**Section 1410.110 Application for a Home Inspector Entity License**

a) An entity seeking to practice as a home inspector or provide home inspections in the State of Illinois in the form of a corporation, limited liability company or legally formed partnership shall submit to the Division:

1) An application, in a manner provided by the Division, that is signed and fully completed by the applicant;

2) If an assumed name is to be used, a certified copy of the assumed name certificate, pursuant to the Assumed Business Name Act [805 ILCS 405];

3) A Federal Employer Identification Number (FEIN);

4) The required fee set forth in Section 1410.400, payable to the Department;

5) The names of all owners, partners, officers, members, managers, or directors of the entity, and their home inspector license numbers where applicable;

6) Evidence that the home inspector entity has a designated managing home inspector licensed by the Department;

7) Articles of Incorporation, Articles of Organization or other evidence of legal formation or authority, and proof of good standing with the Illinois Secretary of State. If a foreign entity, a copy of the certificate of authority to transact business in Illinois; and

8) Proof of general liability insurance coverage as required by Section 5-50 of the Act and Section 1410.235.

b) This Section does not apply to an entity solely owned by one licensed home inspector operating a sole proprietorship, a single member limited liability company, or a single shareholder corporation, and if that home inspector is the only licensed home inspector performing inspections on the entity's behalf.

c) Applicants have 3 years from the date of application to complete the application process. If the process has not been completed within 3 years, the application shall be denied and the fee forfeited, and the applicant must reapply and meet the requirements in effect at the time of reapplication.

d) Upon receipt of the required documents and review of the application, the Department shall issue a license authorizing the entity to practice or shall notify the applicant of the reason for any deficiency.

e) Licensees engaging in licensed activities in the form of a corporation, limited liability company, or legally formed partnership must:

1) Remain in active status and in good standing in accordance with the requirements of the jurisdiction where it is registered and must be authorized to conduct or transact business;

2) Notify the Division, in a format provided by the Division, within 48 hours after any change to its status/registration resulting in the inability to conduct or transact business in the jurisdiction in which it was authorized to conduct or transact business; and

3) The license of any business entity that is not in good standing with the Illinois Secretary of State, or is not authorized to conduct business in Illinois, shall immediately become inactive, and that entity shall be prohibited from engaging in any licensed activities.

(Source: Amended at 48 Ill. Reg. 2424, effective February 2, 2024)