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Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: WV State Fire Commission TITLE NUMBER: 87

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 5

TITLE OF RULE BEING PROPOSED: Certification of Home Inspectors

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) H.B. 4192

SECTION 64-6-1(c), PASSED ON March 11, 2006

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE
FOLLOWING DATE: August 1, 2006


Authorized Signature

**TITLE 87
LEGISLATIVE RULE
STATE FIRE COMMISSION**

**SERIES 5
CERTIFICATION OF HOME INSPECTORS**

FILED
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STATE OF WEST VIRGINIA
DEPARTMENT OF STATE

§87-5-1. General.

1.1. Scope. - This rule establishes the procedures to be followed to assure that consumers of home inspection services can rely on the competence of home inspectors, as determined by educational and experience requirements and testing. In order to protect consumers, this rule defines home inspection, outlines what must be included in a home inspection, defines unethical conduct by home inspectors and creates penalties for prohibited acts.

1.2. Enforcement. - The State Fire Commission hereby authorizes and directs the State Fire Marshal to administer and enforce the provisions of this rule.

1.3. Authority. -- W. Va. Code §29-3-5b(c)

1.4. Filing Date. - May 5, 2006

1.5. Effective Date. - August 1, 2006

§87-5-2. Necessity of certification; definitions.

2.1 After the effective date of this rule, a person may not perform, offer to perform or engage in home inspection work for compensation or hire within the state of West Virginia unless that person possesses a certificate issued by the State Fire Marshal in accordance with this rule.

2.2 A business entity may not provide home inspection services unless each of the home inspectors employed by the business entity is certified in accordance with the provisions of this rule.

2.3 A business entity may not use, in connection with the name or signature of the business entity, the title "home inspector" or "home inspectors" to describe the business entity's services, unless each of the home inspectors employed by the business entity is certified in accordance with the provision of this rule

2.4 A person shall not present, call or represent him or herself as able to provide a home inspection for compensation unless certified in accordance with the provisions of this rule.

2.5. As used in this rule, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

a. "Certification" - Means a valid and current home inspectors certification issued by the State Fire Marshal.

b. "Client" – Means any person who engages the services of a home inspector for the purpose of obtaining inspection of, and a written report upon, the condition of a residential dwelling.

c. "Compensation" – Means direct or indirect payment, including the expectation of payment whether or not actually received.

d. "Component" – Means a readily accessible and observable aspect of a system, such as a floor or wall, but not individual pieces such as boards or nails where many similar pieces make up a system.

e. "Home Inspection" – Means a visual analysis for the purpose of providing a professional opinion of the condition of a building and its carports and garages, any reasonable accessible installed components and the operation of the building systems, including the controls normally operated by the owner, for the following components of a residential dwelling of four units or less: heating system, cooling system, electrical system, plumbing system, structural components, foundation, roof covering, exterior and interior components and site aspects as they effect the dwelling.

f. "Home Inspection Report" – Means a written report prepared for compensation and issued after a home inspection to the client. The inspection report shall include, but not be limited to the following:

1. On those systems and components inspected which, in the professional opinion of the inspector, are significantly deficient or are near the end of its service life and a reason why, if not self evident, the system or component is significantly deficient or near the end of its service life;

2. The inspector's recommendations to correct or monitor the reported violation;
and

3. Any systems and components which were present at the time of the inspection but were not inspected, and a reason they were not inspected.

g. "Home Inspector" – Means any person who is certified pursuant to this rule as a home inspector and who engages in the business of performing home inspections and writing home inspection reports.

h. "Readily Accessible" – Means available for visual inspection without requiring

moving of personal property, dismantling, destructive measures, or any action that likely will involve risk to persons or property.

i. "Residential Dwelling" – Means a structure consisting of from one to two family dwelling units.

j. "State Fire Commission" – Means the state agency composed of the appointed State Fire Commissioners and the office of the State Fire Marshal.

k. "State Fire Marshal" - Means the West Virginia State Fire Marshal and his or her designated representatives.

l. "System" – Means a combination of interactive or interdependent components assembled to carry out one or more functions.

m. "Technically Exhaustive" – Means an investigation that involves dismantling, the extensive use of advanced techniques, measurements, instruments, testing, calculations or other means.

