

Texas Department of Licensing and Regulation

Licensing Division

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www.tdlr.texas.gov

REGISTRATION APPLICATION INSTRUCTIONS IHB THIRD PARTY INSPECTOR

GENERAL INSTRUCTIONS

This application is for new applicants only. Do not complete this form for registration as a Third Party Site Inspector.

A separate application form must be completed for each person who applies. ***The application must be completed and signed by the applicant or it will not be processed.*** An application is not considered complete and will not be processed until all items have been submitted as required. All information must be typed or printed. Attachments must be submitted on 8 ½" x 11" paper.

GENERAL INFORMATION – page 1

All Information must be completed unless otherwise stated or the application cannot be processed.

- 1. Inspector's Name** – Write your legal name in the spaces provided. Examples of a suffix include Jr., Sr., and II.
- 2. Social Security Number** – Social security disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a registration. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at www.oag.state.tx/child/index or call (512) 460-6000 or (800) 252-8014.
- 3. Date of Birth** – Write your birthdate.
- 4. Gender** – Select male or female.
- 5. E-Mail Address (not required)** - The Department will add your address to the IHB email notification list, which automatically provides information from the Department on matters affecting the IHB program. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public.
- 6. Mailing Address** – Write your current mailing address. This is the address where we will send all your mail. This address can be a post office box. You can add the zip plus 4 to help the postal service deliver mail more efficiently and accurately.
- 7. Phone Number** – Write a telephone number, including the area code, where we can reach you during the day.
- 8. FAX Number** – Write a telephone number, including the area code, for your fax machine if you have one.
- 9. Name and Texas Registration Number of Third Party Inspection Agency or Agencies that employ you** – Write the name and TX registration number of each agency for whom you will be performing TX inspections. If you don't know the registration number of the agency you can find a list on our web site at <http://www.tdlr.texas.gov/ihb/ihblists.htm>. **Do not leave this blank.**
- 10. Criminal Convictions** – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be found on the TDLR website at <http://www.tdlr.texas.gov/misc/LIC002.pdf>.
- 11. Loss of license** – If you have ever had a business license revoked, suspended, probated or denied in any state, you must answer this question YES and attach a completed Disciplinary Action Questionnaire. You may obtain this form at the TDLR website at www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf.

Sign and date the application on page 1 of the form and complete the criteria checklist on page 2.

Registration Application Instructions
IHB Third Party Inspector

DOCUMENTATION TO VERIFY COMPLIANCE WITH CRITERIA FOR APPROVAL – Complete the checklist on **page 2** of the application and submit the required documentation. You will need to submit the following documents with the application (do not send originals):

- Resume showing the applicant’s academic and professional qualifications, experience in related fields, and relevant ICC Certifications. The resume must clearly show that the applicant has a minimum of a high school diploma or equivalent; 1 year experience in building code enforcement, compliance control inspection, or building experience; and the relevant inspector certifications from the International Code Conference (ICC). Resume shall also show the dates of employment and the employer name and address for experience relevant to your approval as a third party inspector.
- Evidence of each ICC inspector certification required to obtain approval. These documents must include the expiration date of the certification.

Information about becoming an ICC Certified Inspector can be found at www.iccsafe.org.



APPLICATION FOR REGISTRATION
IHB THIRD PARTY INSPECTOR

DO NOT WRITE ABOVE THIS LINE

REGISTRATION FEE IS \$100 – FEE IS NON-REFUNDABLE

This application is for registration of new third party inspector only.

1. Inspector's Name:

First Middle Last Suffix

2. Social Security Number:

3. Date of Birth:

See instruction sheet for disclosure information

Month/Day/Year

4. Gender:

Male Female

5. E-Mail Address (not required):

See instruction sheet for disclosure information

6. Mailing Address:

Number, Street Name, Suite Number/Apartment Number City State Zip Code

7. Phone Number:

8. FAX Number (not required):

Area Code Phone Number Area Code Phone Number

9. Name and Texas Registration Number of Third Party Inspection Agency or Agencies that employ you:

10. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? YES NO

If YES, complete and attach a Criminal History Questionnaire for each offense – see instruction sheet for further information.

11. Have you ever had a business license, certification or registration suspended, revoked or denied in any state?

YES NO If Yes, submit a "Disciplinary Action Questionnaire" with this application – see instruction sheet for further information.

Complete the criteria checklist on the next page and submit the checklist and required documentation with this application and the fee for registration. Complete criteria for approval can be found in [Rule §70.23](#). Application cannot be processed without this information.

I certify that I have read the Occupations Code, Chapter 1202, and the current Department of Licensing and Regulation rules promulgated thereunder. If the registration is issued, I agree to furnish to the Department of Licensing and Regulation any changes in information on this form and in all documents submitted as part of this application within TEN (10) DAYS of the change.

Registration is subject to revocation if the Department is not notified, in writing, of any changes in the information given on this application, or if there is a rule or law violation.

With knowledge of the penalties for false statements, I certify that I believe all information submitted on this application and on all attached documents is true and correct.

Signature of Applicant

Date

Criteria for Approval – Third Party Inspector

Complete the following checklist and submit required documentation with the application. Application cannot be processed without this information.

Each applicant for approval and registration as a third party inspector must be employed or contracted with a registered and approved third party inspection agency. Complete criteria for approval of third party inspection agencies and third party inspectors can be found in [Rule §70.23](#).

Inspector's Name: _____

- Resume:** Submit resume with application. Resume must include the applicant's academic and professional qualifications, experience in related fields, and relevant ICC certifications. Resume must clearly show that the applicant has a minimum of;
- High school diploma or equivalent
 - 1 year experience in building code enforcement, compliance control inspection, or building experience
 - Required ICC Certifications

ICC Certifications: Evidence of certifications from the International Code Council (ICC) must be submitted with the application for registration. There are several paths that the applicant can take for approval. Check the path (1 through 4) that applies to this application and submit evidence of the ICC certifications with the application. All certifications must be current with ICC.

1. Residential Combination Inspector
2. Commercial Combination Inspector
3. Combination Inspector
4. One of each of the individual certifications from ICC that comprise the combination certifications referenced in 1 through 3 provided that the applicant has at least one in each of the areas indicated below.

Check the applicable certifications that apply below and submit evidence of the ICC certifications with the application.

BUILDING

- Residential Building Inspector
- Commercial Building Inspector
- Building Inspector

PLUMBING

- Residential Plumbing Inspector
- Commercial Plumbing Inspector
- Plumbing Inspector

MECHANICAL

- Residential Mechanical Inspector
- Commercial Mechanical Inspector
- Mechanical Inspector

ELECTRICAL

- Residential Electrical Inspector
- Commercial Electrical Inspector
- Electrical Inspector

Additional Certification Requirements: In addition to the above certifications in 1 through 4, each applicant must have one or both of the following ICC certifications. The applicant must have both certifications to inspect both residential and commercial buildings. Check the ones that apply below and submit evidence of certification with the application.

- Residential Energy Inspector
- Commercial Energy Inspector