

**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

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2009 MAY -7 PM 2:58

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

Form #6

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

AGENCY: State Fire Commission TITLE NUMBER: 87

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 7

TITLE OF RULE BEING AMENDED: "Standards for the Certification and Continuing Education of  
Municipal, County, and other Public Sector Building Code  
Officials, Building Code Inspectors and Plans Examiners"

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

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

AUTHORIZATION IS CITED IN (house or senate bill number) HB 2222

SECTION 64-6-2, PASSED ON April 8, 2009

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE

FOLLOWING DATE: July 1, 2009

  
Authorized Signature

TITLE 87  
LEGISLATIVE RULES  
STATE FIRE COMMISSION

FILED  
2009 MAY -7 PM 2: 58

SERIES 7  
STANDARDS FOR THE CERTIFICATION  
AND CONTINUING EDUCATION OF MUNICIPAL,  
COUNTY, AND OTHER PUBLIC SECTOR BUILDING CODE  
OFFICIALS, BUILDING CODE INSPECTORS AND PLANS EXAMINERS

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**§87-7-1. General.**

1.1. Scope. -- This rule establishes the requirements for the certification, continuing education and training of municipal, county and other public sector building code officials, building code inspectors and building code plans examiners to ensure compliance with the State Building Code.

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

1.3. Filing Date. -- May 7, 2009

1.4. Effective Date. -- July 1, 2009

**§87-7-2. Definitions.**

2.1. "Building code inspector" is a person who conducts inspections and examinations of buildings in the process of construction or renovation to ascertain the level of compliance with the state building code. Building code inspectors are categorized as either "Multi-person Jurisdiction Building Code Inspector" or "Single-person Jurisdiction Building Code Inspector."

2.1.1. "Multi-person Jurisdiction Building Code Inspector" is a person who conducts building code inspections in a multi-person building code department and/or in a specific building inspection discipline(s) within a particular jurisdiction.

2.1.2. "Single-Person Jurisdiction Building Code Inspector" is a person who conducts building code inspections as the only

building inspector conducting all building inspections in all disciplines within a particular jurisdiction.

2.2. "Building code official" is a person who oversees and administers the building code department in a city, county or other local government entity that has lawfully adopted the state building code. In this role, the person supervises one or more building code inspectors, plans examiners, and other administrative and technical staff employed by the building code department.

2.3. "Building code plans examiner" is a person who examines and reviews construction or renovation plans and drawings for compliance with the requirements of the state building code.

2.4. "Continuing education" means additional training and education that is attained or pursued subsequent to initial certification by the State Fire Commission.

2.5. "Department" means a division of any municipality, county or other governmental entity which has adopted and enforces the State Building Code.

2.6. "Fire Commission" means the thirteen (13) appointed members of the West Virginia State Fire Commission.

2.7. "Fire Marshal" refers to the West Virginia State Fire Marshal and his or her designated representatives.

2.8. "ICC" refers to the International Code Council, currently headquartered in at 500 New

Jersey Avenue, N.W., 6th Floor, Washington, D.C. 20001.

2.9. "State building code" refers to the code adopted by the West Virginia State Fire Commission in the Commission's rule, State Building Code, 87CSR4, including all provisions and all codes and standards incorporated by reference in the rule.

**§87-7-3. Certification of Building Code Officials, Plans Examiners and Inspectors.**

3.1. A person may not be employed or serve as a public building code official, building code plans examiner or building code inspector unless that person is certified in his or her respective category by the State Fire Commission.

3.2. Categories and Qualification for Certification. -- The State Fire Commission may certify an individual in the following classifications or categories upon a sufficient showing that the person possesses these designated qualifications:

3.2.a. Building Code Official. - To be certified as a 'Building Code Official' a person must:

(1) Complete the following courses:

(A) 01 CBO Legal & Management and 02 CBO Technology; or

(B) 01 CBO Legal & Management and B1 Residential Building Inspector, B2 Commercial Building Inspector, M1 Residential Mechanical Inspector, E1 Residential Electrical Inspector, E2 Commercial Electrical Inspector, P1 Residential Plumbing Inspector and P2 Commercial Plumbing Inspector; or

(2) Be certified as a Certified Building Code Official (CBCO) by successfully completing the following examinations: B1 Residential Building Inspector; B2 Commercial

Building Inspector; B3 Residential Plans Examiner; 01 Legal and Management; and 02 CBO Technology; or

(3) Complete an equivalent certification by an examination authority accepted by the State Fire Commission; or

(4) Be licensed by the State of West Virginia as a Professional Engineer or Professional Architect.

b. Building Code Plans Examiner. --

(1) successful completion of the B3 Building Plans Examiner examination administered by the International Code Council;

(2) an equivalent certification by an examination authority accepted by the State Fire Commission; or

(3) licensure to practice in this state as a Registered West Virginia Professional Engineer or Professional Architect; and

c. Multi-person Jurisdiction Building Code Inspector – successful passage of the ICC examination(s) required in the discipline or inspection category assigned, as listed below:

(1) Building Inspector (planning, footings and foundations, floor construction, wall construction and coverings, roof/ceiling construction and penetrations) - B1 Residential Building Inspector, or B2 Commercial Building Inspector, or B3 Building Plans Examiner, or R3 Residential Plans Examiner;

(2) Electrical Inspector – E1 Residential Electrical Inspector, or E2 Commercial Electrical Inspector, or E3 Electrical Plans Examiner and hold a valid West Virginia Masters Electricians License;

(3) Mechanical Inspector – M1 Residential Mechanical Inspector, or M2 Commercial Mechanical Inspector, or M3 Mechanical Plans Examiner;

