



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

**CHECKLIST**  
for  
**Agency Annual Renewal of Key Personnel**

1. Prepare agency cover letter and note any key personnel changes (refer to WABO Bulletin No. R96-07).
2. Annual renewal fee for agency key personnel is **\$50** for each position. Make check payable to WABO.
3. Collect the WABO Certificate of Registration pocket-size card(s) from each Technical Director (TD), Supervising Laboratory Technician (SLT) and Special Inspector Field Supervisor (SIFS) listed on the enclosed agency Register Form.
4. Include a photocopy of supporting documents relating to the certifications the SIFS holds, such as an un-expired ICC, ACI and/or WABO reciprocal certificate for each type of work.  
**Note: Photocopies NOT required for TD and SLT**
5. Cards not renewed by the expiration date are considered void. A reinstatement fee of \$70 per position is required within sixty (60) days after the expiration date. Cards not reinstated require a submittal of an Initial Application form along with appropriate fees and an interview.
6. Any card found in the possession of an individual other than the certificate holder carries a severe penalty.

**Incomplete or incorrect agency key personnel submittals may be returned  
or can delay the processing.**