



**Jack A. Proctor Virginia  
Building Code Academy**  
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Richmond, Virginia 23219

**Telephone:** 804.371.7180  
**Website:** [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)  
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## Certification Application for Code Officials and Technical Assistants

**Note:** This application is for those who prefer to mail or email their application to DHCD. If you would prefer to submit your application online, log into your [DHCD profile](#) and click "Certificate Application" in the left menu.

1. Ensure your profile information is current by logging into the [Online Registration System](#), selecting "Update Profile", and updating any outdated information. (A DHCD system profile is required for registration.)
2. Complete all parts of this application (one application per certification).
3. Ensure your application is signed and all required documentation is included. See the [Certification Requirements for Code Professionals document](#) for complete training and exam requirements.
4. Mail or email your application using the contact info above. If emailing, please scan all documents into one .pdf attachment when possible.

**Important:** Failure to submit a complete and accurate application or establish an up-to-date online profile may result in delays, rejection, and/or documents being sent to the wrong place. All statements and documentation are subject to investigation and verification.

### Part 1: Applicant Information (please type or print)

Full Name:			Driver's License #:		
Home Address:					
Current Employer:			<input type="checkbox"/> Gov't	<input type="checkbox"/> Non-Gov't	
Employer Address:					
Position/Title:			Date of appointment:		
Work Phone:		Ext.	Work Mobile:		
Work Email:			Supervisor Email:		

### Part 2: Requested Certification - Check ONE (1 application per certification)

<b>Official Roles:</b>	<input type="checkbox"/> Building Official	<input type="checkbox"/> Fire Official	<input type="checkbox"/> Property Maintenance Official
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<input type="checkbox"/> Permit Technician	<b>Inspector Certifications, continued</b>	<b>Plans Examiner Certifications</b>
<b>Inspector Certifications</b>	<input type="checkbox"/> Elevator Inspector	<input type="checkbox"/> Combination Building Plans Examiner
<input type="checkbox"/> Amusement Device Inspector	<input type="checkbox"/> Fire Prevention Inspector	<input type="checkbox"/> Commercial Building Plans Examiner
<input type="checkbox"/> Combination Commercial Inspector	<input type="checkbox"/> Fire Protection Inspector	<input type="checkbox"/> Commercial Energy Plans Examiner
<input type="checkbox"/> Combination Residential Inspector	<input type="checkbox"/> Property Maintenance Inspector	<input type="checkbox"/> Electrical Plans Examiner
<input type="checkbox"/> Commercial Building Inspector	<input type="checkbox"/> Residential Building Inspector	<input type="checkbox"/> Fire Protection Plans Examiner
<input type="checkbox"/> Commercial Electrical Inspector	<input type="checkbox"/> Residential Electrical Inspector	<input type="checkbox"/> Mechanical Plans Examiner
<input type="checkbox"/> Commercial Energy Inspector	<input type="checkbox"/> Residential Energy Inspector	<input type="checkbox"/> Plumbing Plans Examiner
<input type="checkbox"/> Commercial Mechanical Inspector	<input type="checkbox"/> Residential Mechanical Inspector	<input type="checkbox"/> Residential Building Plans Examiner
<input type="checkbox"/> Commercial Plumbing Inspector	<input type="checkbox"/> Residential Plumbing Inspector	<input type="checkbox"/> Residential Energy Plans Examiner

### Part 3: Training and Exam Requirements

A. Please indicate the applicable Virginia Building Code Academy Course(s) required and date(s) attended. Individual training history can be found in the [Online Registration System](#)

Course	Dates	Course	Dates
<input type="checkbox"/> Advanced Official		<input type="checkbox"/> Mechanical Inspection	
<input type="checkbox"/> Basic Amusement Device		<input type="checkbox"/> Permit Technician	
<input type="checkbox"/> Commercial Building Inspection		<input type="checkbox"/> Plumbing Inspection	
<input type="checkbox"/> Commercial Plan Review		<input type="checkbox"/> Property Maintenance Inspection	
<input type="checkbox"/> Core		<input type="checkbox"/> Residential Building Inspection	
<input type="checkbox"/> Electrical Inspection		<input type="checkbox"/> Residential Plan Review	
<input type="checkbox"/> Energy Commercial Structures		<input type="checkbox"/> Structural Plan Review	
<input type="checkbox"/> Energy Residential Structures		<input type="checkbox"/> VDFP 1031 ( <i>attach certificate copy</i> )	
<input type="checkbox"/> Fire Protection Systems Inspection			

B. I hereby attest that I have achieved a passing score on the examination(s) required for this DHCD certification. **I have attached the required copies of my passing exam results.**

- C. I understand that two critical things are required for me to maintain my DHCD certification(s):
- Attendance at mandatory DHCD training (such as Code Change Training) when required.
  - Compliance with the [DHCD Continuing Education Policy](#) which requires me to obtain AND submit to DHCD **16 hours of Continuing Education (CE) training every two years.**

### Part 4: Required Signature

**Applicant:**

I attest that all information provided on this application is true and accurate to the best of my knowledge. I understand that falsification of any part of this application may result in certification denial.

*Applicant's signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Office Use Only*

Date Received:	Date of Review:	Staff Initials:
<input type="checkbox"/> Approved	Issuance #:	Date issued:
<input type="checkbox"/> Denied	<input type="checkbox"/> Incomplete Application <input type="checkbox"/> Training Requirements Not Met <input type="checkbox"/> Exam Requirements Not Met	
Administrative Notes:		