§87-5-3. Exemptions.

3.1. This rule does not apply to, and a certification is not required for, the following persons:

a. A person, employed by a governmental entity, who inspects residential dwellings as part of his or her official duties and responsibilities for that entity;

b. A person performing an inspection of a residential dwelling on behalf of a bank, savings and loan association or credit union for the sole purpose of monitoring the progress of the construction of the dwelling;

c. A person employed as a residential property manager when conducting inspections as part of his or her duties in that position and when that person does not receive separate compensation for the act of inspecting the residences; or

d. A person, regulated in another profession, when acting within the scope of that person's license, registration or certificate.

§87-5-4. Qualifications for Certification.

4.1. As an initial requirement and qualification for certification as a home inspector, every applicant:

a. Shall have passed the National Home Inspector Examination offered by the Examination Board of Professional Home Inspectors or other, comparable examination, as determined and designated by the State Fire Marshal; and

b. shall either present proof of having conducted business as a home inspector for three years prior to the effective date of this rule, or proof of satisfactory completion of at least eighty (80) hours of instruction which, as determined by the State Fire Marshal, directly relates to the performance of professional home inspections.

4.2. Every applicant must have successfully completed high school or its equivalent.

4.3. Every applicant shall present proof of, and shall maintain, general liability insurance in the amount of not less than two hundred fifty thousand dollars (\$250,000.00). The certified home inspector shall forward proof of renewal to the State Fire Marshal's office prior to the expiration date of the policy and the proof of renewal shall cover, at a minimum, the period for which the Home Inspector Certification is issued.

§87-5-5. Procedure for application.

5.1. Form of Request - Each applicant requesting a home inspector's certification under the provisions of this rule shall, as a condition precedent to the issuance of certification, provide the State Fire Marshal with:

a. A completed application on forms furnished by the State Fire Marshal;

b. A copy of a valid West Virginia business license issued by the West Virginia Department of Tax and Revenue; and

c. Any other documentation required by the State Fire Marshal to ensure compliance with qualifications for certification.

5.2. The State Fire Marshal shall deny a certificate to any person who fails to meet the required minimum qualifications. The applicant shall also forfeit his or her application fee. Any applicant who attains the minimum requirements at a subsequent date shall submit to the State Fire Marshal a new application for certification, application fee and certification fee.

5.3. After review of an application and approval by the State Fire Marshal and receipt of the certification fee, the State Fire Marshal shall issue the home inspector's certification to the applicant.

§87-5-6. Expiration and Renewal

6.1. Expiration - All home inspectors' certifications issued by the State Fire Marshal expire on the last day of the anniversary month (twelve months) from the date of issuance of the certification. (i.e., certification issued on August 15, 2003 will expire on August 31, 2004 and on August 31st each successive year).

6.2. Renewal Fee Required – Any certified home inspector, in good standing, may renew his or her certificate prior to the expiration date by submitting the authorized renewal certification fee to the State Fire Marshal. It is the individual home inspector's responsibility to submit his or her application for renewal to the State Fire Marshal prior to the expiration date of the current certification.

6.3. Renewal After Expiration – A certified home inspector who has not renewed his or her certificate in accordance with the preceding subsection of this rule shall submit a new application to the State Fire Marshal. A person may not perform home inspection work during the period of time his or her certification is expired. A person failing to renew his or her certification shall reapply for the home inspector's certification for which he or she qualifies in accordance with this rule.

6.4. As a condition of renewing any home inspector's certificate, the State Fire Marshal shall require proof of completion of sixteen (16) Continuing Education Units annually. A continuing education unit is defined as 1.0 hours for every fifty minutes of instruction. Upon receipt of the required documentation, the State Fire Marshal shall issue the certification. All continuing education shall be related directly to health, life safety, construction and maintenance of residential properties. Approval for courses shall be determined by the State Fire Marshal or the State Fire Commission.

