



Mississippi Home Inspector Division

ADMINISTRATOR
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REMINDERS FOR HOME INSPECTORS

- SUBMIT YOUR HOME INSPECTOR'S UPDATED CERTIFICATE OF LIABILITY INSURANCE **UPON THE RENEWAL OF THE POLICY**. EITHER YOU OR THE INSURANCE COMPANY CAN SEND THE DOCUMENT by email to:

hhood@mrec.state.ms.us

[It is the **home inspector's PERSONAL** responsibility to submit this to our office; not the insurance company. However, the insurance company may send (e-mail or snail mail) the Certificate to the MHID. If we do not have a current Certificate of Liability Insurance on the date of your renewal, your license will be placed on inactive status and you will incur additional expenses (\$25.00 **inactive fee** and \$25.00 **reactivation fee**) to begin working again. While on inactive status you are not allowed to conduct OR participate in **ANY** home inspections and must surrender your license and pocket card until reactivation occurs.]

- **SUBMIT YOUR PROOF OF COMPLETING 20 HOURS OF CE BY THE DATE OF YOUR RENEWAL OR WITH YOUR RENEWAL FORM.** It is best to e-mail the certificates upon the completion of each course. **IT IS THE HOME INSPECTOR'S RESPONSIBILITY TO SUBMIT THE CE CERTIFICATES; NOT THE PROVIDERS.** **YOU MAY E-MAIL THEM TO:**

hhood@mrec.state.ms.us

- **ANY CHANGES OF ADDRESS, PHONE NUMBERS OR E-MAIL ADDRESSES SHOULD BE SUBMITTED TO THE MHID OFFICE IMMEDIATELY. YOU MAY E-MAIL ANY OF THOSE CHANGES TO THE SAME ADDRESS GIVEN ABOVE.**

HOW TO SUBMIT A CHANGE OF ADDRESS:

Send a letter stating that you want a change of address. Include your **original wall license** and a **check in the amount of \$25.00** for the address change. The MHID will then reissue you a wall license reflecting the updated address change. Do NOT return the pocket card if you are only changing the address on your license.

NEW HOME DESIGNATION REQUIREMENTS ARE:

- You **must** have an **active** residential builders (contractors) license
- **You must have an active certification with the International Code Certification Council (ICCC) in ONE of the residential courses below. There are no exceptions.**

Housing Rehabilitation Inspector Building Inspector Commercial Electrical Inspector Plumbing Inspector Reinforced Concrete Special Inspector Fire Inspector I Fire Inspector II One and Two Family Dwelling Inspector Zoning & Property Standards Inspector Mechanical Plan Examiner Residential	Electrical Mechanical Inspector Building Plan Examiner Plumbing Plan Examiner Electrical Plan Examiner Legal & Management Fire Safety Plan Examiner International Property Maintenance & Housing Inspection Florida Modular Building Inspection Florida Modular Building Plan & Coastal Construction
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TO RENEW YOUR “NEW HOME DESIGNATION” YOU MUST SUBMIT PROOF OF THE FOLLOWING:

- 1) **ACTIVE ICCC CERTIFICATION WITH AN EXPIRATION DATE THAT IS LATER THAN THE RENEWAL DATE OF YOUR LICENSE; and**
- 2) **ACTIVE RESIDENTIAL BUILDERS (CONTRACTORS) LICENSE WITH AN EXPIRATION DATE THAT IS LATER THAN THE RENEWAL DATE OF YOUR LICENSE.**

FAILING TO PROVIDE THE PROPER DOCUMENTATION AT THE TIME OF RENEWAL OR AT THE TIME ANY CERTIFICATION EXPIRES IS A VIOLATION OF STATE STATUTE AND SUBJECTS THE LICENSEE TO POSSIBLE DISCIPLINARY ACTION, FINES AND/OR REVOCATION OF LICENSURE.

The MHIB considers a “New Home” as one that has not previously been occupied and MHID does not consider the date of completion or the issuance of a Certificate of Occupancy by any governmental entity in determining whether the property is a “New Home.” Typically, the seller of a “New Home” is going to be the builder or building contractor. Newly constructed homes that have been occupied by “tenants or other individuals as a place of residence” prior to a change in ownership are NOT considered “New Homes” for purposes of Home Inspections in Mississippi.



Holly N. Hood

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