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 a combination of 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 a number of 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 a number of disciplines.

For the **Multi-Discipline Inspector** and **Multi-Discipline Plans Examiner** designations, please see the descriptions on pages 5-6.
Third-Party Exam Administrator:


Fees:
Certification fee is $75.00 per category (i.e. Code Official, Code Inspector or Code Plans Examiner) to be submitted with the application. Check or money order needs to be made payable to the WVSFMO.

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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.5</td>
<td>0.8</td>
</tr>
<tr>
<td>2 through 5</td>
<td>3.0</td>
<td>1.5</td>
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<tr>
<td>6 through 10</td>
<td>4.5</td>
<td>2.3</td>
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<tr>
<td>11 or more</td>
<td>6.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Master Code Professional, CBO, CFM</td>
<td>6.0</td>
<td>3.0</td>
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</tbody>
</table>

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. Please note: you are responsible for renewing your certifications, whether or not you receive a renewal notice from Fire Services Division/Regulatory and Licensing Section.

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

►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 ◄

Contact:
For further information regarding this Certification Program, please contact the Fire Services Division: Regulatory and Licensing Division at:

Office of the State Fire Marshal
1207 Quarrier St
2nd Floor Licensing
Charleston, WV 25301
(304) 558-2191
www.firemarshal.wv.gov
## Application for Certification under WV 87 CSR 7

### REQUEST FOR CERTIFICATION

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

<table>
<thead>
<tr>
<th>Code Official</th>
<th>Electrical Code Official</th>
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</thead>
<tbody>
<tr>
<td>Building Code Official</td>
<td>Residential Electrical Inspector - E1*</td>
</tr>
<tr>
<td>Residential Building Inspector - B1</td>
<td>Commercial Electrical Inspector - E2*</td>
</tr>
<tr>
<td>Commercial Building Inspector - B2</td>
<td>Electrical Plans Examiner - E3*</td>
</tr>
<tr>
<td>Building Plans Examiner - B3</td>
<td>Mechanical Plans Examiner - M1</td>
</tr>
<tr>
<td>Mechanical Code Official</td>
<td>Plumbing Code Official</td>
</tr>
<tr>
<td>Residential Mechanical Inspector - M1</td>
<td>Residential Plumbing Inspector - P1</td>
</tr>
<tr>
<td>Commercial Mechanical Inspector - M2</td>
<td>Commercial Plumbing Inspector - P2</td>
</tr>
<tr>
<td>Reinforced Concrete Special Inspector - 47</td>
<td>Property Maintenance and Housing Inspector - 64</td>
</tr>
<tr>
<td>Zoning Inspector - 75</td>
<td>Energy Inspector - 77</td>
</tr>
<tr>
<td>Structural Masonry Special Inspector - 84</td>
<td>Pre-stressed Concrete Special Inspector - 92</td>
</tr>
<tr>
<td>Spray-Applied Fireproofing Special Inspector - 86</td>
<td>Coastal and Floodplain Inspector - C1</td>
</tr>
<tr>
<td>Disaster Response Inspector - DR</td>
<td>Soils Special Inspector - EC</td>
</tr>
<tr>
<td>Fuel Gas Inspector - FG</td>
<td>Structural Steel and Bolting Special Inspector - S1</td>
</tr>
<tr>
<td>Structural Welding Special Inspector - S2</td>
<td></td>
</tr>
</tbody>
</table>

**Multi-Discipline Inspector**: check all applicable discipline(s)
- Building Inspector - B1
- Electrical Inspector - E1*
- Mechanical Inspector - M51
- Residential Electrical Inspector - E1*
- Residential Combination Inspector - R51
- Commercial Electrical Inspector - E2*
- Certified Building Code Official - B61
- Certified Plumbing Code Official - P61
- Certified Mechanical Code Official - M61
- Combination Inspector - C81
- Certified Housing Code Official - H61
- Master of Special Inspection - M11
- Accessibility Inspector/Plans Examiner - 211
- Permit Specialist - T61
- Residential Energy Inspector/Plans Examiner - 791
- Energy Code Specialist - G81
- Master Code Professional - MP1
- IgCC Inspector/Plans Examiner with ASHRAE 189 - GC1
- Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1 - CE1
- Commercial Inspector/Plans Examiner with ASHRAE 189 - GC1

<table>
<thead>
<tr>
<th>Code Plans Examiner</th>
<th>Certified Building Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Plans Examiner - B3</td>
<td>CBO1</td>
</tr>
<tr>
<td>Mechanical Plans Examiner - M3</td>
<td>Building Code Official</td>
</tr>
<tr>
<td>Residential Building Plans Examiner - R3</td>
<td>Structural Code Official</td>
</tr>
<tr>
<td>Commercial Energy Plans Examiner - 78</td>
<td>Commercial Building Code Official</td>
</tr>
</tbody>
</table>