§87-5-7. Fees.

The following fees are hereby established and adopted by the State Fire Commission:

7.1. Certification fee – One hundred (\$100.00) dollar fee per certification.

7.2. Renewal fee - One hundred (\$100.00) dollar fee per certification annually.

7.3. Application fee - Twenty-five (\$25.00) dollar fee per application submitted.

7.4. Duplicate certification fee - A person who has lost or had his or her home inspector's certification destroyed, may submit a duplicate application fee of ten (\$10.00) dollars payable to the State Fire Marshal and a notarized statement stating that the certification was lost or destroyed.

§87-5-8. Prohibited Acts.

8.1. The State Fire Marshal may make investigations or conduct hearings to determine whether a violation of this rule has occurred.

8.2. The State Fire Marshal may refuse to grant or may suspend or revoke a home inspector certification upon proof to the satisfaction to the State Fire Marshal that the holder has participated in unfair business practice.

8.3. It shall be considered an unfair business practice for a home inspector, a company that employs the inspector, or a company that is controlled by a company that also has a financial interest in a company employing a home inspector, to do any of the following:

a. To perform or offer to perform any repairs, or have a vested interest in any company that is to perform repairs, to a structure on which the inspector, or the inspector's company, has prepared a home inspection report within the preceding twelve months;

b. To inspect, for a fee, any property in which the inspector, or the inspector's company, has any financial interest or any interest in the transfer of the property;

c. To offer or deliver any compensation, inducement or reward to the owner of the inspected property, the broker or agent, or other party who might receive a benefit, for the referral of any business to the inspector or the inspection company; or

d. To accept an engagement to make an inspection or to prepare a report in which the inspection itself, or the fee payable for the inspection, is contingent upon either the conclusions in the report, pre-established findings, or the close of escrow.

§87-5-9. Effect of Noncompliance; Failure to obtain certification; Penalty.

9.1. Any person who conducts a home inspection without the required certification is subject to being issued a citation or a civil action for an injunction in the name of the state in the circuit court of the county where the inspection was or is being performed. A circuit court by mandatory or prohibitory injunction may compel compliance with the provisions of this rule, with the lawful orders of the State Fire Marshal and with any final decision of the State Fire Marshal or State Fire Commission. The State Fire Marshal shall be represented in all proceedings instituted pursuant to this section by the attorney general or his or her assistants.

9.2. Any person who conducts or performs home inspections when that person does not have a valid certification issued or recognized by the State Fire Commission may be subject to criminal prosecution under the provisions of West Virginia Code §29-3-27.

§87-5-10. Reciprocity.

10.1. Upon payment of the certification fee, application fee and submission of a completed application as provided by the State Fire Marshal to the State Fire Marshal, the State Fire Marshal may issue an home inspectors certificate to any person who holds a valid certification, license or registration to conduct home inspections, issued by another state or possession of the United States or the District of Columbia that has standards substantially equivalent to, or exceeding, those of this state, as determined by the State Fire Marshal.

§87-5-11. General Standards of Practice.

11.1. Home inspectors shall inspect readily accessible installed systems and components of residential dwellings and provide a written report to the client upon completion of the home inspection. These standards do not limit or restrict inspectors from:

- a. Including other services for the inspection of systems or components in addition to those required;
- b. Suggesting repairs to be made, based upon the findings of the home inspection, and recommending that the client seek the opinion of a professional tradesperson with regard to any suggested repairs; or
- c. Excluding systems and components from the inspection if requested by the client.

§87-5-12. General Limitations.

12.1. Home inspections, performed in accordance with the general standard of practice defined in section 11 of this rule, shall not be technically exhaustive and will not identify concealed conditions or latent defects.

12.2. The provisions of section 11 of this rule constitute the minimum standard for a home inspector in conducting and submitting reports of home inspections.

