

INSPECTOR LICENSE APPLICATION

INDIVIDUAL

APPLICATION INSTRUCTIONS

1. **Save** this application to your computer before starting. **Re-Save** after completion.
2. Complete all sections and provide all information, unless instructed otherwise.
3. **Social Security Number, Dates of Birth, Tax ID, etc. must be provided where indicated.**
 - Failure to provide this information will result in the delay or denial of your registration.
 - SSN's and Taxpayer ID's will not be released for any other purpose not provided by law.
4. Names, titles, signatures, dates, etc. must be completed where indicated. (E-signatures will be accepted.)

ADDITIONAL REQUIRED DOCUMENTS

1. Scan and attach to this application the following items:
 - Copy of applicant's original ICC certification(s) corresponding with the classification(s) selected on page 3.
 - ☐ If applicable, a copy of the applicant's current Louisiana Architect, Engineer, or Home Inspector license if applicant is currently licensed in one of these three professions.
 - ☐ Copy of Applicant's current State Issued ID (Driver's license or state ID card)
 - ☐ Copies of any required documents based on how the Applicant answered the Legal Questions.

SUBMISSION INSTRUCTIONS

Once application is properly completed with all required documents scanned and attached, submit the application packet using the [Application Submission Form](#) to submit through the LUCCC website.

If you have questions about this application or the licensing process, contact Ms. Revette at (225) 346-6313 or tsrevette@lsuccc.la.

Please also read the following information:

License applicants are given **one year from the date the application is received** to meet all requirements. If all requirements are not met within the one-year timeframe, the application will be written off, and the applicant will be required to resubmit a new application and current documents to restart the licensing process.

Misrepresentation of information supplied by an applicant shall be deemed sufficient cause for denial of an application or revocation of a license and/or subject to criminal prosecution for making false official statements, in accordance with LA R. S. 14:133.

Failure to provide all required information and documentation will result in a delay in the issuance of your license. You will be notified via email if any issues are found or if additional documentation is needed as the application is being processed.

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Complete **ALL** sections and provide all information, unless instructed otherwise.

1 TYPE OF LICENSE

Select one of the following license types

- ☐ Public Inspector License (PU)
☐ Private Inspector License (PR)

- A public inspector is defined as a W2 employee of a public entity (i.e. government agency).
- A private inspector is defined as a principal or W2 employee of a private inspector company OR is self-employed.

2 APPLICANT INFORMATION

A Legal Name of Applicant (legal name as it appears on your state issued ID, i.e. driver's license)

First Name: _____ Suffix: _____
Middle Name: _____
Last Name: _____

B Identifying Information of Applicant

1. Social Security Number (US citizen): _____
or ITIN or USCIS Number (if non-US citizen, is a US resident): _____
2. Date of Birth: _____ 3. State Issued ID #: _____ 4. State of Issuance: _____

C Mailing Address of Applicant (address to appear on certificate)

P.O. Box or Street Address: _____
City: _____ State: _____ Zip: _____

D Physical Address of Applicant

Street Name and Number: _____
City: _____ State: _____ Zip: _____

E Phone Numbers

Work: _____ Cell: _____ Fax: _____

F Email Address of Applicant

Email: _____

Pursuant to R.S. 37:3746(A)(2), the licensee's email address on record with the commission shall be used for official correspondence. Failure to maintain current information with the commission may delay the issuance of a license, the timely renewal of a license, or the receipt of updates to laws, rules, and regulations related to this industry.

3 LEGAL QUESTIONS

- A Have you or any firm in which you were a principal been debarred or disqualified by any public entity? ☐ Yes ☐ No

*If **YES**, on a separate page addressed to the Commission, provide a detailed explanation including date, reason for debarment or disqualification, and name of the public entity.*

