



# KBHI LICENSURE RENEWAL CHECKLIST

1. **Payment included (NONREFUNDABLE)** --\$200 *per* licensure year, \$400.00 total if renewing in an even year
2. **2"x2" passport photo**
3. **Applicant Personal Information**
  - a. Complete permanent mailing address (P.O. Box not accepted)
  - b. Telephone Numbers (Home, Work and/or Cell)
  - c. Date of Birth
4. **Proof of Continuing Education**  
  
 Kentucky Law and Regulations  
 Report Writing  
 Other Board Certified Education
5. **Certificate of Insurance**
  - a. Documentation of Insurance
  - b. Effective date current
  - c. Expiration date current
  - d. Insurance Co. Named KBHI as certificate holder w/ board address
  - e. Minimum General Liability Insurance Coverage is \$250,000
  - f. Home Inspector's Individual Name is under "Insured"
6. **Other state or local license information**
  - a. Information written on 2<sup>nd</sup> page of application
7. **KY State Police Background Check (performed within the last 90 days)**
  - a. Form available at [www.kentuckystatepolice.org](http://www.kentuckystatepolice.org)
    1. Select "Resources"
    2. Select "Forms"
    3. Select "Background Check Form Page"
8. **Other state background checks (performed within the last 90 days)**-- if lived out of state within the last 5 years
9. **Copy of a Home Inspection Report**  
 Standard of Practice  
 License #  
 Proof of Compensation