



**Texas Residential
Construction Commission**
Quality Construction for Texans

INSTRUCTIONS FOR COMPLETING THIRD-PARTY INSPECTOR REGISTRATION FORM

SECTION 1: First time applicants check Initial Registration. Existing applicants check Renewal.

SECTION 2 – PERSONAL INFORMATION: Enter full legal name. Do not use nicknames. List if proficient in other languages and level of fluency. Provide a mailing address (no P.O. Boxes), telephone number, e-mail, driver's license number and state issued, date of birth, social security number, states and counties of residence in the last three years and other names or aliases used.

SECTION 3 – QUALIFICATIONS: Enter information in the provided spaces related to the category of inspection the application is being made for. A person may register with the commission to conduct inspections for workmanship and materials performance and/or structural matters provided the required qualifications for each category are met.

- **Workmanship and Materials Third-party Inspector:** Inspector must have a minimum of 3 years experience in the residential construction industry; *and* be certified as a Residential Combination Inspector (building, plumbing, electrical and mechanical) by the International Code Council.
- **Structural Third-party Inspector:** Inspector must be a licensed professional engineer or a licensed architect; *and* have a minimum of 5 years experience in the residential construction industry.
- **Joint Inspector:** Inspector must be a licensed professional engineer or licensed architect, have a minimum of 5 years of experience in the residential construction industry, *and* be a certified as a Residential Combination Inspector (building, plumbing, electrical and mechanical).

SECTION 4 – COUNTIES: Check the counties in which you will be available for an inspection assignment. You do not have to live in the county. Please note that the commission does not pay or reimburse for travel time or expenses.

SECTION 5 – ATTESTATIONS: Print your name in the two spaces provided. Read the statements listed. If you agree that each of the statements are true, sign and date.

SECTION 6 – CRIMINAL BACKGROUND:

- Indicate if you have ever been convicted, plead guilty, or entered a plea of nolo contendere (no contest), in the United States, to a felony or misdemeanor involving moral turpitude. Moral turpitude crimes are generally those involving fraud, intentional violence, dishonesty, deceit, or misrepresentation.
- If your answer is "yes", list each occurrence in the space provided.
- Indicate whether the time for appeal has elapsed or if the conviction has been affirmed on appeal for each charge listed.
- Please print your name on the line provided to authorize the commission to conduct a criminal background check.
- Please sign, date and print or type your name in the space provided.

SECTION 7 – TYPE OF FEE: Mark the appropriate fee and enter the total amount to be paid in the Total Fee box.

SECTION 8 – SELECT METHOD OF PAYMENT: Payment may be made by check, money order or credit card. Indicate type of payment, if using credit card indicate what type (MasterCard, Visa, American Express or Discover) of credit card. Enter the name that appears on the credit card, the signature of credit card owner and the billing address for the credit card.

SECTION 9 – SUBMIT FORM WITH PAYMENT VIA MAIL, FAX OR HAND DELIVERY. If you use a credit card to pay the fee, please either fax the form to 512-463-9507, or mail it to P.O. Box 13509, Austin, Texas 78711-3509. With all other forms of payment, send your form and fee to P.O. Box 13144, Austin, Texas 78711-3144. If you would prefer to hand deliver the documents, please do so at: 311 E. 14th Street, Suite 200, Austin, Texas 78711.