

INSTRUCTIONS FOR COMPLETING THE
APPLICATION FOR FIRE AND BUILDING
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 that is being requested. If you are enforcing both the fire and building codes, you will need to check the line for "Both Fire and Building Inspector". Please remember to submit evidence of both certifications if you are applying for both.

STEP 3: Place an "X" on the line which identifies the certifying organization or method by which you will be requesting State certification.

NOTE:

1. Acceptable forms of evidence for certification include:
 - A. A high quality photocopy of an official certification or,
 - B. An official letter from the certifying organization, which lists your name, type of certification and certification ID number (if numbers are issued).
2. 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: Please remember to enclose \$45.00 per 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, please mail all of the necessary material to:

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

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