



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS
SPECIAL INSPECTION REGISTRATION PROGRAM

KEY PERSONNEL RENEWAL CHECKLIST

1. Prepare agency cover letter and note any key personnel changes.
2. Annual renewal fee for agency key personnel is **\$62.00 per certificate**. 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.
5. Cards not renewed by the expiration date are considered void. A reinstatement fee of \$83.00 per certificate is required within sixty (60) days after the expiration date.

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