

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?

This depends upon which method of licensure for which you are applying: licensure by examination, endorsement, or grandfathering. The requirements are as follows:

Licensure by examination: The requirements for initial licensure are passing an examination, completion of a 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 prelicensing courses can be found at www.myfloridalicense.com/dbpr/servop/testing/CE.html. Applicants must submit an application, fee and submit fingerprints for a criminal background check.

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 fingerprints for a criminal background check.

Grandfathering: Based on [Section 468.8324, F.S.](#), the grandfathering clause was amended during the 2011 Legislative Session and now allows individuals with a current certification as a one- and two-family dwelling inspector issued by the International Code Council or the Southern Building Code Congress International, individuals with a current

certification (active or inactive) as a one- and two- family dwelling inspector issued by the Florida Building Code Administrators and Inspectors Board, or individuals with a current (active or inactive) Division I contractor license issued under Part I of Chapter 489, F.S.

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.
- An applicant may not qualify for licensure if he or she has had a home inspector license or a license in any related field revoked at any time or suspended within the previous 5 years or has been assessed a fine that exceeds \$500 within the previous 5 years. A license in a related field includes, but is not limited to, licensure in real estate, construction, mold-related services, or building code administration or inspection.

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

A license will be required after July 1, 2010; however, Florida Statutes provide that unlicensed activity will not be enforced until July 2011.

7. What examination is given?

Anyone desiring to be licensed by examination will be required to pass the National Home Inspector Examination (NHIE) given by the Examination Board of Professional Home Inspectors (EBPHI). Applicants must achieve a passing grade pursuant to the requirements of the NHIE, Section 455.217 and Section 468.8313(4), F.S. The applicant must pass the examination before they apply to be licensed.

8. 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.

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

The \$125.00 application fee is non-refundable. The \$200.00 initial license fee and \$5.00 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, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.

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

You must submit a request in writing, with a \$25.00 duplicate license fee, to the Department of Business and Professional Regulation, License Maintenance, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.

11. 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.

12. 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
1940 North Monroe Street
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
1940 North Monroe Street
Tallahassee, Florida 32399-0783

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

- Application fee: \$125.00
- Licensure fee: \$200.00
- 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 (\$200.00) and unlicensed activity fee (\$5.00), you are required to pay a (\$100.00) delinquent fee. Please submit your renewal and delinquent fees to: the Department of Business and Professional Regulation, Central Intake Unit, 1940 North Monroe Street, 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?

Professional home inspectors are required to complete 14 hours of continuing education credits for renewal. The continuing education must include at least one hour of continuing education credit on each of the components of a home.

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 > For Consumers > File a Complaint against a Business or Professional.

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 > For Consumers > File a Complaint against a Business or Professional.

SPECIAL ISSUES

1. If I can't get a license on July 1, 2010, how will I be able to work without a license?

The department's goal is to give professionals currently working as home inspectors an opportunity to apply for licensure prior to taking action on unlicensed activity. Current law, as amended by House Bill 713 (2010 legislative session) **delays unlicensed enforcement until July 1, 2011**. The educational requirements and testing for this new profession will not be available before July 1, 2010. **Therefore, this delay will allow all initial applicants the necessary time to complete educational, experience, and testing requirements.** In addition, this delay will enable affected parties to identify any unintended consequences of the new legislation and present solutions during the 2011 Legislative Session.

2. I'm currently licensed with the Construction Industry Licensing Board as a contractor. Do I need a license to perform home inspections?

Contractors will be able to conduct system specific "inspections" that include some systems or components of the home. "Home inspection services" is currently defined to include all eight components of the home. Contractors can continue to conduct estimates and system specific inspections on those building systems and components included within their scope of work. The law defines "home inspection services" as the limited visual examination of the following readily accessible installed systems and components of a home: the structure, electrical system, HVAC system, roof covering, plumbing system, interior components, exterior components, and site conditions that affect the structure. The purpose of the inspection is to provide a written professional opinion of the condition of the home. All eight components of the home must be inspected and a report written to be considered an official home inspection where the department has jurisdiction under Section 468.83 Part XV. System specific inspections of just one system or component will not require a home inspectors license. However, contractors not licensed as a home inspector may not represent themselves as home inspectors.

3. Is there a provision that would allow those licensed by the Construction Industry Licensing Board (CILB) to perform home inspections as long as they stay within the scope of their current licenses?

Yes, Section 468.831 F.S. exempts persons from the provisions of Chapter 468 Part XV, when acting within their authorized scope of practice as licensed under federal, state or local codes or statutes. Any person acting on this exemption must **not** hold himself or herself out for hire as a certified home inspector or any title implying licensure under Chapter 468 Part XV.

Please note that home inspection services is defined as the limited visual examination of the following readily accessible installed systems and components of a home: the structure, electrical system, HVAC system, roof covering, plumbing system, interior components, exterior components, and site conditions that affect the structure. The purpose of the inspection is to provide a written professional opinion of the condition of the home. All eight components of the home must be inspected and a report written to be considered an official home inspection where the department has jurisdiction under Chapter 468 Part XV.

4. 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.

5a. 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.

5b. 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.

6. 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.

7. 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 the National Home Inspector Examination (NHIE) given by the Examination Board of Professional Home Inspectors (EBPHI). 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 the NHIE given by EBPHI.

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

8. 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 NHIE exam). 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.

9. How long is pre-licensure education valid?

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

10. Does a Home Inspector license allow home inspectors to do wind mitigation related inspection on a home and sign Insurance Discount Form #1802 from the Department of Financial Services?

As of July 1, 2010 licensed Florida Home Inspectors can sign the Wind Mitigation Discount Form (form #1802) for insurance discount purposes, if they receive certain training. The training requirements are listed in HB 663. **We do not offer the training or regulate wind mitigation.** All inquiries about wind mitigation should be referred to the Department of Financial Services' Consumer Hotline 1-877-MyFLCFO (877-693-5236) (In Florida) or 850-413-3132 (Out-of-State) or at www.floir.com/Hurricanes/HurricaneLossMitigation.aspx .

11. 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.

12. What examinations are acceptable for licensure by endorsement?

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

13. 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. The 20 hours of "field experience" must be directly supervised by a Florida Licensed Home Inspector.