



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
SPECIAL INSPECTION REGISTRATION PROGRAM

**SPECIAL INSPECTOR RENEWAL CHECKLIST**

1. **Annual renewal fee for Special Inspectors is \$62.00 per certificate.** Please make check payable to WABO.
2. Include a photocopy of supporting documents relating to the certifications you hold, such as an un-expired ICC, ACI, CWI and/or WABO reciprocal certificate for each type of work.  
**NOTE:** Reinforced Concrete (RC) Special Inspectors and Placement Inspectors must also submit a copy of a current ACI Field Grade-1 Certification.
3. Courtesy renewal notices are sent to your last known address on file 60 days prior to the registration expiration date. Please note address or telephone number corrections.
4. 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.
5. Cards not reinstated require 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 special inspector renewal submittals will delay processing.**