

Permit, License, Certification, and ID Card Catalog

Department of Labor and Industries

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Certified Asbestos Worker

Department of Labor & Industries

Type: Certification

ID: 1756

Description

All workers who perform asbestos removal and encapsulation activities must be certified by L&I.

Legal authority

WAC 296-65-010 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-010RCW> 49.26.110
<https://app.leg.wa.gov/RCW/default.aspx?cite=49.26.110>

Equity considerations:

Bilingual (Spanish) webpage, forms and materials translated upon request, telephonic interpretation Other: reciprocity available with other state certifications is equivalent (Training materials / approving translated training materials) Exams available in translated options

Costs/Fees

Application fee:

45

Credential fee:

0

Fee last changed:

01/2010

Comment:

Same fee for initial and renewal applications - paid to L&I through the training course provider.

Legal authority for fees:

WAC 296-65-025 (1) - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-025RCW> 49.26.130 -
<https://app.leg.wa.gov/RCW/default.aspx?cite=49.26.130>

Application Information

Application process and form(s):

Electronic (online) or from any approved training course provider (initial and renewal) Electronic (online)

<https://lni.wa.gov/forms-publications/F413-005-000.pdf>

Requirements, additional actions, information, or documentation:

Application requirements (initial)WAC 296-65-010(1)<https://app.leg.wa.gov/wac/default.aspx?cite=296-65-010>Steps in the application requirements (initial) 1. Applicant enrolls in a 32-hour Asbestos Worker training through certified training provider. 2. Applicant pays training course fees set by training provide and L&I certification/application fee. 3. After completing and passing the course, the applicant and the certified course provider complete the relevant portions of the application and get it notarized. The course provider issues a temporary certification to the applicant (valid for 6 weeks from the completion of the course). The course provider then notifies L&I of passing score, sends L&I the notarized application and fee for certification/application. 4. L&I process the application and generates a request for the certificate to be printed and mailed by vendor. 5. Certificates are issued by the vendor and delivered through USPS. Application requirements (renewal)WAC 296-65-010(3)<https://app.leg.wa.gov/wac/default.aspx?cite=296-65-010>Steps in the application requirements (renewal)1. Applicant enrolls in a 8-hour Asbestos Worker Refresher training through certified training provider. 2. Applicant pays training course fees set by training provide and L&I certification/application fee. 3. After completing the course, the applicant and the certified course provider complete the relevant portions of the renewal application and get it notarized. The course provider issues a temporary certification to the worker which is valid for 6 weeks from the completion of the course. The course provider then sends L&I the notarized application and fee for certification/application . 4. L&I process the application and generates a request for the certificate to be printed and mailed by vendor. 5. Certificates are issued by the vendor and delivered through USPS.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Applications are submitted through the certified asbestos training provider.

Application/Submittal last updated:

Unknown

Review/Approval time:

Application requirements (initial)WAC 296-65-010(1)<https://app.leg.wa.gov/wac/default.aspx?cite=296-65-010>Steps in the application requirements (initial) 1. Applicant enrolls in a 32-hour Asbestos Worker training through certified training provider. 2. Applicant pays training course fees set by training provide and L&I certification/application fee. 3. After completing and passing the course, the applicant and the certified course provider complete the relevant portions of the application and get it notarized. The course provider issues a temporary certification to the applicant (valid for 6 weeks from the completion of the course). The course provider then notifies L&I of passing score, sends L&I the notarized application and fee for certification/application. 4. L&I process the application and generates a request for the certificate to be printed and mailed by vendor. 5. Certificates are issued by the vendor and delivered through USPS. Application requirements (renewal)WAC 296-65-010(3)<https://app.leg.wa.gov/wac/default.aspx?cite=296-65-010>Steps in the application requirements (renewal)1. Applicant enrolls in a 8-hour Asbestos Worker Refresher training through certified training provider. 2. Applicant pays training course fees set by training provide and L&I certification/application fee. 3. After completing the course, the applicant and the certified course provider complete the relevant portions of the renewal application and get it notarized. The course provider issues a temporary certification to the worker which is valid for 6 weeks from the completion of the course. The course provider then sends L&I the notarized application and fee for certification/application . 4. L&I process the application and generates a request for the certificate to be printed and mailed by vendor. 5. Certificates are issued by the vendor and delivered through USPS.

