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**HOME INSPECTOR
Licence Application**

TO BE COMPLETED BY APPLICANT ONLY

The personal information requested in this form and the results of the Criminal Record check are collected and retained under the authority of Section 26 (c) of the BC *Freedom of Information and Protection of Privacy Act* and Section 144 of the *Business Practices and Consumer Protection Act*. This information will be used to determine eligibility for licensing in the Province of British Columbia.

BUSINESS INFORMATION

1. Legal name:
Last Name First Name Middle Name
2. Trade/DBA names (if any):
(Exact name in CAPITAL LETTERS)
3. Physical address:
(Suite #, Street Address, City & Province/State Postal/Zip Code)
4. Mailing address:
(Suite #, Street Address, City & Province/State Postal/Zip Code)
5. Phone: (____) _____ Cell: (____) _____ Web: _____
6. Email: _____

If the applicant is a corporation, please complete the following:

Incorporation Date: _____ Jurisdiction: _____
 Incorporation Number: _____

If the applicant is a partnership/proprietorship or is operating under Trade/DBA names, please complete the following:

Registration Date(s): _____ Jurisdiction: _____
 Registration Number(s): _____

Note: Please include your British Columbia registration forms for an incorporated company and registration forms for each trade name / DBA name / partnership / proprietorship to be operated under this licence.

LICENSING INFORMATION

1. Have you previously held a home inspector licence in any jurisdiction? Yes..... No
 2. If **YES** above, were any of those licences ever suspended or cancelled? Yes..... No
 3. Have you ever been refused a home inspector operator licence in any jurisdiction? Yes..... No
 4. Have any of the individuals identified above had 2 or more bankruptcies? Yes..... No
 5. Have any of the individuals identified above ever been convicted of an offence under the Criminal Code of Canada or any other statute? Yes..... No
- If **YES** to questions 1 through 4 above, provide details on a separate sheet, including date(s) and location(s) and parties involved.
- ALL APPLICANTS** that reside in Canada **MUST** complete an online criminal record check within one day of sending this application to Consumer Protection BC by going to the following link: <http://www.sterlingtalentsolutions.ca/Consumer-Protection-BC> and following the instructions for completion. (Please note, once complete a copy will be sent directly to Consumer Protection BC.
- ALL APPLICANTS** that do not reside in Canada **MUST** submit a certified criminal record check from their home jurisdiction. Please note, your application will not be processed until the criminal record check is received

APPLICANT DECLARATION

I/We hereby confirm that the information supplied is complete and true to my best knowledge and belief.

1. Certifies that I/we have obtained, read and understood the *Business Practices and Consumer Protection Act* and Telemarketer Licensing Regulation;
2. Certifies that all the information given in this application is true and correct to the best of my/our knowledge and belief.
3. Gives permission to Consumer Protection BC to verify bank relationships, memberships and all other matters in this application;

Authorized signing officer of applicant:

Signature _____ Print Name _____

Date _____ Title _____

APPLICATION FEE (see [current fee schedule](#))

Pay by cheque or money order, or

Pay by Credit Card – complete [credit card authorization form](#) using Visa, Mastercard or American Express.

Application fees are non-refundable. A service charge will be applied for any dishonoured payments.

Send completed application form, evidence of completion and required attachments as noted in the application checklist and application fee by mail or by email.

Email operations@consumerprotectionbc.ca

Mail Consumer Protection BC
PO Box 9244
Victoria, BC V8W 9J2

Courier Consumer Protection BC
321-3600 Uptown Blvd
Victoria, BC V8Z 0B9

APPLICATION CHECKLIST

You are required to provide the following to be licensed.

Step 1: Complete your education

Expect to spend at least 150 hours to learn about topics as roofing, flashing, chimneys, heating and cooling, plumbing, electrical and structural systems and more. You must complete your education through one of the approved home inspector programs:

- [Ashton College](#)
- [British Columbia Institute of Technology](#)
- [Carson Dunlop](#) (online)
- [Douglas College](#)
- [Inspect4u](#)
- [Inspection Support Services Inc.](#) (online)
- [Western Pacific Property Inspection Institute](#) (online)

Step 2: Pass the exam

Provide a certificate or transcript demonstrating you have passed one of the following exams:

- Applied Science Technologists and Technicians of British Columbia [House inspection competency examination](#)
- Canadian National Association of Certified Home Inspectors [Associate level examination](#)
- Examination Board of Professional Home Inspectors [National home inspector examination](#)
- Home Inspection Association of British Columbia [Canadian home inspection examination](#)

Step 3: Meet the training requirement

Conduct 50 hours of home inspection with an approved trainer. Hours need to be tracked and submitted along with your application.

[Search for an approved certified trainer.](#)

See a [sample reporting form to track your hours.](#)

Step 4: Provide a peer recommendation letter

After conducting a home inspection with a Consumer Protection BC approved evaluator, obtain a letter of recommendation, based on your knowledge and ability demonstrated throughout the inspection and your inspection report.

[Search for an approved home inspector evaluator.](#)

See a [sample peer recommendation letter.](#)

Step 5: Provide proof of registration or incorporation

You must provide proof of incorporation or registration during the application process. To register your business in BC, visit [OneStop BC Business Registry](#). If you are starting a new business, visit [Small Business BC](#).

If your business is a partnership or proprietorship, you must provide:

- Names of the partners or proprietors
- Current copy of any trade name registration(s) under which you intend to operate

If your business is a corporation, you must provide

- Names of directors, senior officers, and beneficial owners with voting shares
- Current copy of any trade name registration(s) under which you intend to operate

Step 6: Provide a municipal business licence

You must provide a copy of your business licence issued by your local municipality.

Step 7: Complete a criminal record check

For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.

[Get a criminal record check.](#)

For non-Canadian residents, a criminal record check from your home jurisdiction is required.

Step 8: Set up and maintain liability insurance

You must maintain the necessary insurance coverage to protect against errors, omissions, personal and property damage. The policy must include:

- \$1 million occurrence/limited/aggregate professional liability (E&O) coverage
- \$1 million occurrence/limited/aggregate general liability coverage
- coverage for common issues to home inspection in BC including water ingress

Read the [Home Inspector Insurance Policy.](#)

Complete the [insurance declaration form.](#)

Step 9: Apply for a licence

Submit an application and all supporting documents. Each application may take up to four weeks to process.

If you are operating from your home, a statutory declaration is required confirming that your residence is also a place of business.

Review this [application checklist.](#)

Submit a [licence application form.](#)

if you are working from home, submit a [statutory declaration form.](#)

Step 10: Read and understand your obligations

It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations.

[Review your obligations.](#)