



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

**INSPECTION ONLY AGENCY – TYPE II  
REGISTRATION APPLICATION FORM**

**DIRECTIONS:** PLEASE ANSWER ALL QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. REFER TO WABO STANDARD NO. 1701 FOR DETAILED APPLICATION PREREQUISITES.

MAIL THE **ORIGINAL AND ONE COPY** OF THE COMPLETED APPLICATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

**WABO  
PO BOX 7310  
OLYMPIA, WA 98507-7310.**

**APPLICATION FEE: \$325.00 - MAKE CHECKS PAYABLE TO: WABO**

Application and supporting documentation will be reviewed and the applicant will be notified of any application deficiencies. Following satisfactory corrective action of application deficiencies, Arrangements will be made for an on-site inspection of the applicant's facilities and equipment. (Refer to WABO Standard No. 1701, Appendix B, (Agency Inspection Checklists))

**1. Applicant Information**

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

\_\_\_\_\_ (Agency Proposed Technical Director's Name)

Phone No. (\_\_\_\_\_) \_\_\_\_\_ FAX No. (\_\_\_\_\_) \_\_\_\_\_

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

Agency Address \_\_\_\_\_ (no. and street)

\_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip)

Agency Facility Description: \_\_\_\_\_ Headquarters **or** \_\_\_\_\_ Branch  
(Separate registration application form is required for each headquarters and/or branch facility)  
\_\_\_\_\_ Sole Proprietorship **or** \_\_\_\_\_ Partnership **or** \_\_\_\_\_ Corporation

Federal Employer (Tax) Identification Number (EIN) \_\_\_\_\_

Job Titles Comparison - List below your agency job titles that correspond to the WABO Special Inspection Registration Program job titles along with the names of the individuals currently in those positions:

SIRP Program Job Titles                      Agency Job Titles

Technical Director \_\_\_\_\_

Individual (s) in Position: \_\_\_\_\_

Special Inspection Field Supervisor (1) \_\_\_\_\_

Individual (s) in Position: \_\_\_\_\_

Type(s) of Work: \_\_\_\_\_

Special Inspection Field Supervisor (2) \_\_\_\_\_

Individual (s) in Position: \_\_\_\_\_

Type(s) of Work: \_\_\_\_\_

Special Inspection Field Supervisor (3) \_\_\_\_\_

Individual (s) in Position: \_\_\_\_\_

Type(s) of Work: \_\_\_\_\_

## 2. Type(s) of Work for Which Applicant Is Seeking Registration

Agencies may become registered for any one or more of a number of types of work for inspection only. Check each type of work the agency is applying for below:

- |   |  |
|---|--|
| <input type="checkbox"/> Reinforced Concrete (RC)           | <input type="checkbox"/> Structural Welding (SW)                     |
| <input type="checkbox"/> Prestressed Concrete* (PC)         | <input type="checkbox"/> Spray-applied Fire-resistive Materials (FP) |
| <input type="checkbox"/> Shotcrete* (SC)                    | <input type="checkbox"/> Lateral Wood (LW)                           |
| <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"/> Proprietary Anchors (PA)                    |

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

## 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)

## APPLICANT QUALIFICATION DOCUMENTATION

(ITEMS LISTED BELOW SHOULD BE BOUND, IN SOME FASHION, HAVE A TABLE OF CONTENTS AND LOCATOR INDEX DIVIDERS FOR EACH SECTION, e.g. "A," "B," ETC.)

### 4. Applicant Qualification Documentation

Registration of an agency is based on an assessment of the Agency Registration Application; accompanying Applicant Qualification Documentation; and on-site facilities and equipment inspection. Below is a list of Applicant Qualification Documentation that should be submitted along with the completed and signed Agency Registration Application:

#### 4.1 Scope of Operations Description

4.1.1 a description of the agency's geographic area of operations and types of users

#### 4.2 Accreditation or Inspection Documentation

(Refer to WABO Standard No. 1701, Appendix A for listing of Acceptable Accrediting and Inspecting Authorities)

4.2.1 if the applicant agency has been accredited by an "acceptable accrediting authority", a copy of the certificate and scope of accreditation.