Valid duration:

1 year - reminder notices sent 60 days before expiration

Appeal process:

Appeal rights and processes are under RCW 49.26.110(4) and (5)<https://app.leg.wa.gov/RCW/default.aspx?cite=49.26.110>

Analysis**Applications received:**

2314

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review the process for issuing certification cards

Pending applications:

0

Explanation:

No backlog

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

10

Asbestos Supervisor Certification

Department of Labor & Industries

Type: Certification

ID: 1757

Description

All workers who supervise Certified Asbestos Workers performing asbestos removal and encapsulation activities must be certified by L&I.

Legal authority

WAC 296-65-012 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-012RCW> 49.26.110
<https://app.leg.wa.gov/RCW/default.aspx?cite=49.26.110>

Equity considerations:

Bilingual (Spanish) webpage, forms and materials translated upon request, telephonic interpretation Other: reciprocity available with other state certifications is equivalent. Some course sponsors have bilingual instructors who can assist with a bilingual applicant. Exams available in translated options

Costs/Fees

Application fee:

65

Credential fee:

0

Fee last changed:

01/2010

Comment:

Same fee for initial and renewal applications - paid to L&I through the training course provider.

Legal authority for fees:

WAC 296-65-025 (2) - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-025RCW> 49.26.130 -
<https://app.leg.wa.gov/RCW/default.aspx?cite=49.26.130>

Application Information

Application process and form(s):

Electronic (online) or from any approved training course provider (initial and renewal) Online <https://lni.wa.gov/forms-publications/F413-005-000.pdf> (application)<https://lni.wa.gov/forms-publications/f413-078-000.pdf> (affidavit of experience)

Requirements, additional actions, information, or documentation:

Application requirements (initial)WAC 296-65-012(1)<https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-012>Steps in the application requirements (initial) 1. Applicant enrolls in a 40-hour Asbestos Supervisor training through certified training provider. 2. Applicant pays training course fees set by training provide and L&I certification/application fee. 3. After completing and passing the course, the applicant and the certified course provider complete the relevant portions of the application and get it notarized. The course provider issues a temporary certification to the applicant (valid for them to perform asbestos worker duties, but they can not act as a supervisor under the temporary certification for 6 weeks from the completion of the course). The course provider then notifies L&I of passing score, sends L&I the notarized application and fee for certification/application. The notarized affidavit of experience completed by the applicant's employer is also submitted can be sent by the training provider or by the applicant themselves. 4. L&I process the application, reviews and verifies the affidavit of experience, and generates a request for the certificate to be printed and mailed by vendor. 5. Certificates are issued by the vendor and delivered through USPS. Application requirements (renewals)WAC 296-65-012(3)<https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-012>Steps in the application requirements (renewal) 1. Applicant enrolls in a 8-hour Asbestos Supervisor Refresher training through certified training provider. 2. Applicant pays training course fees set by training provide and L&I certification/application fee. 3. After completing the course, the applicant and the certified course provider complete the relevant portions of the renewal application and get it notarized. The course provider issues a temporary certification to the worker which is valid for 6 weeks from the completion of the course. The employee may act as a supervisor under the temporary certificate when it is a renewal. The course provider then sends L&I the notarized application and fee for certification/application. 4. L&I process the application and generates a request for the certificate to be printed and mailed by vendor.5. Certificates are issued by the vendor and delivered through USPS.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Paper form mailed in Applications are submitted through the certified asbestos training provider. Affidavits of experience are submitted either by the training provider or by the employee. The employer does NOT submit.

Application/Submittal last updated:

Unknown

Review/Approval time:

Valid duration:

1 year, renewal reminders sent at 60 days.

Appeal process:

Appeal rights and processes are under RCW 49.26.110(4) and (5)
<https://app.leg.wa.gov/RCW/default.aspx?cite=49.26.110>

Analysis

Applications received:

1155

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review the process for issuing certification cards

Pending applications:

0

Explanation:

N/A

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

15

Certified Asbestos Contractor

Department of Labor & Industries

Type: Certification

ID: 1758

Description

Any partnership, firm, association, corporation or sole proprietorship, registered under chapter 18.27 RCW, who submits a bid, or contracts to remove or encapsulate asbestos must be certified by L&I.

Legal authority

WAC 296-65-017 Contractor Certification - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-017RCW> 49.26.115

Contractors certificate required - <https://app.leg.wa.gov/RCW/default.aspx?cite=49.26.115>

Equity considerations:

Bilingual (Spanish) webpage, forms and materials translated upon request, telephonic interpretation

Costs/Fees

Application fee:

0

Credential fee:

1050

Fee last changed:

01/2010

Comment:

Same fee for initial and renewal. Fee for initial application can be prorated to \$87.50/month if in effect for less than 1 year to align with expiration date of contractor registration under Chapter 18.27 RCW.

