

Texas Access
www.TexasAccess.com
Texas Architectural Barriers
REQUEST FOR INSPECTION CHECKLIST

This checklist is provided as a convenience aid to ensure that all items submitted to Texas Access are done so in accordance with the Rules and Procedures of the Texas Dept. of Licensing and Regulation (TDLR). Click on the **blue** links below to obtain the forms required by this checklist, or visit:

http://www.texasaccess.com/tdlr_forms.htm. For a more comprehensive list of submittal instructions, please visit: http://www.texasaccess.com/tdlr_inspections.htm.

To avoid delays in processing, all forms must be fully completed, signed, and dated. Forms may be mailed, couriered, faxed, or emailed in portable document format (pdf).

Note: Prior to submitting your inspection request, ensure that the project is located within our inspection **Coverage Area**. For projects located outside of our coverage area, you will need to contact a Registered Accessibility Specialist in that area, by searching at: <http://www.license.state.tx.us/LicenseSearch/>

TDLR Request for Inspection Form (RFI)

The Request for Inspection form must be fully completed, dated, and signed, by the Owner (**the person/entity that holds title to the property**). If any party other than the Owner signs this form as the 'Owner's Agent', then we must also be in receipt of a TDLR Owner Agent Designation Form (OAD) signed by the Owner and naming that party as its Agent.

TDLR Owner Agent Designation Form (OAD) (OPTIONAL)

This document is made available for an Owner to designate an Agent to act on its behalf in matters pertaining to the final inspection. This includes requesting the inspection, receiving the final inspection report, and reporting the completion of corrective modifications and other activities utilizing a **TDLR Inspection Response Form (IRF)**. (If the Owner has signed the RFI form, an OAD form will not be required).

Final Inspection Fee payable to 'Texas Access' in the amount of \$ _____ .00

To determine the fee, see our published **Fee Schedule**.

The final inspection fee must be paid **PRIOR** to the inspection, per TDLR Rule 68.80(g). No exceptions.

Note: Temporary bank checks are NOT acceptable and will be returned to the person making the submittal, thus delaying the inspection.

By paying the final inspection fee you understand and agree that if the final inspection is not requested by the Owner prior to the 1st anniversary of the recorded project completion date the fee will be forfeited by Rule and a new inspection fee must be paid. You also accept and agree that, subsequent to the receipt of the final inspection fee and a request for inspection form, Texas Access may perform the final inspection at our leisure and at any time prior to the 1st anniversary of the recorded project completion date.

SUBMIT THE ABOVE ITEMS TO:
Texas Access
3415 Misty Meadow Dr.
Dallas, TX 75287-6025
Need Help? Toll Free: 1 + (800) 880-6986

By _____

_____ Date