



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
SPECIAL INSPECTION REGISTRATION PROGRAM

**INITIAL REGISTRANT  
SPECIAL INSPECTOR APPLICATION FORM**

**DIRECTIONS:** Please answer all questions thoroughly. Type or print all responses. Submit a separate application form for each inspector

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

**NOTE:** Applications must be accompanied by a letter of recommendation from the agency.

**APPLICATION FEE:**

**\$160.00 FOR THE FIRST TYPE OF WORK, \$55.00 EACH ADDITIONAL TYPE OF WORK BEING APPLIED FOR ON THIS APPLICATION FORM.**

***MAKE CHECKS PAYABLE TO: WABO***

**INITIAL REGISTRANTS**

Individuals holding an unexpired **ICC special inspector certification** in the categories of Reinforced Concrete, Prestressed Concrete, Structural Masonry, Structural Steel and Bolting, Structural Welding\*, and/or Spray-applied Fire-resistive Materials or unexpired **WABO special inspector registration** in Shotcrete, Structural Wood, Mass Timber, Cold-Formed Steel Framing, and/or Fire-Resistant Penetrations and Joints may become registered in the WABO program as Initial Registrants if:

1. They document their employing agency is a WABO Special Inspection Registration Program registered agency (Or their employing agency has an application on file at WABO); and
2. They submit a completed "Initial Registrant" special inspector application form along with the prescribed fees; and
3. They submit copies of unexpired ICC, ACI, CWI, and/or WABO certification cards; and
4. They submit lists of education, training and work experience which when evaluated result in a cumulative total of 35 points (Refer to WABO Standard No. 1701, Appendix C); and,
5. They successfully participate in an oral interview process intended to corroborate their application information and to identify their knowledge pertaining to field work.

\*Structural Welding requires an ICC inspector certification (Obtained by S2 written exam or AWS D1.1 CWI) or an AWS D1.1 CWI with plan reading experience.



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**1. APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_  
(Last) (First) (MI)

Home Address: \_\_\_\_\_  
(No. and Street)

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

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you 18 years of age or older? \_\_\_ Yes \_\_\_ No

Agency Employer Name: \_\_\_\_\_

Agency Location: \_\_\_\_\_

Agency Phone Number: \_\_\_\_\_

**2. TYPE(S) OF WORK FOR WHICH APPLICANT IS SEEKING REGISTRATION**

**2.1** Inspectors may become registered for any one or more of a number of types of work (testing and inspection). Check each type of work the inspector is applying for 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) |

\* Requires current ACI certification as an ACI Field Technician – Grade 1. (Refer: WABO Bulletin No. R-99-01)

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

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

**3. EDUCATION AND TRAINING INFORMATION**

**(Note:** Information should relate to the type of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. The list should contain specific education and training experience which can be assigned points and totaled (refer to WABO Standard No. 1701, Appendix C for creditable education and training experience). If additional space is needed, attach supplemental sheets.

**4. WORK EXPERIENCE INFORMATION**

**(Note:** Information should relate to the type of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. For each employer, indicate date(s) of employment and type of inspection(s) performed. This list should contain specific work experience which can be assigned points and totaled (refer to WABO Standard No. 1701, Appendix C for creditable work experience). If additional space is needed, attach supplemental sheets.

**5. PROJECTS EXPERIENCE LIST**

For each type of registration sought, provide a list of projects the applicant has worked on pertaining to that specific type of registration. The list should include: the name of the project; the date(s) the applicant worked on the project, the name and telephone number for the registered agency or the applicant’s supervisor on the project and the test methods and standards that the applicant was responsible for on the listed project. If additional space is needed, attach supplemental sheets.

**6. INFORMATION ACCURACY CERTIFICATION AND INQUIRY CONSENT**

I certify that all statements, answers and information given as part of 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 inspector.

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 Applicant)

(Date)

WABO registration responsibility is limited to verifying applicant’s national certification / licensing, work experience, project experience, education, and training. WABO reserves all discretion to approve and issue registration to applicant.

**APPLICATION QUALIFICATION DOCUMENTATION FOR INITIAL SPECIAL INSPECTOR REGISTRANTS**

Along with the completed **Special Inspector Registration Application** form, please submit the following applicant qualification documentation:

**1. LETTER OF RECOMMENDATION**

Letter should be from an official with a registered agency or another WABO approved source.

**2. INSPECTOR CERTIFICATES**

A legible photo copy of an unexpired ICC, ACI, CWI and/or WABO (Shotcrete, Structural Wood, Mass Timber, Cold-Formed Steel Framing and/or Fire-Resistant Penetrations and Joints) certificates reflecting each Type of Work for which applicant is seeking WABO registration.

**3. OTHER CERTIFICATES, REGISTRATIONS, OR LICENSES**

A legible photocopy of other unexpired certifications, registrations and licenses the applicant believes to be pertinent to the application. (i.e. apprenticeship program completion documentation, certification certificates, registration certificates, degree diplomas, etc.)

**4. FEES**

Payment of prescribed application fee(s).