



STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
HOME INSPECTOR SECTION  
333 WILLOUGHBY AVENUE, 9TH FLOOR  
P.O. BOX 110806  
JUNEAU, AK 99811-0806  
(907) 465-5470  
E-mail: [license@alaska.gov](mailto:license@alaska.gov)

## HOME INSPECTOR APPLICATION PACKET

AS 08.18.011 states, in part, that an individual may not perform a home inspection for an existing home or a new home unless that individual is registered as a Home Inspector or an Associate Home Inspector with the Department of Commerce, Community, and Economic Development.

**NOTE:** It is unlawful to practice as a Home Inspector or an Associate Home Inspector on or after July 1, 2004 unless registered by the department or exempt under AS 08.18.156.

**The following must be on file before a registration may be issued:**

1. You will need to designate the type of home inspection registration you are applying for. Below is a brief definition of each category:

**Existing Home Registration** allows you to perform home inspections of previously occupied homes only.

**New Home Registration** allows you to perform home inspections of new homes (have not previously been occupied) only.

**Joint Registration** allows you to perform home inspections of new and existing homes.

2. A complete, notarized application.
3. The appropriate fees (make check or money order payable to the "State of Alaska"):
  - \$ 50.00 Nonrefundable Application Fee
  - \$ 200.00 Registration Fee
4. Evidence of a passing score on the applicable examination(s) (see below). **Proof of passing score must be sent directly to the department from the organization that administered the examination.**

**NOTE:** If it has been **over THREE YEARS** since you passed the required examination(s), your application **must** be accompanied with proof of at least eight contact hours of acceptable continuing competency for the concluding two-year period.

If you are applying for registration for **New Homes OR** for **Joint Registration**:

**Examinations required: (All four examinations required)**

- Residential Building Inspector
- Residential Electrical Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector

Exams listed above administered by the International Code Council (ICC), 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041-3405, Internet web site: [www.iccsafe.org/certification](http://www.iccsafe.org/certification), telephone: (562) 699-0541 ext. 3419.

If you are applying for registration for **Existing Homes ONLY**, contact:

- **The National Home Inspector Examination (NHIE)** offered by the Examination Board of Professional Home Inspectors.  
53 Regional Drive, Suite 1  
Concord, NH 03301  
Internet web site: [www.homeinspectionexam.org](http://www.homeinspectionexam.org)  
Telephone: (847) 298-7750  
Fax: (603) 228-2118  
E-mail: [info@homeinspectionexam.org](mailto:info@homeinspectionexam.org)

**NOTE:** To ensure the division receives your examination results from NHIE, fax a copy of your score sheet to (847) 705-3814 or email information at [homeinspectionexam.org](http://homeinspectionexam.org) with a request to advise this division of your examination results.

**OR**

- The National Association of Home Inspectors (NAHI) Certified Real Estate Inspector (CRI) Examination, offered through NAHI, Internet web site: [www.nahi.org](http://www.nahi.org), telephone: (800) 448-3942.

**5. SURETY BOND (\$5,000.00)** . Either:

- a. a surety bond issued in the name of the applicant by an insurer or other surety company (AS 08.18.071), with the bonding company's power of attorney (and the bond must be signed by both the principal and the surety) (page 3 of this application); or
- b. a Time Certificate of Deposit (must be issued for a period of at least three years before maturity, or if purchased for a shorter period, it must be automatically renewable) issued by a bank or trust company authorized to do business in Alaska (must be physically located in Alaska). The certificate should read, "State of Alaska in Trust for (home inspector) . . ." The original certificate is held by the State and must be accompanied by an Assignment of Negotiable Instrument form (page 4 of this application); or
- c. a cashier's check. Cash will be deposited in a Trust Account established by the State, which does NOT pay interest. A completed, signed, and notarized Assignment of Negotiable Instrument form (page 4 of this application) must accompany the cashier's check.

**Important Note:** If a Home Inspector fails to fulfill the bonding obligation as set out in AS 08.18.071, the Home Inspector's registration shall be suspended for a period of time the Commissioner determines appropriate. After three suspensions, the Home Inspector's registration may be permanently revoked.

- 6. LIABILITY INSURANCE** – A certificate of insurance for public liability and property damage insurance in an amount not less than \$20,000 property damage, \$50,000 injury or death to one person, \$100,000 injury or death to more than one person. Submit a Certificate of Insurance issued by an insurance agency or page 5 of this application.

