



West Virginia State Fire Marshal's Office
Regulatory & Licensing Division

Electrical Inspector Application

WV State Fire Marshal's Office
Regulatory and Licensing
1700 MacCorkle Ave SE, 4th Floor North
Charleston, WV 25314
Phone: (304) 558-2191

Updated 10/2024

Important Information

- Submission of the application does not authorize the applicant to engage in the requested activity. **You must obtain the actual license before commencing operations.**
- Processing of the application will be delayed if this application and other forms are incomplete.
- The WVSFMO has up to 15 business days upon receipt to review and process applications.
- Applicants must hold either a current Master Electrician or Journeyman Electrician license issued by the WVSFMO.
- Applicants must hold the qualifying International Code Council (ICC) certifications for the license classification level they are applying for.
 - International Code Council – 1-888-ICC-SAFE (422-7233) - website www.iccsafe.org
 - Required certifications listed below.
 - Class A – One and Two Family Dwellings:
 - Certification E1
 - Residential Electrical Inspector
 - Class B - All Structures:
 - Certifications E1 & E2
 - Residential Electrical Inspector
 - Commercial Electrical Inspector
 - Class C – All Structures and Plans Review
 - Certifications E1, E2, & E3
 - Residential Electrical Inspector
 - Commercial Electrical Inspector
 - Electrical Plans Examiner
- Additional training providers with equivalent testing and certification programs may be approved by the WVSFMO to meet the certification requirement. For questions regarding additional training providers please contact the Regulatory and Licensing Division.
- Applicants and/or their employer must obtain a West Virginia Business Registration Certificate (Business License) issued by the **West Virginia Department of Tax and Revenue**.

- Applicants and/or their employer must hold and maintain general liability insurance of no less than \$750,000.00. Proof the applicant and/or their employer holds such an insurance policy and coverage amount must be submitted with the application form.
- Applicants and/or their employer must hold and maintain professional liability insurance (errors and omissions) of no less than \$1,000,000.00. Proof the applicant and/or their employer holds such an insurance policy and coverage amount must be submitted with the application form.
- Applicants whose employers carry the required insurance must submit an employment verification letter with from their employer with the application form.
- If the application is denied, the agency will advise the applicant in writing of the reason(s) for denial.
- If the application is approved, the applicant will receive their license card in the mail.
- Renewal: Certifications are required to be renewed on a yearly basis.
- Continuing Education Requirement: To qualify for renewal each licensee shall complete a minimum of 14 continuing education units during their license year.
- For questions regarding WV Electrical Inspector licensing please contact the Regulatory and Licensing Division at 304-5558-2191.

Required Fees

- \$25.00 Application Review Fee
- \$75.00 Certification Fee.

Fees are payable via Check and Money Order only.

Make payable to the WVSFMO.

Please note the agency does not accept cash, debit, or credit cards.

Instructions

- Please complete the application legibly in print and in **blue or black** ink or using a computer.
- In addition to the completed application, the applicant must submit:
 - A copy of their WV Master or Journeyman License.
 - Proof of holding the required ICC certification or certifications.
 - A copy of their Business Registration Certificate issued by the WV Department of Tax and Revenue.
 - A copy of their general liability insurance certificate showing coverage of no less than \$750,000.00.
 - A copy of their professional liability insurance certificate showing coverage of no less than \$1,000,000.00.
 - Employment verification letter (if applicable).
 - A check or money order totaling \$100.00 made payable to the WVSFMO.



Application for West Virginia Electrical Inspector Certification

Be sure to complete all sections of this application in print and legible.

1. Applicant Personal Information - Please complete ALL fields.

Name (Last, First, M Int)			
Mailing Address			
Home Phone		Cell Phone	
Valid Email Address		Last 4 of SS#	XXX - XX - ____
Employer Name		Work Phone	
WV Electrician License #		Date of Birth	

2. Insurance Information - Submit a copy of your "Certificate of Insurance" with your application.

<input type="radio"/>	I carry the required amount of Professional and Liability insurance.
Insurance Agent:	Phone Number:
<input type="radio"/>	My employer carries the required amount of Professional and Liability insurance.
You must submit a letter of employment stating the company carries the required insurance.	

3. Request for Certification as: please check all boxes which apply

Electrical Inspector Class A – One and Two Family Dwellings Only	<input type="checkbox"/>
Electrical Inspector Class B – All Structures	<input type="checkbox"/>
Electrical Inspector Class C – All Structures and Plans Review	<input type="checkbox"/>

4. Affidavit 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 may 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 hereby 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 by the applicant is accurate. Being qualified, according to the provisions of Chapter 29, Article 3C, Code of West Virginia, I hereby make application for licensure.

Signature		Date	
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