12.3. This rule applies to residential resale buildings.

§87-5-13. General Exclusions.

13.1. Home inspectors shall not be required to report or render an opinion on the following items:

- a. The life expectancy of any component or system;

- b. The cause of the need for a repair;
 - c. The methods, materials, and costs of corrections;
 - d. The suitability of the property for any specialized use;
 - e. Compliance or non-compliance with codes, ordinances, statutes, regulatory requirements, special utility, insurance or restrictions;
 - f. The market value of the property or its marketability;
 - g. The advisability or inadvisability of purchasing the property;
 - h. Any component or system that was not inspected;
 - i. The absence of pests such as wood damaging organisms, rodents or insects;
 - j. Cosmetic items and underground items not permanently installed;
 - k. Hidden or latent defects;
 - l. Items not visible for inspection;
 - m. The presence or absence of mold, mold-like, or microbial, growth or substances;
 - n. The presence or absence of hazardous materials; or
 - o. The absence of pests such as wood damaging organisms, rodents or insects.
- However, the home inspector may advise the client of damages to the building and recommend further inspection by a qualified wood destroying insect inspector.

13.2. Home inspectors are not required to:

- a. Offer warranties or guarantees of any kind;
- b. Calculate the strength, adequacy, or efficiency of any system or component;
- c. Enter any area or perform any procedure that may damage the property or its components or be dangerous to the home inspector or other persons;
- d. Operate any system or component that is shut down or otherwise inoperable;
- e. Operate any system or component that does not respond to normal operating controls;

f. Disturb insulation or move personal items, panels, furniture, equipment, plant life, soil, snow, ice, or debris that obstructs access or visibility;

g. Determine the presence or absence of any suspected adverse environmental condition or hazardous substance, including but not limited to toxins such as asbestos, radon and lead, carcinogens, noise, contaminants in the building or in soil, water and air;

h. Determine the effectiveness of any system installed to control or remove suspected hazardous substances;

i. Predict future condition, including, but not limited to, the failure of any components.

j. Project operating costs of components;

k. Evaluate acoustical characteristics of any system or component; or

l. Inspect special equipment or accessories that are not listed as components to be inspected.

13.3. Home inspectors shall not offer or perform any act or service contrary to law;

§87-5-14. Structural Components

14.1. The home inspector shall inspect, and describe the type of, structural components including:

a. Foundations;

b. Floors;

c. Walls;

d. Columns or piers;

e. Ceilings; and

f. Roofs.

14.2. The home inspector shall describe the type of:

- a. Foundation;
- b. Floor structure;
- c. Wall structure;
- d. Columns or piers;
- e. Ceiling structure; and
- f. Roof structure.

14.3. The home inspector shall:

- a. Probe structural components only where deterioration is visible, except where probing would damage any surface;
- b. Enter under floor crawl spaces, basements, and attic spaces, except when access is obstructed, when entry could damage the property, or when dangerous or adverse situations are suspected;
- c. Report the methods used to inspect under floor crawl spaces and attics; and
- d. Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components.

§87-5-15. Exterior.

15.1. The home inspector shall inspect:

- a. Wall cladding, flashings and trim;
- b. Entryway doors and a representative number of windows;
- c. Garage door operators;
- d. Decks, balconies, stoops, steps, areaways, porches, and applicable railings;
- e. Eaves, soffit, and fascias; and
- f. Vegetation, grading, drainage, driveways, patios, walkways, and retaining walls with respect to their effect on the condition of the building.

15.2 The home inspector shall:

- a. Describe wall cladding materials;
- b. Operate all entryway doors and a representative number of windows;
- c. Operate garage doors manually or by using permanently installed controls for any garage door operator; and
- d. Report whether or not any garage door operator will automatically reverse or stop if equipped with that safety feature.