(4) Plumbing Inspector – P1 Residential Plumbing Inspector, or P2 Commercial Plumbing Inspector, or P3 Plumbing Plans Examiner;

(5) Accessibility Inspector/Plans Examiner – 21 Accessibility Inspector/Plans Examiner;

(6) Property Maintenance & Housing Inspector – 64 Property Maintenance & Housing Inspector;

(7) Floodplain Inspector – C1 Coastal and Floodplain Construction Inspector;

(8) Reinforced Concrete Inspector – 47 Reinforced Concrete Special Inspector;

(9) Prestressed Concrete Inspector – 92 Prestressed Concrete Special Inspector;

(10) Structural Masonry Inspector – 84 Structural Masonry Special Inspector;

(11) Sprayed Fireproofing Inspector – 86 Spray-applied Fireproofing Special Inspector;

(12) Structural Steel Inspector – S1 Structural Steel and Bolting Special Inspector;

(13) Welding Inspector – S2 Structural Welding Special Inspector;

(14) Soils Inspector – EC Soils Special Inspector;

(15) Disaster Response Inspector – DR Disaster Response Inspector;

(16) Commercial Energy Inspector – 77 Commercial Energy Inspector; or

(17) Licensure to practice as a West Virginia Registered Professional Engineer or architect.

d. Single-person Jurisdiction Building

Code Inspector – successful passage of the following ICC examinations:

(1) B1 Residential Building Inspector, B2 Commercial Building Inspector, B3 Building Plans Examiner or R3 Residential Plans Examiner; and

(2) E1 Residential Electrical Inspector, E2 Commercial Electrical Inspector or E3 Electrical Plans Examiner and licensure as a West Virginia Master Electrician; and

(3) M1 Residential Mechanical Inspector, M2 Commercial Mechanical Inspector or Mechanical Plans Examiner; and

(4) P1 Residential Plumbing Inspector, P2 Commercial Plumbing Inspector or P3 Plumbing Plans Examiner, or

(5) an equivalent certification by an examination authority accepted by the State Fire Commission, or

(6) licensure to practice in this state as a Professional Engineer or Professional Architect.

3.3. Application for certification shall be made in writing to the State Fire Commission upon forms designated or prescribed by the State Fire Marshal.

3.4. The fee for certification is \$50.00.

**§87-7-4. Continuing Education Requirement.**

4.1. In order to maintain a certification and qualify for the renewal of the certification, each building code official, building code plans examiner and building code inspector shall complete a minimum of 1.5 continuing education units annually in courses approved by the State Fire Commission. A continuing education unit is equivalent to 10 hours of instruction as approved by the State Fire Commission.

4.2. The State Fire Commission may establish building code training provider standards, curriculum or subject matter standards, trainer qualifications and reporting requirements for continuing education programs.

**§87-7-5. Renewal of Certification.**

5.1. Every building code official, building code plans examiner, and building code inspector shall renew his or her certification every three years. A certification is not valid for a period greater than three years.

5.2. The State Fire Marshal may designate the forms to be used for application for renewal of certification and shall make them available to all persons certified under this rule. Not less than 60 days prior to the expiration of a certification, the State Fire Marshal shall notify the person by mail or by electronic means approved by the State Fire Commission of the pending expiration and provide that person with copies of the forms required to apply for renewal of the certification.

5.3. The fee for renewal of the certification is \$50.00.

**§87-7-6. Alternative for Probationary Employment of Uncertified Officials.**

6.1. Upon a showing that there is a lack of certified persons available to serve a municipality, county or other local government entity as a building code official, building plans examiner or building code inspector, that government body may request that the State Fire Commission grant the entity provisional status for up to two years, during which the local government entity may employ uncertified persons to serve in those positions. At or before the expiration of the provisional status, those persons shall obtain the necessary qualifications for certification or the local government entity shall hire certified individuals for the building code positions.

6.2. The State Fire Marshal may grant an

extension of probationary status based on extenuating circumstances approved by the State Fire Commission, not in conflict with the intent of these rules.

6.3. In the event a request for an extension of probationary status is denied by the State Fire Marshal, a government entity may request an administrative hearing pursuant to the provisions of *W.Va. Code §29A-5-1 et. seq.* with the State Fire Commission within thirty (30) days after receipt of the State Fire Marshal's decision.

**§87-7-7. Denial, suspension or revocation of certification; other fees.**

7.1. The State Fire Commission may deny, suspend or revoke any certification or application for certification for any of the following grounds:

- a. failure to provide sufficient or complete documentation;
- b. providing false documentation;
- c. making any misrepresentation in the process of application for certification or renewal of certification;
- d. failure to comply with the continuing education requirements;
- e. failure to submit full payment of certification fees or renewal of certification fees; or
- f. failure to submit an application within the time periods provided by this rule.

7.2. The State Fire Commission may assess a late payment fee for any renewal application submitted after the filing deadline according to the following schedule: \$50 for an application submitted less than fifteen days after the deadline, \$100 for an application submitted fifteen to thirty days after the deadline and \$200 for an application submitted more than thirty days after the filing deadline.

7.3. If any person fails to renew his or her certification within sixty days of the date of expiration of his or her certification, that person is not entitled to a renewal and shall reapply as a new applicant for certification. The fee for reapplication for failure to renew within sixty days of expiration shall be \$250, plus the \$50 certification application fee, as required in section 7.2 of this rule.

7.4. Any person denied certification or whose certification is suspended or revoked by the State Fire Commission may request an administrative hearing pursuant to West Virginia Code § 29A-5-1 et seq.