



Office of the State Fire Marshal

Regulatory & Licensing Division

Home 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 09/2023



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firemarshal.wv.gov

APPLICATION INSTRUCTIONS AND APPLICATION FORM FOR THE WEST VIRGINIA HOME INSPECTOR CERTIFICATION

- You must include a completed, dated and signed application form.
- You must provide a criminal record report (background check) with fingerprints from both the WV State Police and the F.B.I.

The WVSFMO will not process fingerprint cards. You will need to use a third-party vendor such as Identogo for the checks. Results will be sent directly to you. You will then send your results in with the application form.

Identogo: www.identogo.com or call 1-855-766-7746 (There is no service code)

- Please provide proof of general liability insurance of no less than \$ 250,000.00.
- You must provide verification of passing the following exam: The National Home Inspector Exam through EBPHI. Contact: www.homeinspectionexam.org or 1-847-298-7750
- You must provide proof of completion of an approved 80-hour initial Home Inspection Course approved for West Virginia. A list of approved courses can be found at:
<https://firemarshal.wv.gov/Divisions/Fire%20Services/Documents/Licensing/HI%20Approve%20Certification%20Course%20List.pdf>
- Include a copy of a High School Diploma or GED.
- Include a copy of valid West Virginia business license issued by the:
West Virginia Department of Tax and Revenue.
- Include a Check or Money Order payable to "WVSFMO" for \$150.00. **Do Not Include CASH**

**SUBMIT THE APPLICATION FORM, ALL REQUIRED DOCUMENTATION AND LICENSE FEE TO
THE WVSFMO'S OFFICE.**

For further information, please dial 304-558-2191 and ask to speak with the Licensing Division.



Application for West Virginia Home 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		WV Tax ID #	
Business Name		Work Phone	
Social Security Number (Required by Law)	__ __ __ X __ __ X __ __ __ __	Date of Birth XX/XX/XXX	

2. Personal History - If you answer any of these questions with yes, include an explanation on a separate piece of paper and attach it with your application.

Have you ever been convicted or entered a guilty plea or no contest to any felony?	☐ yes ☐ no
Do you currently have any criminal charges pending against you in any jurisdiction?	☐ yes ☐ no
Have there ever been any disciplinary actions or complaints lodged against you as a home inspector in any state or jurisdiction?	☐ yes ☐ no
Have you ever been denied licensure as a home inspector by any state or jurisdiction?	☐ yes ☐ no

You must submit the required criminal background check reports with your application!

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

I carry the required amount (\$250,000) of liability insurance.

Insurance Agent:

Phone Number:

My employer carries the required amount (\$250,000) of liability insurance.

You must submit letter of employment stating the company carries the required insurance.

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 Title 87, Series 5, Code of West Virginia, I hereby make application for licensure.

Signature

Date