15.3 The home inspector is not required to inspect or report on:

- a. Storm windows, storm doors, screening, shutters, awnings, and similar seasonal accessories;
- b. Fences;
- c. The presence of safety glazing in doors and windows;
- d. Garage door operator remote control transmitters;
- e. Geological conditions;
- f. Soil conditions;
- g. Recreational facilities (including spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment or athletic facilities);
- h. Detached buildings or structures; or
- i. The presence or condition of buried fuel storage tanks.

§87-5-16. Roofing.

16.1. The home inspector shall inspect:

- a. Roof coverings;
- b. Roof drainage systems;

- c. Flashings;
- d. Skylights, chimneys and roof penetrations; and
- e. Signs of leaks or abnormal condensation on building components.

16.2. The home inspector shall:

- a. Describe the type of roof covering materials; and
- b. Report the methods used to observe the roofing.

16.3. The home inspector is not required to:

- a. Walk on the roofing; or
- b. Inspect attached accessories including but not limited to solar systems, antennae and lightning arrestors.

§87-5-17. Plumbing.

17.1. The home inspector shall inspect:

- a. Interior water supply and distribution systems, including piping materials, supports, insulation; fixtures and faucets; functional flow; leaks; and cross connections.
- b. Interior drain, waste and vent systems, including: traps, drain, waste and vent piping; piping supports and pipe insulation; leaks and functional drainage;
- c. Hot water systems including: water heating equipment; normal operating controls; automatic safety controls; and chimneys, flues and vents;
- d. Fuel storage and distribution systems including interior fuel storage equipment, supply piping, venting and supports; leaks; and
- e. Sump pumps.

17.2. The home inspector shall describe:

- a. Water supply and distribution piping materials;

- b. Drain, waste and vent piping materials;
- c. Water heating equipment; and
- d. The location of the main water supply shut-off device.

17.3. The home inspector shall operate all plumbing and plumbing fixtures, including their faucets and all exterior faucets attached to the house, except where the flow end of the faucet is connected to an appliance or winterized equipment.

17.4. The home inspector is not required to:

- a. State the effectiveness of anti-siphon devices;
- b. Determine whether water supply and waste disposal systems are public or private;
- c. Operate automatic safety controls;
- d. Operate any valve except water closet flush valves, fixture faucets and hose faucets;
- e. Inspect:
 - 1. Water conditioning systems;
 - 2. Fire and lawn sprinkler systems;
 - 3. On-site water supply quantity and quality;
 - 4. On-site waste disposal systems;
 - 5. Foundation irrigation systems;
 - 6. Spas;
 - 7. Swimming pools;
 - 8. Solar water heating equipment; or
 - 9. The system for proper sizing, design or use of proper materials.

§87-5-18. Electrical

18.1. The home inspector shall not be required to inspect any electrical system, component or subcomponent for electrical code compliance.

18.2. The home inspector may submit a professional evaluation concerning:

- a. Service entrance conductors;
- b. Service equipment, ground equipment, main over current device and main and distribution panels;
- c. Amperage and voltage ratings of the service;
- d. Branch circuit conductors, their over-current devices and the compatibility of the amperages and voltages;
- e. The operation of a representative number of installed ceiling fans, lighting fixtures, switches and receptacles located inside the house, garage and on the dwelling's exterior walls;
- f. The polarity and grounding of all receptacles within six feet (6') of interior plumbing fixtures, and all receptacles in the garage or carport and on the exterior of inspected structures;
- g. The operation of ground fault circuit interrupters or arc fault breakers; and
- h. Smoke detectors.

18.3. The home inspector shall describe:

- a. Service amperage and voltage;
- b. Service entry conductor materials;
- c. Service type as being overhead or underground; and
- d. The location of main and distribution panels.

18.4. The home inspector shall report any observed aluminum branch circuit wiring.

18.5. The home inspector shall report on the presence or absence of smoke detectors and operate their test function, if accessible, except when detectors are part of a central system.