Legal authority for fees:

WAC 296-65-025 (3) - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-025RCW> 49.26.130 -

<https://app.leg.wa.gov/RCW/default.aspx?cite=49.26.130>

Application Information

Application process and form(s):

Electronic (online) New - <https://www.lni.wa.gov/forms-publications/f413-007-000.pdf> Renewal - <https://www.lni.wa.gov/forms-publications/f413-079-000.pdf>

Requirements, additional actions, information, or documentation:

Application requirements (initial)WAC 296-65—017(1)<https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-017>Steps in the application requirements (initial) 1. Applicant mails in their completed application with fee payment (check or money order) to L&I.2. L&I completes a thorough review to determine if the certification qualification are met.3. L&I process the application and generates a request for the certificate to be printed and mailed by vendor.4. Certificate is issued by the vendor and delivered through USPS. Application requirements (renewal)WAC 296-65—017(2)<https://app.leg.wa.gov/WAC/default.aspx?cite=296-65-017>Steps in the application requirements (renewal)1. Applicant mails in their completed application with fee payment (check or money order) to L&I.2. L&I completes a thorough review to determine if the certification qualification are met.3. L&I process the application and generates a request for the certificate to be printed and mailed by vendor. 4. Certificate is issued by the vendor and delivered through USPS.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Paper form mailed in or submitted in-person at a service location

Application/Submittal last updated:

Unknown

Review/Approval time:

It generally takes 5 days to review and approve application, up to 7 days to request the certificate from the vendor and the vendor can take up 7 days to mail the certificate.

Valid duration:

1 year, renewal reminders are sent 60 days prior to expiration.

Appeal process:

Appeal rights and processes are under RCW 49.26.110(4) and (5)<https://app.leg.wa.gov/RCW/default.aspx?cite=49.26.110>

Analysis

Applications received:

159

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

Legal processing time:

No specific time for processing application are in rule or statute but WAC 296-65-017(6) states that applications for certification renewal must be received by the L&I to allow sufficient time for processing and that no applications will be processed soon

Streamlining opportunities:

Online payment options Review application to ensure it has needed information Review application submission process and explore online options

Pending applications:

0

Explanation:

N/A

Backlog applications:

0

Charter Boat Certificate of Inspection

Department of Labor & Industries

Type: Other

ID: 1759

Description

An L&I issued Certificate of Inspection is required for any charter boat operating on waters in Washington State where the boat is rented, leased, or chartered to carry seven or more passengers or cargo and the boat is not regulated by the United States Coast Guard.

Legal authority

RCW 88.04.035 <https://app.leg.wa.gov/RCW/default.aspx?cite=88.04.035>; RCW 88.04.330 <http://app.leg.wa.gov/RCW/default.aspx?cite=88.04.330>; WAC 296-115-025, Vessel inspection and certification., <https://app.leg.wa.gov/WAC/default.aspx?cite=296-115-025>; DOSH Directive 21.90, Charter Boat Inspections, <https://www.lni.wa.gov/dA/c327250590/DD2190.pdf>; 46 CFR Subchapter T.

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

05/2023

Comment:

Fees outlined in WAC 296-115-120: Effective 6-1-23: Passenger vessels: \$300 + \$2.40 per ton Effective 6-1-25: Passenger vessels: \$350 + \$2.80 per ton Effective 6-1-27: Passenger vessels: \$400 + \$3.20 per ton Effective 6-1-29: Passenger vessels: \$450 + \$3.60 per ton Effective 6-1-31: Passenger vessels: \$500 + \$4.00 per ton

Legal authority for fees:

RCW 88.04.045 <https://app.leg.wa.gov/RCW/default.aspx?cite=88.04.045> RCW 88.04.310 <https://app.leg.wa.gov/RCW/default.aspx?cite=88.04.310> WAC 296-115-120 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-115-120>.

Application Information

Application process and form(s):

Electronic (online) <https://www.lni.wa.gov/forms-publications/F416-058-000.pdf> Application forms are also available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