B	Have you ever been denied a license/registration or had a license/registration suspended or revoked by a government agency, occupational or professional licensing board in Louisiana or any other state?	☐ Yes ☐ No
<i>If YES, on a separate page addressed to the Commission, provide a detailed explanation, including date, reason for denial, suspension or revocation, and the name of the agency or board.</i>		
C	Do you have an outstanding notice of child support delinquency which has not been resolved?	☐ Yes ☐ No
“Resolved” means you are now current with your child support payments or have entered into a payment plan, which is also current.		
D	Have you ever filed bankruptcy as an individual or under any firm name whatsoever in Louisiana or in any other state (within the last ten years)?	☐ Yes ☐ No
<i>If YES, provide copies of records showing the chapter filed, the initial debts submitted (including all creditors and the amount remaining owed each), and a discharge summary. For bankruptcies discharged over ten years ago, send only a copy of the discharge summary.</i>		
E	Are there now any liens, judgments, or attachments pending or recorded against you, or against any firm in which you had interest at the time such indebtedness was created, or against any property involved under any of your contracts arising out of your previous operations in ANY state?	☐ Yes ☐ No
<i>If YES, provide a certificate of release or a payment plan, along with a statement from the legal agency showing that the plan is current.</i>		
F	Has the Applicant <u>ever</u> been charged or arrested for any criminal charge or offense in any jurisdiction? This shall include all DWI/DUI convictions; however, minor traffic violations need not be included.	☐ Yes ☐ No
<i>If YES, on a separate page addressed to the Commission, provide details for each action, including date, charge/offense, name of law enforcement agency, and disposition (final outcome of arrest or prosecution).</i>		

4 CLASSIFICATION INFORMATION

Select at least one General or Specialty classification below

General Classifications:

- | | |
|--|---|
| ☐ Certified Building Official (CBO) | ☐ Louisiana Licensed Architect |
| ☐ Master Code Professional (MCP) | ☐ Louisiana Licensed Engineer |

Specialty Classifications:

- | | |
|--|---|
| ☐ Commercial Building Inspector | ☐ Residential Building Inspector |
| ☐ Commercial Electrical Inspector | ☐ Residential Electrical Inspector |
| ☐ Commercial Mechanical Inspector | ☐ Residential Mechanical Inspector |
| ☐ Commercial Plumbing Inspector | ☐ Residential Plumbing Inspector |

- | | |
|--|---|
| ☐ Building Plans Examiner | ☐ Plumbing Plans Examiner |
| ☐ Electrical Plans Examiner | ☐ Residential Plans Examiner |
| ☐ Mechanical Plans Examiner | |

- | | |
|---|--|
| ☐ Commercial Energy Inspector | ☐ Residential Energy Inspector |
| ☐ Commercial Energy Plans Examiner | ☐ Residential Energy Plans Examiner |

- | | |
|---|--|
| ☐ Wind Mitigation Surveyor | ☐ Manufactured Housing Installation Inspector |
|---|--|

5 CONDITIONS

Instructions: The applicant must read and initial next to each statement unless stated otherwise. Once all statements are initialed by the applicant, the applicant must print and sign their name below.

Initials	Statements
	1. I certify under penalty of perjury under the laws of the State of Louisiana that all statements, answers and representations on this application are true and accurate, and I acknowledge that any purposeful false information submitted on behalf of myself, verified by this signature, is cause to have license denied or revoked by the Louisiana Uniform Construction Code Commission (LUCCC).
	2. In accordance with La. R.S. 37:3746(A)(3), I understand that it is the responsibility of the Applicant to maintain the required ICC certifications and/or licenses (architect, engineer license, or home inspector), and failure to maintain required certifications and/or licenses shall result in the suspension of the Applicant's LUCCC license and/or classifications held.
	3. In accordance with La. R.S. 37:3746(A)(2), I understand that LUCCC will use the email address provided as official means of communication. I also acknowledge and understand that I will monitor the email address provided for official correspondence from LUCCC.
	4. In accordance with La. R.S. 37:3746(A)(4), I understand that any changes to my mailing address and/or email address must be updated with LUCCC within 30 days of the change.
	5. I hereby agree to comply with all Louisiana Uniform Construction Code Commission statutes provided under La. R.S. 37:3727-3750 and LAC 55:VI. Chapters 5-13. I understand that the Louisiana Uniform Construction Code Commission shall take action to issue fines and penalties, and/or suspend or revoke the license for any violation of the laws and Rules and Regulations governing the licensure of public inspectors, private inspectors, and public inspector companies in Louisiana.

Initial next to #6 below if Applicant is an Employee of a Public Entity or Private Inspector company.

