



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
SPECIAL INSPECTION REGISTRATION PROGRAM

**AGENCY REGISTRATION RECERTIFICATION**  
(APPLICATION FORMS ARE PART OF THIS BULLETIN)

When the WABO Special Inspection Registration Program (SIRP) was inaugurated, agencies applying for registration were informed that continued registration would be subject to a renewal process every three years. An agency's facilities and operations may undergo a number of changes over a period of three years. WABO has a responsibility to the local jurisdictions in the state to confirm that the qualifications and practices of all agencies registered in the SIRP continue to meet the criteria prescribed in WABO Standard No. 1701.

As prescribed in WABO Standard No. 1701, agencies renewing their registration will be required to submit a modified version of their original submittal information and undergo a facilities audit.

Agency Registration Renewal notification and application form will be mailed to agency technical directors six months prior to the date the agency's registration expires. Completed Agency Renewal Application form and accompanying documentation should be submitted to the WABO office at least four months prior to the date the agency's registration expires. It will be WABO's goal to have application submittal materials reviewed and any deficiencies reconciled at least two months prior to the date the agency's registration expires. Agency audit/surveys and reconciliation of any deficiencies will then be completed during the remaining two-month period prior to the date the agency's registration expires.

Current agency registration renewal fees are included in the WABO Special Inspection Registration Program Fee Schedule. Additional time for deficiency processing in connection with either an application or an audit/survey will be charged at the current prevailing hourly rate. Additional follow-up audit/surveys will also be charged at the current prevailing hourly rate, plus travel-related expenses.



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**AGENCY REGISTRATION  
RENEWAL APPLICATION FORM**

(DUE 120 DAYS PRIOR TO THE DATE THE AGENCY'S REGISTRATION EXPIRES)

**DIRECTIONS:** Please answer all questions thoroughly. Type or print all responses.

Mail / email the **completed** application along with the appropriate application fee to: WABO, PO Box 7310, Olympia, WA 98507-7310 or registration@wabo.org.

**APPLICATION FEE: \$350.00**

**MAKE CHECKS PAYABLE TO: WABO**

After review of the application submittal, the agency technical director will be notified of any deficiencies in the submittal. Following reconciliation of any deficiencies, arrangements will be made for an on-site inspection of the agency's facilities and equipment. For a list of items to be inspected during the on-site inspection, refer to the Agency Inspection Checklist in WABO Standard No. 1701, Appendix B

**1. APPLICANT INFORMATION**

\_\_\_\_\_  
(Agency Name)

\_\_\_\_\_  
(Agency Technical Director Name)

Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

E-mail: \_\_\_\_\_

Agency Address \_\_\_\_\_  
(No. and Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

**2. TYPE(S) OF WORK APPLICANT IS RENEWING**

Check each type of work the agency is renewing below:

- |   |  |
|---|--|
| <input type="checkbox"/> Reinforced Concrete (RC)           | <input type="checkbox"/> Spray-Applied Fire-Resistive Materials (FP) |
| <input type="checkbox"/> Prestressed Concrete (PC)*         | <input type="checkbox"/> Structural Wood (SWD)                       |
| <input type="checkbox"/> Shotcrete (SC)*                    | <input type="checkbox"/> Mass Timber Endorsement (MT)**              |
| <input type="checkbox"/> Structural Masonry (SM)            | <input type="checkbox"/> Cold-Formed Steel Framing (CF)              |
| <input type="checkbox"/> Structural Steel and Bolting (SSB) | <input type="checkbox"/> Post-Installed Anchors (PA)                 |
| <input type="checkbox"/> Structural Welding (SW)            | <input type="checkbox"/> Fire-Resistant Penetrations and Joints (FS) |

\*\* Reinforced Concrete registration is a prerequisite for obtaining this agency registration.

\*\*\* Structural Wood registration is a prerequisite for obtaining this agency registration endorsement.

### 3. INFORMATION ACCURACY CERTIFICATION AND INQUIRY CONSENT

I certify that all statements, answers, and information given as a part this application process are accurate to the best of my knowledge. I understand that giving false and/or misleading information may be cause for rejection of this application or revocation of subsequent registration as a special inspection agency.

I consent and authorize representatives of the Washington Association of Building Officials to request any information concerning my previous employment, education, military service, or other information pertinent to this application.

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(Signature of Agency Principal)

(Date)

### 4. REGISTRATION RENEWAL SUPPLEMENTAL DOCUMENTATION

**(Items listed below should be submitted on a CD or thumb drive, have a table of contents and locator index dividers for each section, e.g. A, B, etc)**

(The cost to review an application submittal and any follow-up deficiency response submittals is solely dependent upon the amount of time it takes. So, the more thorough and better organized the submittal-the more money you save!)

#### 4.1 ACCREDITATION

4.1.1 Provide a copy of documentation of the agency's current national accreditation or inspection report from an acceptable accrediting or inspecting authority.

#### 4.2 PERSONNEL INFORMATION

4.2.1 Provide evidence, in the form of copies of certificates of registration, that the agency's key personnel (technical director(s), supervising laboratory technician(s), and special inspector field supervisor(s)) are all currently registered with WABO.

4.2.2 Provide a list of all agency inspectors. (Please include all inspectors whether registered with WABO or not.)

4.2.3 Provide a description of the agency's personnel training program and practices.

#### 4.3 TESTING SERVICES

4.3.1 Provide a list of all testing services conducted solely by the agency without the assistance of external source(s)

4.3.2 Provide a list of all testing services conducted with assistance of external source(s)-include external source(s) names, addresses, telephone numbers and key contact names

#### 4.4 EQUIPMENT INFORMATION

4.4.1 Provide a list of fixed and mobile test and field inspection equipment the agency owns and has on-site

- 4.4.2 Provide a list of fixed and mobile test and field inspection equipment the agency depends on external sources for-include external source(s) names, addresses, telephone numbers and key contact names
- 4.4.3 Provide a description of agency owned equipment calibration practices and procedures along with samples of relevant record keeping documents.  
(All calibrations shall be traceable to the National Bureau of Standards and calibrations shall be performed at frequencies as set forth in national standards. If a standard test method requires equipment calibration for which a frequency is not specified, then the laboratory shall establish a frequency not less than one year.)
- 4.4.4 Provide a description of how the agency deals with equipment that is out of calibration.

## 5. TEST AND INSPECTION PROCEDURES

- 5.1 Provide a description of field inspection, testing and recording procedures with samples of relevant forms  
**(Include descriptions for each type of work.)**
- 5.2 Provide a description of laboratory handling, conditioning, storage testing and recording procedures-including appropriate ASTM and IBC references-with samples of relevant forms.  
**(Include descriptions for each type of work.)**

## 6. DISCREPANCIES AND FINAL REPORTS

- 6.1 Provide a description of procedures used for handling and reporting discrepancies referenced in the IBC, Section 17- with copies of relevant forms and/or samples.
- 6.2 Provide a description of procedures used for processing final reports as prescribed in the IBC, Section 17 - with copies of relevant forms and/or samples.

## 7. QUALITY ASSURANCE

- 7.1 Provide a copy of the agency quality assurance manual or the equivalent.

- 8. Provide a description of the lab's procedures for Field Testing Labs.