must be submitted with the application.

Continuing Education Requirement (WV):

To qualify for renewal each licensee shall complete a minimum of 1.5 continuing education units (1 CEU = 10 hours of instruction). Proof of such completion must be submitted with the licensee's renewal packet.

Continuing Education Requirement (ICC):

During the three-year period prior to the renewal application date, the applicant shall accrue the number of continuing education units (CEUs) required for your certificate. Renewal is achieved by participating in continuing education and professional development activities. For example, a seminar you attended to earn CEUs must have been within three years prior to the renewal date. You must keep documents and records of each activity during the three-year renewal period.
Note: The above continuing education requirement is to maintain ICC certification only.

Number of Certifications Being Renewed	Total Number of CEUs Required*	Min. Number of CEUs Required Through ICC or PPN Training (50% of total)
1	1.5	0.8
2 through 5	3.0	1.5
6 through 10	4.5	2.3
11 or more	6.0	3.0
Master Code Professional, CBO, CFM	6.0	3.0

Renewal:

Certifications are valid for three years. Certificates must be renewed on or before the expiration date (when they become inactive) to be current. Approximately 90 days prior to the time when your renewal is due, the Regulatory and Licensing Division will send a courtesy renewal notice to your last known address. If for any reason you do not receive this notice, you may obtain renewal information specific to your certification from the Regulatory and Licensing Division.

The Renewal fee is $ 75.00 per category of certification (i.e. Code Official, Code Inspector or Code Plans Examiner). Any renewal submitted after the expiration date is subject to late payment fees or non-renewal as specified in legislative rule 87 C.S.R. 7.

Please note all licensees are responsible for renewing their certifications regardless of whether they receive a renewal notice from the Regulatory and Licensing Division.

Certification Requirements

CODE OFFICIAL - The applicant shall provide documentation of successfully completing one or more of the following:

Certifications:

Building Code Official

- **B1** - Residential Building Inspector - Exam B1
- **B2** - Commercial Building Inspector - Exam B2
- **B3** - Building Plans Examiner - Exam B3

Electrical Code Official

- **E1** - Residential Electrical Inspector - Exam E1
- **E2** - Commercial Electrical Inspector - Exam E2
- **E3** - Electrical Plans Examiner - Exam E3

Mechanical Code Official

- **M1** - Residential Mechanical Inspector - Exam M1
- **M2** - Commercial Mechanical Inspector - Exam M2
- **M3** - Mechanical Plans Examiner - Exam M3

Plumbing Code Official

- **P1** - Residential Plumbing Inspector - Exam P1
- **P2** - Commercial Plumbing Inspector - Exam P2
- **P3** - Plumbing Plans Examiner - Exam P3

Property Maintenance Code Official

- **64 -** Property Maintenance and Housing Inspector - Exam 64

Certified Building Official (Must Pass all 3 Modules) * Please see the bottom of Page 4 for more information.

- **CBO -** Management Module - Exam MM
- **-** Legal Module - Exam MG
- - Building Codes and Standards Module - Exam BC

CODE INSPECTOR - The applicant shall provide documentation of successfully completing one or more of the following:

Certifications:

- **B1** - Residential Building Inspector - Exam B1
- **B2** - Commercial Building Inspector - Exam B2
- **E1** - Residential Electrical Inspector - Exam E1
- **E2** - Commercial Electrical Inspector - Exam E2
- **M1** - Residential Mechanical Inspector - Exam M1
- **M2** - Commercial Mechanical Inspector - Exam M2
- **P1** - Residential Plumbing Inspector - Exam P1
- **P2** - Commercial Plumbing Inspector - Exam P2
- **47 -** Reinforced Concrete Special Inspector - Exams 47C, 47P, GR, **AND** be certified by the ACI
- **64 -** Property Maintenance and Housing Inspector - Exam 64
- **75 -** Zoning Inspector - Exam 75
- **77 -** Commercial Energy Inspector - Exam 77
- **84 -** Structural Masonry Special inspector - Exams 84C, 84P, and GR
- **86 -** Spray-Applied Fireproofing Special Inspector - Exams 86 and GR
- **92 -** Prestressed Concrete Special Inspector - Exams 92C, 92P, **AND** hold certification 47
- **C1 -** Coastal and Floodplain Inspector - Exam C1
- **EC -** Soils Special Inspector - Exams ECC, ECP, and GR
- **FG -** Fuel Gas Inspector - Exam FG
- **S1 -** Structural Steel and Bolting Special Inspector - Exams S1C, S1P, and GR
- **S2 -** Structural Welding Special Inspector – Exams S2C, S2P, **AND** hold the S1 certification

