



# 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. **PROJECT INFORMATION** – 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.
  - **PROJECT NAME** – Provide the name of the project as registered in TABS (example: CLASSROOM ADDITION).
  - **TDLR PROJECT #** – 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. **RAS INFORMATION** – 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.
  - **COMPANY/AGENCY** – Provide the name of the company the RAS works for that performed the inspection.
  - **ADDRESS** – 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. **OWNER/OWNER DESIGNEE PRESENT DURING INSPECTION** – 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.
  - **BUILDING/FACILITY OWNER OR DESIGNEE** – Provide the name of the individual that was present during the inspection.
  - **REPRESENTATIVE** – Provide the name of the company or agency that has employed the person that was present during the inspection.
  - **ADDRESS** – 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 [techinfo@tdlr.texas.gov](mailto:techinfo@tdlr.texas.gov). For other issues you can request assistance via [TDLR webform](#). 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).

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## PROOF OF INSPECTION FORM

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:	
Physical Address:	
Street Name, Number, Suite Number, City, State, Zip Code	

### 2. RAS INFORMATION

Name:	RAS #:
Company/Agency:	
Physical Address:	
Street Name, Number, Suite Number, City, State, Zip Code	
Phone Number:	Email:

I certify that I have performed an inspection of the referenced construction project:

\_\_\_\_\_  
RAS Signature

\_\_\_\_\_  
Date of Inspection

### 3. OWNER/OWNER DESIGNEE\* PRESENT DURING THE INSPECTION

Building/facility Owner or Designee:	
Representative:	
Physical Address:	
Street Name, Number, Suite Number, City, State, Zip Code	
Phone Number:	Email:

I certify that I was present during the inspection of the referenced construction project:

\_\_\_\_\_  
Signature of Owner / Designee\*

\_\_\_\_\_  
Date of Inspection

\* The designee may be someone other than the owner or designated agent referenced in Administrative Rule 68.42.