



## 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 West Virginia Certified Electrical Inspector

WVC § 29-3-b Legislative Rule 103-1 04/01/2004

### Steps to Obtain Certification:

- ➔ Hold a valid WV Master Electrician License
- ➔ Pass applicable National Certification for Construction Code Inspectors
- ➔ Obtain WV Business License
- ➔ Obtain Errors & Omission Insurance
- ➔ Complete application and mail to:

WV State Fire Marshal  
Regulatory & Licensing  
1207 Quarrier St, 2nd Floor  
Charleston, WV 25301

### Definitions:

**Electrical Inspector Class A:** Inspections of one and two family dwellings **only**

**Electrical Inspector Class B:** Inspections of all structures

**Electrical Inspector Class C:** Electrical plan review as well as inspections of all structures

### 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:**

Non-refundable application review fee of \$ 25.00 and separate certification fee of \$ 50.00 to be submitted with the initial application. Check or money order needs to be made payable to the WV State Fire Marshal.

### **Continuing Education Requirement:**

In order to qualify for renewal each licensee shall complete a minimum of 3 continuing education units every 3 years upon renewal of his or her license.

### **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.

### **Documentation Required With Your Application:**

- Proof of passing the appropriate National Certifications for Construction Code Inspectors administered by the ICC as follows:  
  
Inspector Class A: Test E 1  
Inspector Class B: Test E 1 & E 2  
Inspector Class C: Test E 1 & E 2 & E 3
- Completed application form
- Proof of professional liability insurance (errors & omissions) of no less than \$ 250,000.00
- Copy of your valid West Virginia business license issued by the Department of Tax and Revenue
- Application and license fee

### **Contact:**

For further information regarding this 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 Electrical Inspector

### Applicant Information

Name			
Mailing Address			
Home Phone		Work Phone	
E-Mail Address		Date of Birth	
WV Master License		Soc. Sec. Number	
Employer			
Insurance Producer			
Insurance Policy Number			

### Attachments:

Proof of Exam O  
 WV Business License O  
 Insurance O

### Request for Certification as

- Electrical Inspector Class A – One and Two Family Dwellings only
- Electrical Inspector Class B – All Structures
- Electrical Inspector Class C – All Structures & Plans Review

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

Applicant Signature : \_\_\_\_\_ Date: \_\_\_\_\_