Multi-Discipline Code Inspector Certifications:

- **B5 -** Building Inspector - Exams B1 and B2
- **E5 -** Electrical Inspector - Exams E1, E2
- **M5 -** Mechanical Inspector - Exams M1 and M2

- **P5 -** Plumbing Inspector – Exams P1 and P2
- **R5 -** Residential Combination Inspector - Exams B1, E1, M1, P1
- **C5 -** Commercial Combination Inspector - Exams B2, E2, M2, P2
- **C8 -** Combination Inspector - Exams B1, B2, E1, E2, M1, M2, P1, P2
- **B8** - Building Code Specialist - Exams B1, B2, B3, and CS
- **E8** - Electrical Code Specialist - Exams E1, E2, E3, CS
- **M8 -** Mechanical Code Specialist - Exams M1, M2, M3, and CS
- **P8 -** Plumbing Code Specialist - Exams P1, P2, P3, and CS
- **H8 -** Housing and Zoning Code Specialist - Exams B1, 64, 75, and CS
- **G8 -** Energy Code Specialist - Exams 77, 78, 79 and G1
- **T6 -** Permit Specialist **-** Exams 14 and CS
- **FA -** Fire Code Specialist – Exams 67, F3, and CS
- **79 -** Residential Energy Inspector/Plans Examiner - Exam 79
- **CE -** Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1 - Exam CE
- **GC -** IgCC Commercial Inspector/Plans Examiner with ASHRAE 189.1 - Exam GC
- **MI -** Master of Special Inspection – Exams 49, 84, S1, S2, **AND** be approved by the ACI
- **CBO -** Certified Building Inspector – Exams MM, MG, and BC *See the bottom of the page for more info.
- **MCP -** Master Code Professional – * Please see the bottom of the page for more information.

CODE PLANS EXAMINER - The applicant shall provide documentation of successfully completing one or more of the following:

Certifications:
- **B3** - Building Plans Examiner - Exam B3
- **E3** - Electrical Plans Examiner - Exam E3
- **M3** - Mechanical Plans Examiner - Exam M3
- **P3** - Plumbing Plans Examiner - Exam P3
- **R3 -** Residential Building Plans Examiner - Exam R3
- **78 -** Commercial Energy Plans Examiner - Exam 78
- **21 -** Accessibility Inspector/Plans Examiner - Exam 21
- **G1 -** Green Building - Residential Examiner - Exam G1

Multi-Discipline Code Plans Examiner Certifications:
- **C3 -** Residential Building Plans Examiner - EXAMS B3, E3, M3, P3

*The **Certified Building Official (CBO)** - can be achieved in the following ways:
- Passing the following three modules within an 18-month period.
  -Management Module - Exam MM
  -Legal Module - Exam MG
  -Building Codes and Standards Module - Exam BC
- Holding a current ICC CFM (Certified Fire Marshal) certification and passing the BC. No 18-month requirement.

*The **Master Code Professional (MCP)** certification requires applicants to complete 30 examination credits.
- 20 credits must be completed using Core Examinations.
- 10 credits must be completed using Elective Examinations.

For additional information about the MCP certification and examination credits please contact the ICC directly.
1-888-ICC-SAFE (1-888-422-7233) - website www.iccsafe.org

Office Use Only	
Approved On:	
Approved By:	
License #:	

Application for Certification of Code Official/Inspector/Plans Examiner

REQUEST FOR CERTIFICATION

Check any that apply: ☐ Professional Architect ☐ Professional Engineer ☐ Seeking Provisional Status

Code Official - check which discipline(s) you are seeking licensure for. (Fee for Certification: $75.00 for one or all applicable)

_____ Building Code Official
- _____ Residential Building Inspector
- _____ Commercial Building Inspector
- _____ Building Plans Examiner