New Charter Boat1 – The application is received by the department and a physical file is created for the applicant. (1 business day) 2 – The application is forwarded to the Maritime Supervisor for review. The supervisor will contact the applicant to explain process and request the boat's plans and schematics, if not included with application. Initial inspection is scheduled at mutually agreeable time. (5 business days) 3 – The Maritime Supervisor will conduct several in-person inspections of the boat to identify any deficiencies during the build process. (Inspections occur generally within 7 business days from request) 4 – Any deficiencies found that would prevent the safe operation of the boat must be corrected by the boat owner. (At the owner's discretion - process resumes back at step 3) 5 – The fee is due when the boat is approved for operation. (1 business day) 6 – Once the fee is received and all documentation is submitted to the department, the information is entered into the database and a Certification of Inspection (COI) is issued for the boat. (Payment of the fee is at applicant's discretion) (Processing the payment and data entry occurs within 1 business day of receipt) 7 – The certificate is signed by the Maritime Supervisor and the Assistant Director of DOSH. (up to 10 business days for internal routing and office locations) 8 – The certificate is mailed to the boat owner. (Standard USPS mail times apply) Renewal Charter Boat1 – An invoice is sent to the company/boat owner. The invoice will state the renewal fee and whether the boat is due for a dry dock inspection. Dry docks inspections are required to be renewed every 5 years. (1 business day) 2 – The fee is received along with an updated application listing the boat's operators. (Payment of the fee is at the owner's discretion) (Processing payment generally occurs within 1 business day of receipt) 3 – The Maritime Supervisor will conduct an in-person inspection of the boat to identify any deficiencies. (Inspection is scheduled at a mutually agreeable time within 7 business days but can occur up to 45 days out if the boat needs a dry dock inspection, which requires the owner to have the boat taken out of the water) 4 – Any deficiencies that prevent the safe operation of the boat must be corrected by the boat owner. (At the owner's discretion. Once a deficiency is corrected the process reverts back to step 3) 5 – When the boat is approved for operation and all documentation is submitted to the department, the information is entered into the database and a Certification of Inspection (COI) is issued for the boat. (1

business day)6 – The certificate is signed by the Maritime Supervisor and the Assistant Director of DOSH. (up to 10 business days for internal routing and office locations)7 – The certificate is mailed to the boat owner. (Standard USPS mail times apply)

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Initial application and renewalsIn-person at any local L&I office, mail, or emailMail to:WISHA Services Division

PO Box 44655 Olympia WA 98504-4655Email to:CharterBoats@lni.wa.govA list of L&I local service locations is available at <https://www>

Application/Submittal last updated:

05/2023

Review/Approval time:

Processing applications (initial):It generally takes L&I 6 business days to review applications, request schematics and documents from the customer (if necessary), and schedule the inspection. Processing applications (renewals):It generally takes L&I 1 business days to review applications and documents from the customer (if necessary) and schedule the inspection.Inspections (initial and renewals)Inspections are generally scheduled within 7 days from the request, with the specific inspection date coordinated with the applicant. If the boat needs to be dry docked, time may be needed for the applicant to remove the boat from the water. The timeline for conducting the inspection varies depending the number of deficiencies identified and the customer's timeline for addressing them. This can be an iterative process requiring multiple inspections until the boat is approved for operation.Issuing Certificates of Inspection (initial and renewal)Once the boat is approved for operation and the fees are paid, it can generally take up to 10 business days to issue and mail the Certificate of Inspection to the applicant. (Standard USPS mail times apply)

Valid duration:

Inspections are valid for 1 year from date the certificate is issued. L&I sends notices with invoices for renewal fees at least 90 days before the certificate's expiration date.Dry docks inspections are required for renewal every 5 years

Appeal process:

Appeal rights are outlined in WAC 296-115-110 <http://app.leg.wa.gov/WAC/default.aspx?cite=296-115-110>

Analysis

Applications received:

12

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

No specific time for processing application are in rule or statute but RCW 88.04.035 requires L&I invoice the owners 90 days prior to the expiration of the existing Certificate of Inspection.

Streamlining opportunities:

Review the process for issuing certificates

Pending applications:

0

Backlog applications:

0

Explanation:

There is no backlog as of 12/24/2024

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Charter Boat Operator's License

Department of Labor & Industries

Type: License

ID: 1760

Description

A Charter Boat Operator License from L&I or the United States Coast Guard is required for operators of charter boats on waters in Washington State where the boat is rented, leased, or chartered to carry seven or more passengers or cargo and the boat is not regulated by the United States Coast Guard. The Charter Boat Operator License must be for the specified tonnage and operational waters for the charter boat.