**Exception to Insurance Requirement**

In accordance with AS 08.18.071(d), a general contractor or specialty contractor who is in compliance with the surety bond or deposit requirements as laid out in AS 08.18.071(a) and (b), is not required to file another surety bond or increase a deposit with the commissioner when the general contractor or specialty contractor applies to be a registered home inspector. However, if the general contractor or specialty contractor subsequently is neither a general contractor nor a specialty contractor and becomes only a registered home inspector, the home inspector shall provide a surety bond or deposit in lieu of the bond in the manner and amount required for registered home inspectors under this section.

**GENERAL INFORMATION**

**WARNING**

Alaska Statute 11.56.200 states that any person who knowingly or intentionally furnishes false or fraudulent information on an application has committed a class A misdemeanor. Any false or misleading information may result in failure to obtain registration as a Home Inspector or subsequent revocation of that registration.

**RENEWAL**

Registration will expire biennially on June 30 of even-numbered years. Per AS 08.18.031, a registration may not be renewed unless the licensee has complied with the continuing competency requirements. Renewal notices are mailed approximately 60 days prior to the license expiration. It is the licensee's responsibility to ensure renewal of the registration. Please contact the division if you have a change of address. Failure to receive a renewal notice does not excuse nonrenewal.

**CONTINUED COMPETENCY REQUIREMENTS**

An applicant for renewal of a home inspection registration must complete at least eight hours of acceptable continuing competency activities for the concluding two-year licensing period.

**CHANGE OF ADDRESS**

A licensee is required to notify this division of any change in mailing address (12 AAC 02.900).

## **SOCIAL SECURITY NUMBER REQUIREMENT**

In accordance with AS 08.01.060 and AS 08.01.100, the department is not authorized to issue or renew a license to a natural person unless the applicant's United States Social Security Number has been provided to the department. If you are a foreign citizen unable to obtain a United States Social Security Number, please contact the division for further instructions.

## **PAYMENT OF CHILD SUPPORT AND STUDENT LOANS**

If the Alaska Commission on Postsecondary Education has determined you are in loan default or if the Alaska Child Support Enforcement Division has determined you are in arrears on child support, you will be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

## **CASH DEPOSITS**

Time Certificates of Deposit and cash deposits remain pledged to and held by the State of Alaska for THREE YEARS after the following:

1. the effective date of a surety bond that replaces the cash bond; or
2. the lapse without renewal, or the revocation, or suspension of the Home Inspector's registration; or
3. the surrender of the license before expiration.\*

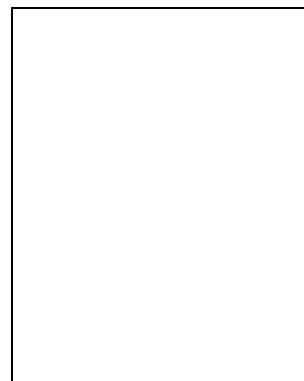
**\*NOTE:** The three-year waiting period begins upon the division's receipt of a notarized statement that business operations have ceased. If there is no notarized statement on file, the three-year waiting period begins on the expiration date of the license.

## **BUSINESS LICENSE**

All professional license holders, including Home Inspectors, who are practicing independently, i.e., on a contract basis or who are not considered an "employee", must obtain a business license. If you are unsure if you need a business license please contact the person you are working for or an attorney. Please contact Business Licensing at (907) 465-2550 if you have questions or if you need an application mailed to you.



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HOME INSPECTOR APPLICATION
FOR REGISTRATION

Requesting registration to inspect: (MUST CHECK ONE)

- Input boxes for New Homes, Existing Homes, and Both (Joint Registration)

Input box for \$ 50.00 Nonrefundable Application Fee

Enclose a check or money order
Payable to the "State of Alaska"

Input box for \$ 200.00 Registration Fee

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_
Street Address or P.O. Box

City State Zip Code

Telephone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

U.S. Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
(Required by AS 08.01.060) (Month/Day/Year)

Examination Information:

Reminder: If it has been over THREE YEARS since you passed the required examination(s), your application must be accompanied with proof of at least eight contact hours of acceptable continuing competency for the concluding two-year period.

If you are applying for registration to inspect New Homes OR for Joint Registration: YES NO

Have you taken and passed the required examinations offered by the International Code Council? \_\_\_\_\_

If yes, date(s) taken \_\_\_\_\_

(Proof of passing scores must be sent directly to the department from the International Code Council)

If you are applying for registration to inspect **Existing Homes ONLY**:

Have you taken and passed (Please indicate which exam you took):

- the National Home Inspector Exam (NHIE) – offered through the Examination Board of Professional Home Inspectors (adopted by The American Society of Home Inspectors (ASHI))
- the National Association of Home Inspectors (NAHI) Certified Real Estate Inspector (CRI) Exam – offered through NAHI

**(Proof of passing score must be sent directly to the department from the organization that administered the examination.)**

