



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

Agency Key Personnel Registration

RENEWAL CHECKLIST

1. Prepare agency cover letter and note any key personnel changes.
2. Annual renewal fee for agency key personnel is **\$60 for each position**. Make check payable to WABO.
3. Collect the WABO Certificate of Registration pocket-size card(s) from each Technical Director, Supervising Laboratory Technician and Special Inspector Field Supervisor listed on the enclosed agency Register Form.
4. Include a photocopy of supporting documents relating to the registrations the Field Supervisors hold, such as an un-expired ICC, ACI and/or WABO reciprocal certificate for each type of work. **Note: Photocopies NOT required for Technical Director and Supervising Laboratory Technician.**

Incomplete or incorrect agency key personnel renewal submittals will delay processing.