Certification as Code Official, Code Inspector or Plans Examiner

WV Code § 29-3-5 b(d) and 87 C.S.R. 7 as of June 1, 2016

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 Inspector/Code 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. Code Officials cannot hold provisional status.

In order to qualify for a provisional status an applicant must submit a completed application, submit a letter of hardship from your current employer (the municipality or governing body) explaining the need for the applicants provisional status, as well as proof the employer has adopted the latest State Building Code. 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.

**Third-Party Exam Administrator:**

International Code Council – ICC - 1-888-ICC-SAFE (1-888-422-7233) - website [www.iccsafe.org](http://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):**

In order to qualify for renewal of the each certification the individual shall complete a minimum of 1.5 continuing education units (1 CEU = 10 hours of instruction) during each renewal period – 0.5 must be completed each year for a cumulative total of no less than 1.5 CEU's during any renewal period.

**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.**

<table>
<thead>
<tr>
<th>Number of Certifications Being Renewed</th>
<th>Total Number of CEUs Required*</th>
<th>Min. Number of CEUs Required Through ICC or PPN Training (50% of total)</th>
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<tbody>
<tr>
<td>1</td>
<td>1.5</td>
<td>0.8</td>
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<tr>
<td>2 through 5</td>
<td>3.0</td>
<td>1.5</td>
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<td>6 through 10</td>
<td>4.5</td>
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<td>11 or more</td>
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<td>3.0</td>
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<tr>
<td>Master Code Professional, CBO, CFM</td>
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**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, Fire Services Division/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 Fire Services Division/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 whether or not 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 AND be a licensed WV Master Electrician
- E2 - Commercial Electrical Inspector - Exam E2 AND be a licensed WV Master Electrician
- E3 - Electrical Plans Examiner - Exam E3 AND be a licensed WV Master Electrician

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 AND be a licensed WV Master Electrician
- E2 - Commercial Electrical Inspector - Exam E2 AND be a licensed WV Master Electrician
- 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 - Structural Welding Special Inspector - Exams S2C, S2P, AND hold the S1 certification
- 86 - Spray-Applied Fireproofing Special Inspector - Exams 86 and GR
- 92 - Prestressed Concrete Special Inspector - Exams 92C, 92P, AND hold the 47 certification
- 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 AND be a licensed WV Master Electrician
- M5 - Mechanical Inspector - Exams M1 and M2
• **P5** - Plumbing Inspector – Exams P1 and P2
• **R5** - Residential Combination Inspector - Exams B1, E1, M1, P1, AND be a licensed WV Master Electrician
• **C5** - Commercial Combination Inspector - Exams B2, E2, M2, P2, AND be a licensed WV Master Electrician
• **C8** - Combination Inspector - Exams B1, B2, E1, E2, M1, M2, P1, P2 AND be a licensed WV Master Electrician
• **B8** - Building Code Specialist - Exams B1, B2, B3, and CS
• **E8** - Electrical Code Specialist - Exams E1, E2, E3, CS, AND be a licensed WV Master Electrician
• **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
• **C8** - Commercial Combination Inspector - Exams B2, E2, M2, P2, AND be a licensed WV Master Electrician
• **C8** - Combination Inspector - Exams B1, B2, E1, E2, M1, M2, P1, P2 AND be a licensed WV Master Electrician
• **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.
  * MCP’s must also be a licensed WV Master Electrician

**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 AND be a licensed WV Master Electrician
- **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 AND be a licensed WV Master Electrician

*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.
- Be a licensed WV Master Electrician (WV State Requirement).

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
Application for Certification under WV 87 CSR 7

**REQUEST FOR CERTIFICATION**

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

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<thead>
<tr>
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<tr>
<td>☐ Combination Plans Examiner *</td>
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*All Electrical certifications require the applicant to be a licensed WV Master Electrician.

-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 ____

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<tr>
<th>Applicant Information</th>
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<td>Mailing Address:</td>
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<td>Current Employer:</td>
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<td>Employer Address:</td>
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<td>Employer Phone:</td>
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Please submit with this application:
- An employment verification letter from your current employer, municipality, or governing body
- Proof of adoption of the current Building Code from your current employer, municipality, or governing body.

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 and I do understand that any false or misleading information may result in failure to obtain licensure or subsequent revocation of my license.

Applicant Signature: _______________________________  Date: ________________