	6. I certify under penalty of perjury under the laws of the State of Louisiana that I am a W2 employee, as defined under La. R.S. 37:3728(A), of the applicable Public Entity or Private Inspector Company listed under Section 6 or Section 7 of this application. I also understand that I may be required to provide evidence of eligibility by furnishing evidence satisfactory to the LUCCC of my employment with the entity, if so requested by the LUCCC.
	7. In accordance with La. R.S. 37:3746(A)(4), I understand that I must notify LUCCC in writing within 30 days if I leave the public entity or private inspector company's employment or if I am no longer affiliated with the public entity or private inspector company listed within this license application.

By signing my name as the Applicant below, I am affirming all statements made within this license application.

Print Name of Applicant

Date

Signature of Applicant

~Complete Section 6 below if Applicant is applying as a Public Inspector; otherwise, skip.

6 PUBLIC ENTITY INFORMATION (Government Agency)

For the purpose of this section, the **Appointing Authority** is the person with delegated authority to appoint or hire/fire on behalf of the jurisdiction, which can be a senior official like a department head or employee within the government agency who receives the power to make appointments by a higher authority or the **Appointing Authority** is the higher authority (i.e. parish president or mayor).

A Name of the Public Entity in which the Applicant is an EMPLOYEE (W2 employee)

Name:

B Name of Appointing Authority of Public Entity

Full Name:

C Public Entity's Mailing Address:

P.O. Box or Street Address:

City:

State:

Zip:

D Public Entity's Physical Location:

Street Address:

City:

State:

Zip:

E Appointing Authority Phone Number(s)

Work Number:

Work Cell Number:

F Primary Email Address of Public Entity:

Email Address:

Part G below must be completed by the Appointing Authority.

G Conditions for Appointing Authority

Instructions: The appointing authority must read and initial next to each statement and then print and sign their name below.

Initial	Statements
	I certify that the Applicant listed below is a current W2 employee of the Public Entity. In accordance with La. R.S. 37:3746(A)(4), I understand it is the responsibility of the Applicant to notify LSUCCC when their employment has terminated with the Public Entity within 10 days of this change.
	In accordance with La. R.S. 37:3746(A)(3), I understand that it is the responsibility of the Applicant to maintain the required ICC certifications and/or Louisiana architect or engineer license, and failure to maintain required certifications and/or licenses may result in the suspension of the Applicant's LSUCCC license and/or classifications held.

H Affirmation by Appointing Authority

By signing my name below, as the Appointing Authority for the aforementioned Public Entity, I am affirming the statements made in this section of the license application.

Print Name of Appointing Authority

Title

Signature of Appointing Authority

Date

7 BUSINESS INFORMATION

- A** Is the applicant affiliated with a business and it's the business's name that is used on the contracts or invoices to perform inspections or plan review services? ☐ Yes ☐ No

"Affiliated with" means the applicant is a principal or W2 employee of a business entity.

"Principal" means a person with decision-making authority of a business entity, which includes but is not limited to an owner or officer of the business.

- If you answer No to **7A**, skip the remainder of Section 7, as we will notate you as being Self-Employed.
 - You will be required to submit proof of professional liability insurance coverage in your individual name.
- If you answer Yes to **7A**, please answer question **7B**, below.

- B** Is the business currently licensed with LUSCC as a Private Inspector Company? ☐ Yes ☐ No

- If you answer No to **7B**, the business must apply for and obtain an LUSCC license as a Private Inspector Company. The application for this license is found at: <https://lsuccc.la/lsuccc-registration-application/>
- If you answer Yes to **7B**, please complete the remainder of this page as instructed.

C Legal Name of Private Inspector Company

Name:

If Applicant is an EMPLOYEE of the business, a Principal of the business must initial Section D below. Otherwise, skip to Part E.

D Conditions For Principal

Instructions: The principal must read and initial next to each statement and then print and sign their name below.

Initial	Statements:
	I certify that the Applicant listed below is a current W2 employee of the Business . In accordance with La. R.S. 37:3746(A)(4), I understand it is the responsibility of the Applicant to notify LUSCC when the applicant's employment has terminated with the Business within 30 days of this.
	In accordance with La. R.S. 37:3746(A)(3), I understand that it is the responsibility of the Applicant to maintain the required ICC certifications and/or Louisiana architect or engineer license, and failure to maintain required certifications and/or licenses may result in the suspension of the Applicant's LUSCC license and/or classifications held.

E Affirmation by Principal

By signing my name below, as a principal in the aforementioned business, I am affirming the statements made in this section of the license application.

Print Name of Principal

Title of Principal

Signature of Principal

Date