

HOME INSPECTOR FREQUENTLY ASKED QUESTIONS AND ANSWERS

GENERAL INFORMATION

1. Will there be a Board of Professional Home Inspectors?

No, the Department of Business and Professional Regulation licenses and regulates Professional Home Inspectors in the State of Florida.

2. Does the department have a website where the public can get information about the profession?

Yes; www.MyFloridaLicense.com > Our Businesses & Professions > Home Inspector.

3. What are the statutes and rules that govern the Home Inspection Profession?

Chapter 468 Part XV of the Florida Statutes and Rule 61-30 of the Florida Administrative Code.

4. Where can I obtain the laws and rules of the profession?

The laws and rules may be obtained on the website at www.MyFloridaLicense.com > Our Businesses & Professions > Home Inspectors > Statutes and Rules.
If you need further assistance, you may call the Customer Contact Center at 850.487.1395.

5. What are the requirements to become a licensed home inspector in the State of Florida?

Licensure by examination requirements for initial licensure are:

- Passing a department approved examination.
- Completion of a department approved 120-hour course of study that covers a home's structure, electrical system, HVAC system, roof covering, plumbing system, interior components, exterior components, and site conditions that affect the structure. All department approved 120 hour pre-licensing courses can be found [here](#).
- Applicants must submit an application, fee and submit to a criminal background check.

Licensure by endorsement: Applicants licensed or certified in another state as a home inspector with substantially equivalent licensing requirements as in Florida may qualify for licensure by endorsement. Applicants must submit an application, fee and submit to a criminal background check.

Grandfathering: Based on [Section 468.8324, F.S.](#), the grandfathering clause was amended during the 2011 Legislative Session and ended on July 1, 2012.

Additional licensure requirements for all applicants: An applicant for licensure must submit to a criminal background check, be of good moral character, and obtain a \$300,000 commercial general liability insurance policy.

6. Do I currently need a license to perform home inspections?

Yes, a license was required beginning July 1, 2010.

7. Does the Department license Home Inspection businesses?

No, the Department does not license home inspection businesses. Only individuals are licensed to perform home inspections.

8. What examination is given?

Anyone desiring to be licensed by examination will be required to pass a department approved examination. The list of department approved examinations can be found at http://www.myfloridalicense.com/dbpr/pro/homein/approved_exams.html

The applicant must provide proof of passing the examination as part of the application process.

9. What happens after I pass the examination?

Applicants must meet the other licensure requirements, including good moral character, fingerprints, completion of educational/experience requirements, fees, and insurance. Applicants then apply to the department for licensure.

10. The department denied my application. Are any of the fees refundable?

The application fee is non-refundable. The initial license fee and unlicensed activity fee is refundable. Denied candidates must make a written request for a refund to the Executive Director at the Department of Business and Professional Regulation, Professional Home Inspector Licensing Program, 2601 Blair Stone Road, Tallahassee, Florida 32399-0783.

11. I lost my license. How may I obtain a duplicate?

You may print another license at any time.

12. Can I change my address online?

Yes. Visit our website at www.MyFloridaLicense.com > Apply For/Update Licenses. You can also change your telephone number and email address here.

13. How can I change my address if I do not have a computer?

You may submit the change in writing or by fax to 850-488-8040:
Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
2601 Blair Stone Road
Tallahassee, FL 32399-0783

APPLICATION ASSISTANCE

1. How may I obtain assistance on completing my application?

If you have any questions or need assistance completing the application, please contact the department's Customer Contact Center at 850.487.1395.

2. Where do I mail my application?

Department of Business and Professional Regulation
Central Intake Unit
2601 Blair Stone Road
Tallahassee, Florida 32399-0783

3. What are the fees for professional home inspector applications?

- Application fee: \$125.00
- Licensure fee: \$100.00
- Unlicensed Activity fee: \$5.00

4. How can I find information about the fingerprint requirement?

To learn more about fingerprinting, please visit our [fingerprint FAQs](#).

RENEWAL INFORMATION

1. How often do I need to renew my professional home inspector license?

You must renew every even year no later than July 31st.

2. How do I renew my professional home inspector license?

A renewal notice will be mailed to your address that is on file with our office 90 days prior to renewal. Renewal fees may be mailed to the department or you may renew your license online at www.MyFloridaLicense.com or with a Customer Contact Center Agent at 850.487.1395.

3. I did not renew my professional home inspector license on time. What do I do?

In addition to the renewal fee (\$100.00) and unlicensed activity fee (\$5.00), you are required to pay a (\$25.00) delinquent fee. Please submit your renewal and delinquent fees to: the Department of Business and Professional Regulation, Central Intake Unit, 2601 Blair Stone Road, Tallahassee, FL 32399-0783; online at www.MyFloridaLicense.com; or with a Customer Contact Center Agent at 850.487.1395.

