Office of the State Fire Marshal
Regulatory & Licensing Division

Electrical Inspector Application

WV State Fire Marshal
1207 Quarrier Street
2nd Floor - Licensing
Charleston, WV 25301
Phone: (304) 558-2191

Updated 06/2020
INSTRUCTIONS AND APPLICATION FORM FOR THE WEST VIRGINIA ELECTRICAL INSPECTOR CERTIFICATION

• Include your completed legible application form.
• Include a copy of your valid West Virginia Master Electrician License.
• Include Certificate of Passing the applicable National Certification for Construction Code Inspectors:
  o Inspector - Class A – Residential Only: Test E 1
  o Inspector - Class B – All Structures: Test E 1 & E 2
  o Inspector - Class C – All Structures + Plans Review: Test E 1 & E 2 & E 3

• Exam Administrator:
  o International Code Council – 1-888-ICC-SAFE (422-7233); website www.iccsafe.org.
• Provide a copy of a valid WV business license issued by the WV Department of Tax and Revenue.
• Provide proof of professional liability insurance (errors and omissions) in the amount of no less than $1,000,000.00.
• Provide proof of general liability insurance in the amount of no less than $750,000.00.
• Include payment via Check or Money Order payable to “WVSFMO” for $100.00. Do Not Send Cash

Renewal: Certification will come up for renewal every year. Renewal notices are mailed approximately 60 days prior to the expiration date. 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 non-renewal. Renewal fee is $100.00.

Continuing Education Requirement: In order to qualify for renewal each licensee shall complete a minimum of 14 continuing education units every year upon renewal of his or her license.

You may view the legislative rule governing the certification of home inspectors at https://firemarshal.wv.gov/Documents/Certification%20of%20Electrical%20Inspectors%202014.pdf:

Title 103 Series 1
# 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Name (Last, First, M Int)</td>
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</tr>
<tr>
<td>Mailing Address</td>
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<tr>
<td>Home Phone</td>
<td>Cell Phone</td>
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<tr>
<td>Valid Email Address</td>
<td>Last 4 of SS# X X X – X X – ___ ___ ___ ___</td>
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<tr>
<td>Employer Name</td>
<td>Work Phone</td>
</tr>
<tr>
<td>Master License #</td>
<td>Date of Birth</td>
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## 2. Insurance Information - Submit a copy of your “Certificate of Insurance” with your application.

- [ ] I carry the required amount of Professional and Liability insurance.
- [ ] My employer carries the required amount of Professional and Liability insurance.

You must submit 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
- Electrical Inspector Class B – All Structures
- Electrical Inspector Class C – All Structures and Plans Review

## 4. Affidavit Statement

I hereby certify that the information contained on this application is true and complete to the best of my knowledge. I have attached all necessary documents indicating successful completion of the required examinations and proper insurance coverage. I understand that any false or misleading information may result in failure to obtain licensure or subsequent revocation of my license.

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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