18.6. The home inspector is not required to:

- a. Insert any tool, probe, or testing device inside the panels;
- b. Test or operate any over-current device except ground fault circuit interrupters and arc fault breakers;
- c. Dismantle any electrical device or control other than to remove the dead front covers of the main and auxiliary distribution panels; or
- d. Evaluate:
 1. Low voltage systems;
 2. Security system devices, heat detectors or carbon monoxide detectors;
 3. Telephone, security, cable TV, intercoms or other ancillary wiring that is not part of the primary electrical distribution system; or
 4. Built-in vacuum equipment.

18.7. The home inspector shall recommend to the client if an electrical hazard exists, a full electrical system inspection performed by a West Virginia certified electrical inspector as certified pursuant to West Virginia Code, §29-3C-1 et seq.

§87-5-19. Heating.

- 19.1. The home inspector shall inspect permanently installed heating systems including:
- a. Heating equipment;
 - b. Normal operating controls;
 - c. Automatic safety controls;
 - d. Chimney, flues and vents, where readily visible;
 - e. Solid fuel heating devices including fireplaces;
 - f. Heat distribution systems including fans, pumps, ducts and piping, with associated supports, insulation, air filters, registers, radiators, fan coil units, convectors; and
 - g. The presence of an installed heat source in each room.

19.2. The home inspector shall describe:

- a. The energy source; and
- b. The heating equipment and distribution type.

19.3. The home inspector shall operate the systems using normal operating controls.

19.4. The home inspector shall open readily open able access panels provided by the manufacturer or installer for routine homeowner maintenance.

19.5. The home inspector is not required to:

- a. Operate heating systems when weather conditions or other circumstances may cause equipment damage;
- b. Operate automatic safety controls;
- c. Ignite or extinguish solid fuel fires; or
- d. Inspect:
 - 1. The interior of flues;
 - 2. Fireplace insert flue connections;
 - 3. Humidifiers;
 - 4. Electronic air filters; or
 - 5. The uniformity or adequacy of heat supplies to the various rooms.

§87-5-20. Central Air Conditioning.

20.1. The home inspector shall inspect central air conditioning systems, including the following components:

- a. Cooling and air handling equipment;

- b. Normal operating controls; and
- c. Fans, pumps, ducts and piping, with associated supports, dampers, insulation, air filters, registers, fan coil units;

and the home inspector shall inspect for the presence of an installed cooling source in each room.

20.2. The home inspector shall describe:

- a. Energy sources; and
- b. Cooling equipment type.

20.3. The home inspector shall operate the systems using normal operating controls.

20.4. The home inspector shall open readily openable access panels provided by the manufacturer or installer for routine homeowner maintenance.

20.5. The home inspector is not required to:

- a. Operate cooling systems when weather conditions or other circumstances may cause equipment damage;
- b. Inspect non-central air conditioners; or
- c. Inspect the uniformity or adequacy of cool-air supply to the various rooms.

§87-5-21. Interiors.

21.1. The home inspector shall inspect:

- a. Walls, ceiling and floors;
- b. Steps, stairways, balconies and railings;
- c. Countertops and a representative number of cabinets and drawers; and
- d. A representative number of doors and windows.

21.2. The home inspector shall:

- a. Operate a representative number of windows and interior doors; and

b. Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components.

21.3. The home inspector is not required to inspect:

- a. Paint, wallpaper and other finish treatments on the interior walls, ceilings and floors;
- b. Carpeting; or
- c. Draperies, blinds or other window treatments.

§87-5-22. Insulation and Ventilation.

22.1. The home inspector shall inspect:

- a. Insulation and vapor retarders in unfinished spaces;
- b. Ventilation of attics and foundation areas;
- c. Kitchen, bathroom and laundry venting systems; and
- d. The operation of any readily accessible attic ventilation fan and, when temperature permits, the operation of any readily accessible thermostatic control.

22.2. The home inspector shall describe:

- a. Insulation in unfinished spaces; and
- b. Absence of insulation in unfinished space at conditioned surfaces.

22.3. The home inspector is not required to report on:

- a. Concealed insulation and vapor retarders; or
- b. Venting equipment that is integral with household appliances.