_____ Electrical Code Official
- _____ Residential Electrical Inspector
- _____ Commercial Electrical Inspector
- _____ Electrical Plans Examiner

_____ Mechanical Code Official
- _____ Residential Mechanical Inspector
- _____ Commercial Mechanical Inspector
- _____ Mechanical Plans Examiner

_____ Plumbing Code Official
- _____ Residential Plumbing Inspector
- _____ Commercial Plumbing Inspector
- _____ Plumbing Plans Examiner

_____ Property Maintenance Code Official

_____ Certified Building Official

Code Inspector - check which discipline(s) you are seeking license for. (Fee for Certification: $75.00 for one or all applicable)

_____ Residential Building Inspector
_____ Commercial Building Inspector
_____ Residential Mechanical Inspector
_____ Commercial Mechanical Inspector
_____ Reinforced Concrete Special Inspector
_____ Zoning Inspector
_____ Structural Masonry Special Inspector
_____ Spray-Applied Fireproofing Special Inspector
_____ Soils Special Inspector
_____ Fuel Gas Inspector
_____ Structural Welding Special Inspector

_____ Residential Electrical Inspector
_____ Commercial Electrical Inspector
_____ Residential Plumbing Inspector
_____ Commercial Plumbing Inspector
_____ Property Maintenance and Housing Inspector
_____ Commercial Energy Inspector
_____ Pre-stressed Concrete Special Inspector
_____ Coastal and Floodplain Inspector
_____ Structural Steel and Bolting Special Inspector

Multi-Discipline Inspector - check all applicable discipline(s)

_____ Building Inspector
_____ Mechanical Inspector
_____ Residential Combination Inspector
_____ Combination Inspector
_____ Electrical Code Specialist
_____ Plumbing Code Specialist
_____ Energy Code Specialist
_____ Fire Code Specialist
_____ Master of Special Inspection
_____ IgCC Inspector/Plans Examiner with ASHRAE 189
_____ Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1

_____ Electrical Inspector
_____ Plumbing Inspector
_____ Commercial Combination Inspector
_____ Building Code Specialist
_____ Mechanical Code Specialist
_____ Housing and Zoning Code Specialist
_____ Permit Specialist / _____ Permit Technician
_____ Residential Energy Inspector/Plans Examiner
_____ Certified Building Inspector
_____ Master Code Professional

Code Plans Examiner - check which discipline(s) (Fee for Certification: $75.00 for one or all applicable)

_____ Building Plans Examiner
_____ Mechanical Plans Examiner
_____ Residential Building Plans Examiner
_____ Commercial Energy Plans Examiner

_____ Electrical Plans Examiner
_____ Plumbing Plans Examiner
_____ Accessibility Plans Examiner
_____ Green Building - Residential Examiner

Multi-Discipline Plans Examiner - check all applicable discipline(s)

_____ Combination Plans Examiner

-For a list of certification requirements please see pages 3 and 4 of the application.

Qualifications for Licensure:

☐ Passing of the required ICC examinations (please attach proper documentation)

☐ Licensed Professional Engineer or Architect (please attach proper documentation)

☐ Provisional Status (attach hardship letter from employer)

Has the Applicant ever been Convicted of a Felony? Yes ____ No ____

Applicant Information			
Last, First, Middle Int			
Mailing Address:			
Home Phone:		Work Phone:	
E-Mail Address:			
Last 4 SS#	X X X – X X -	Date of Birth:	
Current Employer:			
Employer Address:			
Employer Phone:			

Please submit with this application:

- An employment verification letter from your current employer, municipality, or governing body.
- Proof of adoption of the current State Building Code from your current employer, municipality, or governing body.

Statement

By signing this application, I swear and affirm that the required documentation and information submitted in and with this application is true in every respect. I fully understand that any false or misleading information my result in denial of licensure or revocation of any license obtained by providing false information. I also fully understand that by submitting fraudulent documentation or information, that I may face other penalties under law. I herby give permission to the Office of the West Virginia State Fire Marshal to contact any employer or school provided on this application to verify the information provided the applicant is accurate. Being qualified, according to the provisions of Title 103, Series 7, Legislative Rules of West Virginia, I hereby make application for licensure.

Applicant Signature : _____ Date: _____