

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CODE INSPECTOR CERTIFICATION

STEP 1: Complete the Applicant and Employer name and address section.

STEP 2: Place an "X" to identify the type of certification being requested. If you are applying for more than one, check all that apply. Remember to submit evidence of all certifications if applying for multiple certifications.

STEP 3: Place an "X" on the line identifying the certifying organization or method by which you will be requesting TN certification. NOTE: Acceptable forms of evidence for certification include: A high quality photocopy of an official certification or an official letter from the certifying organization listing your name, type of certification and certification ID number (if numbers are issued). If evidence meeting this criteria is not available, the evidence you submit will be evaluated and you will be notified if it is acceptable.

STEP 4: Enclose \$45.00 for **each** certification requested. Make checks or money orders payable to the Department of Commerce and Insurance. DO NOT SEND CASH.

STEP 5: After signing and dating the application at the bottom, mail all material to:

Tennessee State Fire Marshal's Office  
Administrative Services Section  
500 James Robertson Parkway, 3rd Floor  
Nashville, TN 37243-0577

### **CERTIFIED PLUMBING AND MECHANICAL INSPECTOR CERTIFICATION INFORMATION**

Effective July 1, 2008, all persons employed by a municipality, county or the state as a plumbing or mechanical inspector must be certified by the State Fire Marshal's Office. The following items provide information on the certification program:

- An application and fee (\$45 for each certification) must be submitted. The application may be found at <http://www.state.tn.us/commerce/sfm/adminsvc>.
- Mechanical or plumbing code certification through a national program, such as the ICC, is required. The certification must include an exam of both residential and commercial codes. The certification must be from a national program that is currently active; SBCCI certifications will not be accepted, but legacy certifications with the ICC will. Examples of acceptable ICC certification are: Mechanical Inspector, Plumbing Inspector, Combination Inspector, Mechanical Code Official, Plumbing Code Official, or both Residential Combination Inspector *and* Commercial Combination Inspector.
- Inspectors employed after July 1, 2008 have 12 months from the date of employment to receive state certification.
- State certification is valid for 3 years. 36 hours of continuing education is required for recertification. Inspectors with more than one certification will need a total of 36 hours for all certifications (36 hours of continuing education is not required for each certification).

If you have any additional questions, please call 615-741-2981



**STATE OF TENNESSEE**  
**Department of Commerce and Insurance**  
 State Fire Marshal's Office  
 500 James Robertson Pkwy, 3<sup>rd</sup> Floor  
 Nashville, TN 37243-0577  
 Phone (615)741-2981, Fax (615)741-1583

**BUILDING/FIRE/MECHANICAL/PLUMBING CODE INSPECTOR CERTIFICATION APPLICATION**

Submit this application, \$45 (payable to the Dept. of Commerce and Insurance) for **each** area of certification, and all supporting documentation. PLEASE PRINT ALL INFORMATION.

Applicant Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone #: ( ) \_\_\_\_\_

Employer Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

**Area(s) of Certification Requested (Check all that apply):**

Fire Code Inspector  Building Code Inspector  Mechanical Code Inspector  Plumbing Code Inspector

Have you been previously certified by the TN Fire Marshal's Office? \_\_\_ Yes \_\_\_ No If yes, provide the following:

Type of certification(s): \_\_\_\_\_ Certification number(s): \_\_\_\_\_ Date(s) of certification(s): \_\_\_\_\_

Provide evidence of one or more of the following: (Check the certification type, provide the certification number and expiration date(s) (for those that expire)). Fill in only the information applicable to your certification type. Evidence of certification claimed must be submitted with this application. See application instructions for acceptable forms of evidence and address for submission of application.

\_\_\_\_\_ Current certification by the International Code Council (ICC)

Building Inspector Residential #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Certification: Commercial #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Fire Inspector Certification #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Mechanical Inspector Certification #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Plumbing Inspector Certification #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Other: Certification Title: \_\_\_\_\_ Certification # \_\_\_\_\_ Date of Issue: \_\_\_\_\_

\_\_\_\_\_ Current certification by the National Fire Protection Association (NFPA)

Fire Inspector Certification #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

\_\_\_\_\_ Current certification by other nationally recognized fire and/or building code organization. Provide details on the organization and their certification program. Attach supporting data.

\_\_\_\_\_ Meets requirements of Tenn. Code Ann. § 68-120-113 (Building and Fire Inspectors Only). Provide proof of age, length of employment, resolution by the governing body of the employing municipality or county and any other evidence required by amendment.) Attach supporting data.

I certify that the above statements are true to the best of my knowledge.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY:** Building #: \_\_\_\_\_ Fire #: \_\_\_\_\_ Mechanical #: \_\_\_\_\_ Plumbing #: \_\_\_\_\_