-or-

if the applicant agency has been inspected by an "acceptable inspecting authority", a copy of the inspecting authority's report, along with satisfactory evidence that any deficiencies noted in the inspection authority's report have been corrected.

4.2.2 the national accreditation/inspection certificate or report shall be for all types of work the agency wishes to be registered, in compliance with ASTM E329.

#### 4.3. Organization and Personnel Information

4.3.1 for sole proprietorships or partnerships, a list of agency owner(s) including name(s) and title(s)

-or-

for a corporation, the corporation name, headquarters address and telephone number along with the applying agency manager's name and title

4.3.2 for agency's with branch offices, a list of all branch offices including names, addresses and telephone numbers for managers.

(NOTE: If branch offices exist, please provide this list whether branch offices are scheduled to become registered or not. Each branch office is considered a separate entity and must comply with the provisions of the WABO Standard No. 1701 to become a registered agency.)

4.3.3 a staffing diagram and/or organizational chart of the agency including the names, titles of all managerial, supervisory and inspector personnel (relating to special inspection activity).

4.3.4 evidence (completed key personnel application form and fee, or current WABO registration certificates) that the agency inspection services are under the direction of a full-time employed person (**technical director**)

meeting the qualifications prescribed for this registration program found in WABO Standard No. 1701

(Refer to Bulletin 93-08, Key Personnel Registration.)

- 4.3.5 evidence (completed key personnel application form and fee, or current WABO registration certificates) that the agency field inspections are under the supervision of a full-time employed person (**special inspection field supervisor**) meeting the prescribed qualifications prescribed for this registration program found in WABO Standard No. 1701.  
(Refer to Bulletin 93-08, Key Personnel Registration.)
- 4.3.6 evidence (completed inspector application form and fee, or current WABO registration certificates) that the agency inspectors (**special inspectors**) meet the prescribed qualifications prescribed for this registration program found in WABO Standard No. 1701.  
(Refer to Bulletin 93-09, Special Inspector Registration.)
- 4.3.7 description of the agency's personnel training program and/or practices
- 4.4. IBC Special Inspection Specifications
  - 4.4.1 evidence that agency key personnel and inspectors are familiar with and prescribe to the provisions of IBC, Chapter 17, "Structural Tests and Inspections".
- 4.5 Codes and Standards
  - 4.5.1 a list of the relevant codes and standards the agency has on hand, by title and edition year.  
(See WABO Standard No. 1701, Appendix B for minimum requirements)
- 4.6 Field inspection and Related Field Testing Procedures Information. Provide the following for each type of work in which registration is sought:(Refer to Bulletin 93-07, Agency Testing & Inspection Documentation)
  - 4.6.1 a list of field test and inspection equipment the agency owns.
  - 4.6.2 a list of field test and inspection equipment the agency depends on external sources for-include the source name
  - 4.6.3 evidence of equipment calibration procedures, practices and a record keeping system, with copies of relevant standard forms used.  
(NOTE: All calibrations shall be traceable to the National Institute of Standards & Technology (NIST) 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 of not less than one year.)
  - 4.6.4 a description of equipment maintenance practices, with copies of relevant standard forms used
  - 4.6.5 Provide a description of all related field tests performed by agency personnel

- 4.6.6 a description of field inspection procedures, with copies of relevant standard forms used
  - 4.6.7 a list of related field testing including appropriate ASTM and/or IBC references, with copies of relevant standard forms used.
  - 4.6.8 a description of procedures for field test and inspection job tracking from initial assignment through record retention, with copies of relevant standard forms used
  - 4.6.9 a description of procedures for field test sample selecting, identifying, handling, and, storing, with copies of relevant standard forms used
  - 4.6.10 a description of procedures for recording field test and inspection results, with copies of relevant standard forms used
  - 4.6.11 a description of procedures for handling and reporting “discrepancies” referenced in the IBC, Section 1700, with copies of relevant standard forms used
  - 4.6.12 a description of procedures for handling, reviewing, signing and distributing “final reports” as prescribed in the IBC, Section 1700, with copies of relevant standard forms used, and an example of a final letter.
- 4.7 Quality Assurance Manual
- 4.7.1 Provide a copy of the agency “quality assurance manual” or the equivalent.