Please answer the following:

YES NO

1. Within the seven years preceding the date of this application, have you been sentenced for an offense related to forgery, theft in the first or second degree, extortion, or defrauding creditors or for a felony involving dishonesty (AS 08.18.022(4))? .....  YES  NO
2. Have you ever had the authority to perform home inspections revoked in this state or in another jurisdiction (AS 08.18.022(5))? .....  YES  NO
3. Are you the subject of an unresolved criminal complaint or unresolved disciplinary action before a regulatory authority in this state or in another jurisdiction related to real estate or home inspection matters (AS 08.18.022(6))? .....  YES  NO

**If you answered “Yes” to any of the above questions, please explain dates and circumstances on a separate piece of paper, and send any supporting documents that are applicable (court documents, etc.).**

**CONFIDENTIALTY**

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a “yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

**I hereby certify under oath that the information contained on this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in failure to obtain licensure or subsequent revocation of my license.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN to before me, a Notary Public in and for the State of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**WARNING:** Pursuant to 12 AAC 60.050 the division may deny approval to sit for licensing examinations, or revoke a license granted on the basis of false or misleading statements, whether made knowingly or not. An applicant may also be subject to criminal charges for perjury (AS 11.56.200).

**HOME INSPECTOR SURETY BOND**  
**Required by the Home Inspector Registration Act, AS 08.18**

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS that \_\_\_\_\_

as principal, and \_\_\_\_\_, a corporation duly authorized to transact surety business in the State of Alaska, as surety, are held and firmly bound to the State of Alaska, in the sum of \_\_\_\_\_ thousand dollars (\$\_\_\_\_\_), lawful money of the United States, for the payment of which, well and truly to be made, we and each of us, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE THAT: Whereas the above bound principal has or is about to obtain a certificate of registration to engage or continue in the business of home inspection in the State of Alaska in accordance with the provisions of AS 08.18 and desires to give bond as required by law.

NOW THEREFORE, if the principal, in compliance with AS 08.18, shall pay all taxes and contributions due the state and political subdivisions of the state, and shall pay all persons furnishing labor or materials or renting or supplying equipment to the principal, and shall pay all amounts that may be adjudged against the principal by reason of negligent or improper work or breach of contract in the conduct of the contracting business or by reason of damage to public facilities occurring in the course of a home inspection project, and shall pay all amounts necessary to satisfy settlements of valid liens and judgments which result from lien foreclosure suits, the above obligation shall be null and void; otherwise, it is to remain in full force and effect.

THE TOTAL LIABILITY HEREUNDER, during the period for which this bond is written shall not exceed the sum of \_\_\_\_\_ thousand dollars (\$\_\_\_\_\_).

LIABILITY UNDER THIS BOND commences \_\_\_\_\_ and shall be continuous until the certificate of registration is revoked or otherwise terminated by the Department of Commerce, Community, and Economic Development or until 30 days after the surety sends written notice of cancellation to the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, State of Alaska. The bond shall apply to all liens and liabilities which arise during the effective period of the bond and to which the bond is applicable under law, even if the liens are foreclosed or valid liens settled after the effective period of the bond or the liabilities are enforced after the effective period of the bond.

IN WITNESS WHEREOF, the surety has affixed its hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PRINCIPAL (Applicant)

SURETY

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

Attorney-in-fact: \_\_\_\_\_

THIS BOND IS NOT VALID UNTIL SIGNED BY BOTH PRINCIPAL AND SURETY. PLEASE NOTE: Surety's Power of Attorney **must be attached**.

Agency Name: \_\_\_\_\_

Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, Alaska 99811-0806

Address: \_\_\_\_\_

**(Surety's Seal)**



State of Alaska  
Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
Home Inspector Section  
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Telephone: (907) 465-5470  
E-mail: license@alaska.gov

**CERTIFICATE OF INSURANCE COVERAGE**  
**Required by the Home Inspector Registration Act AS 08.18**

This is to certify that we are a duly authorized casualty insurer eligible to write business in the State of Alaska and have written a public liability policy of not less than the limits required under AS 08.18 on behalf of (name of Home Inspector).

\_\_\_\_\_

\_\_\_\_\_

for registration as a Home Inspector under policy number(s) \_\_\_\_\_

\_\_\_\_\_

effective from \_\_\_\_\_ to \_\_\_\_\_. In the event the above policy is cancelled for any reason, we agree to furnish the Department of Commerce, Community, and Economic Development, Home Inspector Section, at the above address, a NOTIFICATION OF CANCELLATION at least 30 day before the effective date of that cancellation.

\_\_\_\_\_  
Name of Insurance Carrier (not agency)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date