



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## APPLICATION FOR IHB THIRD PARTY INSPECTOR REGISTRATION 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.

### **All information must be completed unless otherwise stated or the application cannot be processed.**

1. INSPECTOR'S NAME– Provide your legal name in the spaces provided. Examples of a suffix include Jr., Sr., and II.
2. SOCIAL SECURITY NUMBER – Disclosure is required by the [Texas Family Code](#) in order to obtain a license. 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](#).
3. DATE OF BIRTH – Provide your birth date.
4. GENDER – Select male or female.
5. EMAIL 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 – Provide 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 – Provide a telephone number, including the area code, where we can reach you during the day.
8. NAME AND TEXAS REGISTRATION NUMBER OF THIRD PARTY INSPECTION AGENCY OR AGENCIES THAT EMPLOY YOU – Provide 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 <https://www.tdlr.texas.gov/ihb/ihblists.htm>. Do not leave this blank.
9. 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 \(PDF\)](#) for each offense.
10. 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 \(PDF\)](#).

***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](http://www.iccsafe.org).

All documents are available on the TDLR website at <https://www.tdlr.texas.gov/ihb/ihb.htm>



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AOBJ 1609

## APPLICATION FOR IHB THIRD PARTY INSPECTOR REGISTRATION INSTRUCTIONS

**YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR A NEW APPLICATION FEE WILL NEED TO BE SUBMITTED.**

**APPLICATION FEE: \$100 (NON-REFUNDABLE)**

**MAKE CASHIERS CHECK OR MONEY ORDER PAYABLE TO TDLR. CASH NOT ACCEPTED.**

**1. Inspector's Name:**

Last

First

Middle

Suffix

**2. Social Security Number:**

See instruction sheet for disclosure information

**3. Date of Birth:**

MM/DD/YYYY

**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 + 4

**7. Phone Number:**

(Area Code) Phone Number

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

**9. 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.

**10. 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

**Application for Registration  
IHB Third Party Inspector**

**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:**

Last

First

Middle

Suffix

**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

**MECHANICAL**

Residential Mechanical  
Inspector Commercial  
Mechanical Inspector

**ELECTRICAL**

Residential Electrical  
Inspector Commercial  
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