

NORTH CAROLINA HOME INSPECTOR LICENSURE BOARD

HOME INSPECTOR AND ASSOCIATE HOME INSPECTOR APPLICATION INSTRUCTIONS

1. Please print information in black ink. Fill out all information unless not required by the instructions. You may use the following instructions as a checklist.
2. Attach a recent head and shoulders photograph to the application with a paper clip. Print your name on the back of the photograph. The photograph may be black and white or color and approximately 2"x2". The photograph must be "passport" quality.
3. Check the type of application - either home inspector or associate home inspector.
4. Box 1 - Personal information: Fill in the personal information.
5. Box 2 - Home Inspector Experience Requirements: Fill out either Box 2-A or Box 2-B or Box 2-C or Box 2-D of Home Inspector Experience Requirements. You do not need to fill out more than one box to meet the experience requirement. This box is not required for associate home inspector applications.

Box 2-A is for architects, engineers, and general contractors who are currently licensed by the NC State Board of Registration for Professional Engineers and Land Surveyors, the NC Board of Architecture, or the NC Licensing Board for General Contractors. The license may be active or inactive. Applicants who were issued licenses in North Carolina, but whose licenses have expired, or who are licensed in other states must fill out Box 2-C.

The license for the general contractor must be issued to an individual or to a company or partnership owned partly or wholly by the applicant. Further, the applicant must have taken the license examination given by the Licensing Board for General Contractors ("qualifying employee"). An owner of a general contracting firm does not meet this experience requirement unless the owner is also the qualifying employee.

Box 2-B is for applicants who were in business as home inspectors for a minimum of one year prior to October 1, 1996 and who have performed a minimum of 100 home inspections for compensation. A typewritten list of the name, address, and phone number of the clients for whom the inspections were performed must be submitted with the application. The list must also include the site address of the house, date of inspection, and type of building — single family dwelling, duplex, condominium, townhouse, triplex, or quadraplex. (GS 143-151.61)

If you have fewer than 100 inspections or have been in business less than one year, list the inspections you have made and the dates that you have been in business. Then fill out the information in Box 2-C.

Box 2-C is for applicants who do not meet the requirements of Boxes 2-A or 2-B, but have other experience in design, construction, inspection, education, and similar areas. The experience must be at least equivalent to the experience required in Box 2-B. (GS 143-151.51(5)b). Refer to the equivalent experience requirements in Section 8.1004 of the NC Administrative Code. Where the descriptions require experience under the direct supervision of a licensed general contractor, the applicant shall provide a letter from the general contractor stating the name and license number of the contractor. The letter shall state the period of time the applicant worked for the contractor and a brief description of the responsibilities of the applicant. The letter shall be notarized.

Box 2-D is for applicants who are qualifying for the home inspector license based on a minimum of one year as an associate home inspector and have made at least 100 inspections. A list of inspections as described in Box 2-B above must be submitted. A notarized statement from your supervisor (employer or affiliate) must be included. The notarized statement must give the home inspector's license number, the dates of your employment or affiliation, and that the supervisor considers your work as a home inspector to meet the Standards of Practice of the Board. If you worked for more than one employer or affiliate, a separate statement must be submitted from each.

6. Box 3 - Associate Home Inspector applications: Fill out the information and attach a notarized statement from your employer or person with whom you will be affiliated. The employer or affiliate must be a licensed home inspector. The statement must state that the employer or affiliate will actively supervise and train you as a home inspector according to GS 143-151.52(5) and to the Standards of Practice of the NC Home Inspector Licensure Board. This box is not required for home inspector licenses.

You may apply for the associate home inspector license before you become employed by or affiliated with a licensed home inspector (as required by GS 143-151.52(5)). You may also take the examination provided you meet the other requirements. However, you will not be issued an associate home inspector license until you become employed by or affiliated with a licensed home inspector.

Note: If you change employers or affiliates after becoming licensed, you must submit a statement of supervision from your new employer or affiliate. Failure to submit the statement of supervision to the Board will cause your associate home inspector license to become invalid.

7. Box 4 - Fill out the information as required by GS 143-151.56. Attach any written explanations or documents required.
8. Box 5 - Have three character references fill out the information and sign.
9. Box 6 and Box 7 - Enter the financial statement information required in Box 6 or attach a copy of a bond as described in Box 7. Box 6 and Box 7 are for home inspector licenses only.
10. Box 8 - Read the certification in Box 8. Sign the certification in the presence of a notary public and have your signature notarized.
11. The application fees are \$25.00 for the home inspector license and \$15.00 for the associate home inspector license. Make the check out to the NC Home Inspector Licensure Board. Please do not send cash.
12. Mail the completed application, attachments, and the application fee to NC Home Inspector Licensure Board:

Mailing Address:	Location:
1202 Mail Service Center	322 Chapanoke Rd., Suite-115
Raleigh, NC 27699-1202	Raleigh, NC 27603
13. Submitting this application does not register you for an examination. The Board's staff will mail you an Exam Registration form once your application has been approved.