

# LICENSE REQUIREMENTS

## RESIDENTIAL/COMMERCIAL BUILDING INSPECTOR

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- 1.) Complete Business Tax Return (online link, <http://www.augustaga.gov/DocumentCenter/View/7328>).
- ❖ Complete all of the required sections on the application form.
  - ❖ We do require the last 4 SSN on all owners/agents listed on the license application.
  - ❖ The person completing the application must be listed as an owner/agent and needs to sign the affidavits as well.
  - ❖ Please provide the number of W-2 employees for the company.
  - ❖ Complete the SAVE & E-Verify Affidavits.
    - If you do not have a notary available, do not sign the affidavits until you are in our office, so we can notarize the affidavits for you at no extra cost.

2.) **Sec. 7-1-116-8. Qualifications for home and commercial private building inspectors/consultants—  
Registration required.**

- ❖ Present proof of current certification by the American Society of Home Inspectors, or any other national certifying agency for building inspectors that is approved for this purpose by the Commission, as a private building inspector for residential and commercial structures.
  - (ASHI Website Link: <http://www.homeinspector.org/>).
- ❖ Present proof of worker's compensation insurance in amounts as required by the laws of the State of Georgia. Failure to keep such workers compensation insurance in force at all times shall be grounds for immediate revocation of the registration and the certificates evidencing same.
- ❖ General Liability Insurance (Certificate of Liability page) for minimum \$50,000/\$100,000 with Augusta-Richmond County listed as certificate holder.
- ❖ Provide certification from the providers of continuing education for building inspectors that the applicant has received not less than 6 hours of such continuing education in the preceding calendar year. Continuing Education Units means credits that are received for participation in continuing education and professional development activities, i.e.: attending Construction Advisory Board meetings, Subdivision Regulation Committee meetings, and construction, development, and environmental seminars, etc.

# ASHI Membership Categories and Requirements

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All ASHI members are required to abide by the ASHI Code of Ethics, which specifically forbids home inspectors from active brokerage or sale of real estate, or performing repairs on homes that they inspect. ASHI members also agree to perform and report inspections in accordance with the ASHI Standard of Practice. Not only is the ASHI logo widely regarded as the mark of a professional home inspector, its use by the ASHI membership is also carefully controlled. **There are three designations of active professional home inspector membership in ASHI®. These ASHI® membership categories are as follows:** ASHI has met the rigorous requirements of the National Commission for Certifying Agencies (NCCA) as a certifying body, therefore it is able to offer the only third-party approved home inspector certification program.

**ASHI Certified Inspectors**— Inspectors in this category have:

- ❖ [Passed the National Home Inspector Examination](#) and ASHI's Standard of Practice and Code of Ethics module.
- ❖ Had inspection reports successfully verified for compliance with ASHI's Standard of Practice.
- ❖ Have submitted a valid list of performance of at least 250 fee-paid home inspections that meet or exceed the ASHI Standard of Practice.
- ❖ Have returned an authorized notarized affidavit to ASHI validating at least 250 inspections.
- ❖ Must agree to follow the ASHI Standard of Practice and Code of Ethics.
- ❖ Each year, the inspector is required to complete 20 hours of continuing education.

**ASHI Inspector**— Inspectors in this category have:

- ❖ [Passed the National Home Inspector Examination](#) or Valid State Exam approved by the Membership Committee and ASHI's Standard of Practice and Code of Ethics module.
- ❖ Had inspection reports successfully verified for compliance with ASHI's Standard of Practice.
- ❖ Have submitted a valid list of performance of at least 75 fee-paid home inspections that meet or exceed the ASHI Standard of Practice.
- ❖ Have returned an authorized notarized affidavit to ASHI validating at least 75 inspections.
- ❖ Must agree to follow the ASHI Standard of Practice and Code of Ethics.
- ❖ Each year, the inspector is required to complete 20 hours of continuing education.

**ASHI Associates**— Inspectors in this category have:

- ❖ Just joined ASHI and may be new to the inspection profession or may be a seasoned inspector who has not yet completed ASHI's requirements to move up in membership.
- ❖ Have passed the [ASHI's Standard of Practice and Code of Ethics module](#).
- ❖ Must agree to follow the ASHI Standard of Practice and Code of Ethics.
- ❖ Each year, the inspector is required to complete 20 hours of continuing education.

# LOCATION REQUIREMENTS

## GENERAL LOCATION REQUIREMENTS ON ALL BUSINESSES

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- 1.) Is the business located in Augusta-Richmond County?
  - a. Yes, there is an office located in Richmond County.
    - ❖ **Commercial location:** We need the lease agreement (first & signature page) or a deed. We need to have the fire inspection done for the building. Please call Fire Marshall's Department (706) 821-2929 to schedule the fire inspection. The inspection fee is normally \$75 and is paid at our office along with the business license.
    - ❖ **Parking Lot Vendors:** (For example, clothing, retail, bottled water, etc.) The place you choose must be zoned Business and we require a letter of permission from the property owner to conduct your business in their parking lot. If you are setting up at this location permanently, then this will be your physical business location for the business license. If you are wanting to setup at different locations as a street vendor, you must first obtain a Special Use Permit and then provide a copy of a letter of permission from the location you plan to setup at. For each location you setup, you must have a letter of permission to be there.
    - ❖ **Homeowners:** must go to Planning & Zoning to obtain a Special Use Permit that will allow you to use your home as your business location. The Special Use Permit will cost you \$150, which you will pay at Planning & Zoning. If you move to another residence, you will have to get a new Special Use Permit on the new property address.
    - ❖ **Tenants:** must go with the property owner or obtain a notarized letter from the property owner to operate from the home and go to Planning & Zoning to obtain the Special Use Permit. The permit will cost \$150 and will be paid at Planning & Zoning. If you move to another residence, you will have to get a new Special Use Permit for the new property address.
- 2.) No, there is not an office / branch located within Augusta-Richmond County.
  - ❖ If there is an office or branch located within the State of Georgia, we require the current year's business/occupational license from the office location. This would qualify the business as NDOC (non-domicile) so occupational taxes will not be collected. License fee is an administrative fee (\$6 as of January 1, 2014).
  - ❖ If the closest office or branch is located out of the State of Georgia, the license fees will be based on estimated gross revenue for the remainder of the current year.

### **Common Richmond County Office Locations:**

#### **Fire Marshall:**

Address: 3117 Deans Bridge Road Augusta, GA 30906

Phone Number: (706) 821-2929

Fax Number: (706) 821-2907

#### **Planning & Zoning:**

Address: 535 Telfair Street 3rd Floor Augusta, GA 30901

Phone Number: (706) 821-1796

Fax Number: (706) 821-1806

#### **Planning & Development:**

Address: 535 Telfair Street 3rd Floor Augusta, GA 30901

Phone Number: (706) 312-5050

Fax Number: (706) 312-4277