



CANNON BUILDING
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STATE OF DELAWARE
BOARD OF HOME INSPECTORS

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APPLICATION FOR TEMPORARY HOME INSPECTION PERMIT

INSTRUCTIONS

When to Apply

If you are not a Delaware-licensed Home Inspector, you must apply for a Delaware Temporary Home Inspection Permit **before** inspecting a property in Delaware. You are limited to five Temporary Home Inspection Permits per year. The requirements for a Temporary Home Inspection Permit are:

- The property to be inspected is located in Delaware.
- You are currently *licensed* or *certified* as a Home Inspector in another jurisdiction (state, U.S. territory or District of Columbia).
- Your home inspection business in Delaware is of a temporary nature and is limited to a particular assignment.

If the permit is granted, you may provide home inspection services only for the **assignment** identified on the permit. The term **assignment** means engagement by a single client to inspect one property in a single contract.

Requirements

- Submit completed, signed and notarized [Application for Temporary Home Inspection Permit](#).
- Enclose non-refundable [processing fee](#) by check or money order made payable to "State of Delaware."
- Arrange for the Board office to receive a letter of good standing *directly* from the jurisdiction (state, U.S. territory or District of Columbia) where you were first licensed by examination.
- If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).
 - *The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.

**Temporary Home Inspection Permits expire ten days from the date of issue.
You may request an extension by sending a written request to the Board office.**

IDENTIFYING AND CONTACT INFORMATION

1. Full Name: _____
Last/Family First Middle
2. Other Names Used: _____
(Include maiden, prior married, alternate spellings)
3. Date of Birth (month/day/year): _____ Gender: Male Female
4. Have you been issued a U.S. Social Security Number? Yes No **If yes, enter your SSN:** _____
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).
5. **Business Name:** _____

6. **Business Address:** _____
 The Board office will mail all correspondence, including your permit, to this address.

 City State Zip

7. Phone: _____ Email: _____

ASSIGNMENT INFORMATION

8. Buyer/Client Name: _____
 9. Property Location: _____
 Street

 City State Zip

REGISTRATION AND LICENSURE

10. List each jurisdiction where you currently hold, or have ever held, home inspector licensure or certification and provide the requested information for each. List the jurisdiction regardless of whether the license, certification or registration is active, inactive, lapsed, or expired.

JURISDICTION	LICENSE/CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE

Arrange for the Board office to receive a letter of good standing *directly* from the jurisdiction (state, U.S. territory or District of Columbia) where you were first licensed by examination.

DISCLOSURES

- 11. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes No **If yes, submit a complete explanation and a certified copy of your criminal history record from any jurisdiction in which you have been convicted or pardoned. For information on obtaining a Delaware criminal history record, see [State Bureau of Identification](#).**
- 12. Are any criminal charges pending against you in any jurisdiction? Yes No **If yes, submit a certified copy of your criminal history record.**
- 13. Have you ever received any administrative penalties (disciplinary actions) related to your practice as an home inspector, including but not limited to fines, formal reprimands, license suspensions or revocation (except for license revocations for nonpayment of license renewal fees), probationary limitations, or have you entered into any agreements which contain conditions placed by a regulatory agency on your professional conduct and practice, including any voluntary surrender of a license, certificate or registration in Delaware or elsewhere? Yes No **If yes, submit a copy of the agency's order and a written explanation.**
- 14. Are any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you are currently, or were previously, licensed, certified, or registered? Yes No **If yes, submit a written explanation.**
- 15. Do you have any impairment related to drugs or alcohol that would limit your ability to act as a home inspector in a manner consistent with the safety of the public? Yes No **If yes, submit a written explanation.**

To assure consideration of your license application at the next Board meeting, the Board office must receive all of these items no later than 4:30 PM ten full working days before the meeting date:

- Completed, signed and notarized application form
- Fee payment
- All required supporting documentation.

Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, please allow 4-6 weeks to receive your license.

AFFIDAVIT

I, the applicant, being duly sworn according to law, depose and say that the responses set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested.

I hereby confirm that I have read and agree to abide by all home inspector laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Delaware Board of Home Inspectors and/or the Division of Professional Regulation including providing relevant documents and personally appearing before the Board and/or any investigators.

Signature of Applicant: _____ **Date:** _____

City of _____ County of _____

Sworn to before me and subscribed in my presence this _____ day of _____, 2_____.

Notary Signature: _____

SEAL

My commission expires: _____

APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED PROCESSING FEE WILL BE REJECTED.