

TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157 techinfo@tdlr.texas.gov • www.tdlr.texas.gov

PROOF OF INSPECTION FORM INSTRUCTIONS

UNLESS OTHERWISE INDICATED, ALL SECTIONS ARE REQUIRED AND MUST BE INCLUDED FOR THE PROJECT REGISTRATION FORM TO BE PROCESSED. Failure to include all information will result in a delay of processing and the form will be returned to the project owner. Form must be complete in print or type.

It is the owner's responsibility to ensure compliance for the facility. A building owner, per Texas Government Code Sec. 469.058, is responsible for any violation of the Elimination of Architectural Barriers program laws or rules and may be subject to administrative penalties for any violation.

- 1. <u>PROJECT INFORMATION</u> Provide information about the project for which you designated an agent to act on your behalf. The agent designated in this form is only authorized to act as your representative for the project listed on this form. A separate form must be submitted for each project.
 - <u>PROJECT NAME</u> Provide the name of the project as registered in TABS (example: CLASSROOM ADDITION).
 - <u>TDLR PROJECT #</u> Provide the complete TDLR Project number assigned to the project. This form may not be submitted prior to registration of your project.
 - BUILDING OR FACILITY NAME Provide the name of the building or facility as registered in TABS.
 - PHYSICAL ADDRESS Provide the physical address of the project as registered in TABS, including
 the suite number (if applicable). If no physical address is available at the time of submission, provide
 the physical description of the project location as registered in TABS. Post office boxes will not be
 accepted.
- 2. <u>RAS INFORMATION</u> Provide information about the Registered Accessibility Specialist that performed the inspection.
 - NAME Provide the name of the individual that performed the inspection.
 - RAS # Provide the license number of the individual that performed the inspection.
 - <u>COMPANY/AGENCY</u> Provide the name of the company the RAS works for that performed the inspection.
 - <u>ADDRESS</u> Provide the Owner's mailing address. The mailing address provided is where we will send
 project related mail. A post office box can be used.
 - PHONE Provide the Owner's phone number.
 - EMAIL Provide the Owner's email address.
 - SIGNATURE The RAS must provide their signature and date of the inspection.
- 3. <u>OWNER/OWNER DESIGNEE PRESENT DURING INSPECTION</u> Provide the name and contact information for the individual present during the time of the inspection. The designee may be someone other than the owner or designated agent referenced in Administrative Rule 68.42.
 - <u>BUILDING/FACILITY OWNER OR DESIGNEE</u> Provide the name of the individual that was present during the inspection.
 - <u>REPRESENTATIVE</u> Provide the name of the company or agency that has employed the person that was present during the inspection.
 - <u>ADDRESS</u> Provide the Designee's mailing address. A post office box can be used.
 - PHONE Provide the Designee's phone number. Building or facility phone number is acceptable.
 - EMAIL Provide the Designee's email address. Building or facility email is acceptable.
 - SIGNATURE The designee must provide their signature and date of inspection.



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PROOF OF INSPECTION FORM INSTRUCTIONS cont'd

SEND YOUR COMPLETED DOCUMENTS TO:

The Project Associated Registered Accessibility Specialist

OR

Texas Department of Licensing and Regulation P.O. Box 12157 Austin, TX 78711-2157

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at: https://www.tdlr.texas.gov/ab/ab.htm.

For assistance with this form, you may contact <u>techinfo@tdlr.texas.gov</u>. For other issues you can request assistance via <u>TDLR webform</u>. You may contact Customer Service Representatives at (800) 803- 9202 (in state only) or (512) 463-6599; Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday from 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

TDLR Public Information Act Policy: This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. View the TDLR Public Information Act Policy at: https://www.tdlr.texas.gov/disclaimer.htm#PublicInfoPolicy.



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This form was created by the Texas Department of Licensing and Regulation (TDLR) to provide proof of inspection to a building owner and is not intended to imply that a Registered Accessibility Specialist (RAS) is an employee of TDLR or that they have been hired by TDLR to perform this inspection.

Texas Administrative Code Chapter 68.41(c) requires the owner, the owner's designated agent, or an individual representing the owner to be present during the inspection. The individual on site during the inspection must provide a physical or electronic signature on the proof of inspection form prescribed by the department.

This form must be completed in full and signed at the time and location of the inspection.

The owner or owner designee that accompanied the RAS on the inspection may electronically sign the Proof of Inspection form on the day of the inspection.

	1.	PROJECT
Project Name:		TDLR Project #:
Building or Facility Name:		<u> </u>
Physical Address:		
	Street Name, Number,	, Suite Number, City, State, Zip Code
	2. RAS	INFORMATION
Name:		RAS#:
Company/Agency:		I
Physical Address:		
	Street Name, Number,	, Suite Number, City, State, Zip Code
Phone Number:	Email:	
I certify that I have perfor	med an inspection of the refe	erenced construction project:
RAS Signature		Date of Inspection
3. OV	VNER/OWNER DESIGN	NEE* PRESENT DURING THE INSPECTION
Building/facility Owner or De	signee:	
Representative:		
Physical Address:		
	Street Name, Number,	, Suite Number, City, State, Zip Code
Phone Number:	Email:	
I certify that I was present d	uring the inspection of the re	eferenced construction project:
Signature of Owner / Designee*		Date of Inspection
* The designee may be some	eone other than the owner or	r designated agent referenced in Administrative Rule 68.42.