



## WEST VIRGINIA STATE FIRE COMMISSION

OFFICE OF THE STATE FIRE MARSHAL  
1207 Quarrier St, 2<sup>nd</sup> Floor  
Charleston, WV 25301  
(304) 558-2191  
[www.firemarshal.wv.gov](http://www.firemarshal.wv.gov)

## Certification as Building Code Official

WVC § 29-3-5 b(c) as of 08/01/2006

### Definitions:

Building Code *Inspector* is a person who conducts inspections and examinations of buildings in the process of construction or renovation to ascertain the level of compliance with the state building code. Building Code inspectors must be categorized as either Multi-person Jurisdiction or Single-person Jurisdiction.

Building Code *Official* is a person who oversees and administers the building code department in a city, county or other local government entity that has lawfully adopted the state building code. In this role, the person supervises building code inspectors, plans examiners and other administrative or technical staff for the department.

Building Code *Plans Examiner* is a person who examines and reviews construction or renovation plans and drawings for compliance with the requirements of the state building code.

### Exam Administrator:

International Code Council – **ICC** - 5203 Leesburg Pike, Suite 600; Falls Church, VA 22041, 1-888-ICC-SAFE (422-7233); website [www.iccsafe.org](http://www.iccsafe.org).

### Fees:

Certification fee is \$ 50.00 to be submitted with the initial application. Check or money order needs to be made payable to the WV State Fire Commission.

### Continuing Education Requirement:

In order to qualify for renewal of the original certification each licensee shall complete a minimum of 1.5 continuing education units (1 CEU = 10 hours of instruction) during *each* certification year.

### Renewal:

Certification will come up for renewal every three years. 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 \$ 50.00. Any renewal submitted after expiration date is subject to late payment fees as specified in legislative rule Title 87-7-7.2.

## Qualification Requirements Building Code Inspector – Single Person Jurisdiction:

Pass one exam in each of the following four ICC categories:

- **B-1** Residential Building Inspector or **B-2** Commercial Building Inspector or **B-3** Building Plans Examiner or **R-3** Residential Plans Examiner
- **E-1** Residential Electrical Inspector or **E-2** Commercial Electrical Inspector or **E-3** Electrical Plans Examiner and be a licensed **WV MASTER ELECTRICIAN**
- **M-1** Residential Mechanical Inspector or **M-2** Commercial Mechanical Inspector or **M-3** Mechanical Plans Examiner
- **P-1** Residential Plumbing Inspector or **P-2** Commercial Plumbing Inspector or **P-3** Plumbing Plans Examiner

## Qualification Requirements Building Code Inspector – Multi Person Jurisdiction:

The applicant must pass one of each of the listed ICC exams in the category he or she will be restricted to

**Building Inspector:** exam **B-1** Residential Building Inspector or **B-2** Commercial Building Inspector or **B-3** Building Plans Examiner or **R-3** Residential Plans Examiner

**Electrical Inspector:** exam **E-1** Residential Electrical Inspector or **E-2** Commercial Electrical Inspector or **E-3** Electrical Plans Examiner and be a licensed **WV MASTER ELECTRICIAN**

**Mechanical Inspector:** exam **M-1** Residential Mechanical Inspector or **M-2** Commercial Mechanical Inspector or **M-3** Mechanical Plans Examiner

**Plumbing Inspector:** exam **P-1** Residential Plumbing Inspector or **P-2** Commercial Plumbing Inspector or **P-3** Plumbing Plans Examiner

**Accessibility Inspector / Plans Examiner:** exam **21**

**Property Maintenance & Housing Inspector:** exam **64**

**Floodplain Inspector:** exam **C-1**

**Reinforced Concrete Inspector:** exam **47**

**Pre-stressed Concrete Inspector:** exam **92**

**Structural Masonry Inspector:** exam **84**

**Sprayed Fireproofing Inspector:** exam **86**

**Structural Steel Inspector:** exam **S-1**

**Welding Inspector:** exam **S-2**

**Soils Inspector:** exam **EC**

**Disaster Response Inspector:** exam **DR**

**Commercial Energy Inspector:** exam **77**

Qualification Requirements Building Code Official:

Complete one of the following combinations of ICC exams

Option 1:

Pass exam **01 CBO** Legal & Management **and** exam **02 CBO** Technology

Option 2:

Pass exam **01 CBO** Legal & Management **and** all of the following ICC exams: **B-1, B-2, E-1, E-2, M-1, M-2, P-1** and **P-2**

Qualification Requirements Building Code Plans Examiner:

Completion of ICC exam **B-3** Building Plans Examiner

Licensure as a Professional Engineer or Professional Architect in West Virginia qualifies the applicant for any classification

Contact:

For further information regarding the Building Code Official Certification Program, please contact the Regulatory & Licensing Division at the

West Virginia State Fire Marshal's Office  
1207 Quarrier St  
Charleston, WV 25301  
(304) 558-2191 Ext. 53219 or 53226

Office Use Only



Approved On:	
By:	
Lic:	

## Application for Certification as WV Building Code Official

### Request for Certification as

- Building Code Inspector **Single Person Jurisdiction**
  
- Building Code Inspector **Multi Person Jurisdiction** - check which discipline(s)
  - \_\_\_\_\_ Building Inspector
  - \_\_\_\_\_ Electrical Inspector
  - \_\_\_\_\_ Mechanical Inspector
  - \_\_\_\_\_ Plumbing Inspector
  - \_\_\_\_\_ Accessibility Inspector
  - \_\_\_\_\_ Floodplain Inspector
  - \_\_\_\_\_ Pre-stressed Concrete Inspector
  - \_\_\_\_\_ Sprayed Fireproofing Inspector
  - \_\_\_\_\_ Welding Inspector
  - \_\_\_\_\_ Disaster Response Inspector
  - \_\_\_\_\_ Property Maintenance Inspector
  - \_\_\_\_\_ Reinforced Concrete Inspector
  - \_\_\_\_\_ Structural Masonry Inspector
  - \_\_\_\_\_ Structural Steel Inspector
  - \_\_\_\_\_ Soils Inspector
  - \_\_\_\_\_ Commercial Energy Inspector
  
- Building Code Official
- Building Code Plans Examiner

### Qualifications for Licensure:

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

## Applicant Information

Name			
Mailing Address			
Home Phone		Work Phone	
E-Mail Address			
Soc. Sec. Number		Date of Birth:	
Employer			
Employer Address			

**Please submit proof of adoption of the current Building Code from your current employing 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: \_\_\_\_\_