**Multi-Discipline Plans Examiner**: check all applicable discipline(s)
- Combination Plans Examiner - C31

1. For descriptions on multi-discipline certifications and CBO, see pages 5 - 6.
2. E1, E2 and E3 also require that you hold a valid WV Master Electrician’s License.
Qualifications for Licensure:

- Passing of the required ICC examinations (please attach proper documentation)
- Licensed Professional Engineer or Architect (please attach proper documentation)
- Provisional/Probationary Status (attach hardship letter from employer, municipality or governing body)

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

<table>
<thead>
<tr>
<th>Applicant Information</th>
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<tbody>
<tr>
<td>Last, First, Middle Int</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Home Phone:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
</tr>
<tr>
<td>Last 4 SS#</td>
</tr>
<tr>
<td>Current Employer:</td>
</tr>
<tr>
<td>Employer Address:</td>
</tr>
<tr>
<td>Employer Phone:</td>
</tr>
</tbody>
</table>

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: _______________
The applicant shall pass one of the listed ICC exams in the category he or she will be restricted to:

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

- **Building Code Official**
  - EXAM B1 - Residential Building Inspector
  - EXAM B2 - Commercial Building Inspector
  - EXAM B3 - Building Plans Examiner

- **Electrical Code Official**
  - EXAM E1 - Residential Electrical Inspector AND be a licensed WV Master Electrician
  - EXAM E2 - Commercial Electrical Inspector AND be a licensed WV Master Electrician
  - EXAM E3 - Electrical Plans Examiner AND be a licensed WV Master Electrician

- **Mechanical Code Official**
  - EXAM M1 - Residential Mechanical Inspector
  - EXAM M2 - Commercial Mechanical Inspector
  - EXAM M3 - Mechanical Plans Examiner

- **Plumbing Code Official**
  - EXAM P1 - Residential Plumbing Inspector
  - EXAM P2 - Commercial Plumbing Inspector
  - EXAM P3 - Plumbing Plans Examiner

- **Property Maintenance Code Official**

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

- EXAM 47 - Reinforced Concrete Special Inspector
- EXAM 64 - Property Maintenance and Housing Inspector
- EXAM 75 - Zoning Inspector
- EXAM 77 - Commercial Energy Inspector
- EXAM 84 - Structural Masonry Special inspector
- EXAM 86 - Spray-Applied Fireproofing Special Inspector
- EXAM 92 - Pre-Stressed Concrete Special Inspector
- EXAM C1 - Coastal and Floodplain Inspector
- EXAM DR - Disaster Response Inspector
- EXAM EC - Soils Special Inspector
- EXAM FG - Fuel Gas Inspector
- EXAM S1 - Structural Steel and Bolting Special Inspector
- EXAM S2 - Structural Welding Special Inspector

**MULTI-DISCIPLINE CODE INSPECTOR** - The applicant shall provide documentation to qualify for one or more of the following:

- B5 - Building Inspector - EXAMS B1 AND B2
- E5 - Electrical Inspector EXAMS E1 AND 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, AND P1
- C5 - Commercial Combination Inspector - EXAMS B2, E2, M2, AND P2
- B6 - Certified Building Code Official - EXAMS B1, B2, B3 AND Certified Building Official certification
- E6 - Certified Electrical Code Official - EXAMS E1, E2, E3, exams AND be a licensed WV Master Electrician AND Certified Building Official certification
- M6 - Certified Mechanical Code Official - EXAMS M1, M2, M3, AND Certified Building Official certification
- P6 - Certified Plumbing Code - EXAMS P1, P2, P3, AND Certified Building Official certification
- H6 - Certified Housing Code Official - EXAMS P1, P2, P3, AND Certified Building Official certification
- C8 - Combination Inspector - EXAMS B1, B2, E1, E2, M1, M2, P1, P2 AND be a licensed WV Master Electrician
- M1 - Master of Special - EXAMS 47, 84, S1, S2, AND meet other additional requirements
- T6 - Permit Specialist - EXAMS 14 AND CS
• 79 - Residential Energy Inspector/Plans Examiner - EXAM 79
• CE - Commercial Energy Inspector/Plans Examiner with ADHRAE 90.1 - EXAM CE
• GC - IgCC Inspector/Plans Examiner with ASHRAE 189 - EXAM GC

• MP - Master Code Professional (MCP) - applicant shall require proof of successful completion of the following combination certifications:
  1. B6 - Certified Building Code Official
  2. E6 - Certified Electrical Code Official
  3. M6 - Certified Mechanical Code Official
  4. P6 - Certified Plumbing Code Official
  5. Accessibility Inspector/Plans Examiner

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

• 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**

• C3 - Residential Building Plans Examiner - EXAMS B3, E3, M3, P3 AND be a licensed WV Master Electrician

*The **CBO** - Certified Building Official can be achieved in the following ways:
  1. Passing the **01** and **02** exams within a three-year period **or**
  2. Holding both a current **01** certification and **C8** designation **or**
  3. Holding both a current **01** certification and **C3** designation **or**
  4. Passing the **MM**, **MG** and **BC** exams within a three-year period.*