Updated January 2012



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

**INSPECTION ONLY AGENCY – TYPE II  
ADDITIONAL TYPE(S) OF WORK  
REGISTRATION APPLICATION FORM**

**DIRECTIONS:** PLEASE ANSWER ALL QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. REFER TO WABO STANDARD NO. 1701 FOR DETAILED APPLICATION PREREQUISITES.

MAIL THE **ORIGINAL AND ONE COPY** OF THE COMPLETED APPLICATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

**WABO  
PO BOX 7310  
OLYMPIA, WA 98507-7310.**

**APPLICATION FEE: \$125 (per additional type of work) • MAKE CHECKS PAYABLE TO: WABO**

**1. Applicant Information**

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

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

Phone No. (\_\_\_\_) \_\_\_\_\_ FAX No. (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Agency Address \_\_\_\_\_  
\_\_\_\_\_ (no. and street) \_\_\_\_\_

\_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip)

**2. Type(s) of Work For Which Applicant Is Seeking Registration**

Agencies may become registered for any one or more of a number of types of work (testing and inspection). Check each type of work the agency is applying for below:

- |   |  |
|---|--|
| <input type="checkbox"/> Reinforced Concrete (RC)           | <input type="checkbox"/> Structural Welding (SW)                     |
| <input type="checkbox"/> Prestressed Concrete* (PC)         | <input type="checkbox"/> Spray-applied Fire-resistive Materials (FP) |
| <input type="checkbox"/> Shotcrete* (SC)                    | <input type="checkbox"/> Lateral Wood (LW)                           |
| <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"/> Proprietary Anchors (PA)                    |

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

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

### 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. Applicant Qualification Documentation

The information requested in this section should be limited to the additional type(s) of work checked in part 2.1 above. The cost to review your application submittal and any follow-up deficiency response submittals is solely dependent upon the amount of time required for review.

#### 4.1 Personnel

(pertaining to additional types of work for which you are applying)

4.1.1 Provide the appropriate application or current WABO registration certificate for the inspector(s) proposed to conduct inspections for the additional type of work. **(NOTE: Refer to WABO SIRP Bulletin 93-09)**

4.1.2 Provide the appropriate application or current WABO registration certificate for the special inspector field supervisor(s) proposed to supervise field inspections for the additional type of work.

**(NOTE: Refer to WABO SIRP Bulletin 93-08)**

#### 4.2 Related Field Testing Services

(pertaining to additional types of work for which you are applying)

4.2.1 Provide a description of all related field tests performed by agency personnel.

4.2.2 Provide a list of related laboratory tests and the WABO registered agency(s) that will perform them.

#### 4.3 Equipment

(pertaining to additional types of work for which you are applying)

4.3.1 Provide a list of field inspection and test equipment the agency owns and has on-site.

- 4.3.2 Provide a list of field inspection and test equipment the agency depends on external sources for-include external source(s) names, addresses, telephone numbers and key contact names.
- 4.3.3 Provide a description of agency owned equipment calibration practices and procedures along with samples of relevant record keeping documents.

**(NOTE:** All calibrations shall be traceable to the NIST 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 of not less than one year.)

4.4 Inspection and Testing Documentation  
(pertaining to additional types of work for which you are applying)

- 4.4.1 Provide a description of field inspection and related testing procedures with samples of relevant forms.  
**(NOTE:** Refer to WABO SIRP Bulletin R-93-07)

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