§87-5-23. Built-In Kitchen Appliances.

23.1. The home inspector shall inspect and operate the basic functions of the following kitchen appliances:

- a. Every permanently installed dishwasher; through its normal cycle;
- b. Ranges, cook tops and permanently installed ovens;
- c. Trash compactors;
- d. Garbage disposals;
- e. Ventilation equipment or range hoods; and
- f. Permanently installed microwave ovens.

23.2. The home inspector is not required to inspect:

- a. Clocks, timers, self-cleaning oven function, or thermostats for calibration or automatic operation;
- b. Non built-in appliances such as clothes washers and dryers; or
- c. Refrigeration units such as freezers, refrigerators and icemakers.

23.3. The home inspector is not required to operate:

- a. Appliances in use; or
- b. Any appliance that is shut down or otherwise inoperable.

§87-5-24. Responsibilities of the Home Inspector.

24.1. A certified home inspector shall submit a written report as to the conditions of the property, on the day of the inspection, to the client within a mutually agreed upon time frame.

24.2. A certified home inspector shall submit an annual summary to the State Fire Marshal of all home inspections performed during the proceeding year, reporting the number, type and county of inspections conducted. This annual report shall be filed with the State Fire Marshal no later than the thirty-first day of January of the following year. The State Fire Marshal may offer standardized forms for use to comply with this section.

24.3. A certified home inspector shall comply with all federal, state and local laws, rules and regulations.

24.4. A certified home inspector shall maintain records of all his or her home inspections for three (3) years from the date the inspection report was provided to the client.

§87-5-25. Display of Certification.

25.1. While conducting the business of home inspections, home inspectors shall, at all times, have on their person the certification card issued by the State Fire Marshal.

25.2. A certification issued by the State Fire Marshal shall be displayed at the certificate holder's place of business.

25.3. All correspondence, inspection reports and advertisements shall identify the certificate holder with the term "Certified Home Inspector" along with the certification number of the inspector as issued by the State Fire Marshal.

§87-5-26. Disposition of Complaints.

26.1. Enforcement of Certification Requirements - In the course of investigating complaints as authorized under West Virginia Code, the State Fire Marshal shall determine whether or not the person against whom the complaint has been filed is certified.

26.2. Any citizen, law enforcement official or other official of any state, county, or municipal government agency, upon observing or learning of an infraction of the certification requirements established under this rule or W. Va. Code §29-3-5b may file a written complaint with the office of the State Fire Marshal. The State Fire Marshal may provide a form for this purpose, but a complaint may be filed in any written form. When a complaint is filed with the office of the State Fire Marshal, that office shall investigate the complaint. In addition to describing the alleged violation that prompted the complaint, the complaint should contain as a minimum the following information:

- a. The name and address of the certified home inspector or applicant against whom the complaint is lodged;
- b. The date of the alleged unlawful act;
- c. The nature of the alleged unlawful act; and
- d. The location of the alleged unlawful act or occurrence.

26.3. A copy of the complaint sent to the certificate holder or applicant shall be considered properly served when sent to his or her last known address. It is the responsibility of the certificate holder or applicant to keep the State Fire Marshal informed of his or her current address. The certificate holder or applicant has 30 days to file a response or appeal petition to the complaint with the State Fire Marshal's office.

26.4. After receipt and review of a complaint, the State Fire Marshal shall cause to be conducted any reasonable inquiry or investigation he or she considers necessary to determine the truth and validity of the allegations set forth in the complaint.

26.5. Any order or written decision of the State Fire Marshal based upon or made in the course of the administration or enforcement of the provisions of W.Va. Code §29-3-1 et seq., or based upon, or made pursuant to, this rule, is final, unless vacated or modified upon review pursuant to the appeal rights and procedures provided by W.Va. Code and the rules of the State Fire Commission.

§87-5-27. Disposition of fees.

27.1. All fees and moneys received as a result of actions under this rule shall be deposited in the special revenue account created pursuant to West Virginia Code §29-3-12b.