CONTINUING EDUCATION REQUIREMENTS

1. How many continuing education credits are required to renew my professional home inspector license?

Both active and inactive licensed professional home inspectors are required to complete 14 hours of continuing education credits for renewal. The continuing education must include 12 hours of general continuing education courses, course topics concerning home inspection services or the components of a home, including the limited visual examination of the following readily accessible installed systems and components of a home for the purpose of providing a written report of the condition of the home:

1. The structure,
2. Electrical system,
3. HVAC system,
4. Roof covering,
5. Plumbing system,
6. Interior components,
7. Exterior components, and
8. Site conditions that affect the structure.

And 2 hours of hurricane wind mitigation which shall include training on completion of the "Uniform Mitigation Verification Inspection Form," OIR-B1-1802 (Rev. 01/12), incorporated by reference in Rule 69O-170.0155, F.A.C. (eff. 2/1/12).

A list of approved continuing education courses for general and hurricane mitigation CE credits can be found at:

http://www.myfloridalicense.com/dbpr/servop/testing/documents/home_ce_prov.pdf

COMPLAINTS

1. Whom do I contact if I have a complaint about a licensed professional home inspector?

Contact the department's Customer Contact Center at 850.487.1395 or file a complaint online at www.MyFloridaLicense.com > File a Complaint.

2. I have a complaint about an unlicensed home inspector. Whom do I contact?

Contact the department's toll-free unlicensed activity complaint line at 1.866.532.1440 or file a complaint online at www.MyFloridaLicense.com > File a Complaint.

SPECIAL ISSUES

1. For the required general liability insurance, can the company have the insurance instead of the individual?

Yes, as long as the licensed individual is named on the policy.

2a. What if the department cannot approve the application for a background issue? Is it just denied or is there another review? How would this work since there is not a Home Inspector Board?

The application is sent to the Executive Director for review; it will be approved or denied at that point after consulting with the assigned professions attorney.

2b. How long will this take?

The department has up to 90 days to approve or deny a completed application; however the average turnaround time has been three to four weeks after receiving all of the documentation that completes an application.

3. Is there a difference between a building inspection vs. a home inspection?

Yes, building inspectors deal with and ensure buildings and homes meet building codes and home inspectors make visual inspection of homes to provide a written professional opinion of the condition of the home.

Home Inspection is its own profession and anyone holding themselves out to the public as a home inspector will require a license. This will include building inspectors, contractors, architects and engineers. All of these professions may inspect components of a home within the scope of their license but they cannot call or represent themselves as a home inspector. They are similar but different professions.

4. When sending a copy of exam results with an initial license application, what are the required elements on the exam results for them to meet application review standards (i.e. name of exam, who proctored, where taken, date taken, score, on letterhead, etc.)?

For initial licensure by exam the applicant must pass a department approved examination. The application on Page 4 will ask for the Provider /School name, Provider/School number, course name, course number, certificate of completion of the 120-hour course, and proof of passing a department approved examination.

To be eligible for licensure by endorsement, out-of-state applicants must hold a valid certification / license in another state whose licensure requirements and licensure examination are substantially similar to this state. The required elements are listed on page 4 of the application, which include a certificate of licensure from your home state that shows:

- Your name
- License number
- Date of initial licensure
- That the license was obtained by passing a proctored national, regional, state, or territorial examination

5. How long are exam results valid? Would a person who let the license go null and void have to retake the exam to get licensed again or is the exam a one time requirement?

The exam is a one time requirement for those who were licensed by initial examination (120 hour course and a department approved examination). However if someone who has been licensed by endorsement or grandfathering goes null and void they would have to apply as though they have never been licensed.

6. How long is pre-licensure education valid?

Approved Pre-licensure courses are only required to be taken once.

7. Does a Home Inspector license allow home inspectors to do wind mitigation related inspections on a home and complete the “Uniform Mitigation Verification Inspection Form,” OIR-B1-1802 (Rev. 01/12), incorporated by reference in Rule 690-170.0155, F.A.C. (eff. 2/1/12)?

As of July 1, 2010 licensed Florida Home Inspectors can sign the “Uniform Mitigation Verification Inspection Form,” for insurance discount purposes, if they receive certain training. The required training must consist of at least 3 hours of hurricane mitigation training approved by the Construction Industry Licensing Board and include hurricane mitigation techniques and compliance with the uniform mitigation verification form and completion of a proficiency exam.

A list of the approved courses can be found at:

http://www.myfloridalicense.com/dbpr/servop/testing/documents/hur_mit_ce_prov.pdf

8. When applying for the Home Inspector license, is it required to submit documentation of proof that I have this insurance?

No, the application only asks if the applicant has obtained the proper amount of general liability insurance (\$300,000) and that they attest to having the proper coverage by signing the application.

9. What examinations are acceptable for licensure by endorsement?

Examinations will be evaluated on a case-by-case basis.

10. Are providers who offer Home Inspectors Pre-licensure Courses required to include qualifications of the instructors when submitting course applications?

Yes. To eliminate delays and expedite the approval process, providers must include a detailed Instructor’s resume’ with their applications.