Legal authority

RCW 88.04.025, Operating on state waters—Conditions., <https://app.leg.wa.gov/RCW/default.aspx?cite=88.04.025>; RCW 88.04.330, Rule-making authority., <https://app.leg.wa.gov/RCW/default.aspx?cite=88.04.330>; WAC 296-115-030, Master's examination and licensing., <https://app.leg.wa.gov/WAC/default.aspx?cite=296-115-030>; DOSH Directive 21.90, Charter Boat Inspections, <https://www.lni.wa.gov/dA/c327250590/DD2190.pdf>; 46 CFR Subchapter T

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

05/2023

Comment:

Fees outlined in WAC 296-155-120 Effective 6-1-23: Operator licenses: \$60 for initial, \$30 for renewal Effective 6-1-25: Operator licenses: \$70 for initial, \$35 for renewal Effective 6-1-27: Operator licenses: \$80 for initial, \$40 for renewal Effective 6-1-29: Operator licenses: \$90 for initial, \$45 for renewal Effective 6-1-31: Operator licenses: \$100 for initial, \$50 for renewal

Legal authority for fees:

RCW 88.04.045, Application for inspection—Inspection fee—Deposit of fees., shall be used for administrative, education, and enforcement costs associated with this chapter, <https://app.leg.wa.gov/RCW/default.aspx?cite=88.04.045>; WAC 296-115-120, Annual fee

Application Information

Application process and form(s):

Initial application Application is available electronically, online <https://www.lni.wa.gov/forms-publications/F416-034-000.pdf> Application forms are also available at service locations and can be emailed or mailed upon request. A list of L&I local service locations is available at <https://www.lni.wa.gov/agency/contact/#office-locations>

Requirements, additional actions, information, or documentation:

Application requirements (initial) 1. Complete the Charter Boat Operator License Application 2. Pay the fee 3. Take and past a written operator test 4. Obtain a physical exam from a physician and submit the Physical Examination form completed and signed by physician and signed by the applicant <https://www.lni.wa.gov/forms-publications/F416-056-000.pdf>

Steps in the application process (initial) 1. The application is received by L&I, processed and reviewed. 2. If applicant meets the minimum requirements they are sent an operator test and physical exam form to complete. The fee is requested at this time. 3. Once submitted, the physical exam form is reviewed to determine if the applicant meets the physical requirements for licensing. 4. Once submitted, the test is graded. If the applicant fails the test, a new version of the test is sent to the applicant for retesting. 5. Once an applicant has passed the test, paid the fees, and determined to meet the physical requirement, L&I processes the information for the license. The license is issued and mailed to the company/operator. Application requirements (renewal with no test or physical exam required) • Pay the fee. Steps in the application process (renewal with no test or physical exam required) 1. An invoice is sent to the company/operator for the renewal fee and information. 2. The applicant pays the fees. 3. L&I processes the license renewal. The issued and mailed to the company/operator. Application requirements (renewal with test or physical exam as required every 5 years) • Pay the fee • Take and past a written operator test • Obtain a physical exam from a physician and submit the Physical Examination form completed and signed by physician and signed by the applicant <https://www.lni.wa.gov/forms-publications/F416-056-000.pdf> Steps in the application process (renewal with test or physical exam as required every 5 years) 1. An invoice is sent to the company/operator for the renewal fee and includes the physical exam form and the

operator test. 2. The applicant pays the fees.3. Once submitted, the physical exam form is reviewed to determine if the applicant meets the physical requirements for licensing. 4. Once submitted, the test is graded. If the applicant fails the test, a new version of the test is sent to the applicant for retesting. 5. Once an applicant has passed the test, paid the fees, and determined to meet the physical requirement, L&I processes the information for the license renewal. The license is issued and mailed to the company/operator.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Initial application and renewalsIn-person at any local L&I office, mail, or emailMail to:WISHA Services Division

PO Box 44655 Olympia WA 98504-4655Email to:CharterBoats@lni.wa.govA list of L&I local service locations is available at <https://www>

Application/Submittal last updated:

05/2023

Review/Approval time:

Application review (initial)It generally takes 1 business day to review applications, ensure the applicant meets minimum standards and requirements, and send the operator test and physical exam form to the applicant.Grading the operator test (initial and renewals with test)It takes one business day for the department to grade the test. If the applicant failed the test, it takes the department 1 business day for L&I to send a new test.Reviewing the physical exam form (initial and renewals with exams)It takes one business day for the department to review the exam. If the applicant failed the exam, then the operator is denied a license.Send renewal notice and invoice to operator (renewal It takes one business day to generate and mail a renewal notice and invoice to the customer. Issuing the operator license (initial and renewal)It can generally take up to 11 business days to issue and mail the license to the company/operator. (Standard USPS mail times apply)

Valid duration:

Licenses are valid for 1 year from date they are issued. The department sends notices with invoices for renewal fees at least 90 days before the license's expiration date.

Appeal process:

Appeal rights are outlined in WAC 296-115-110 <http://app.leg.wa.gov/WAC/default.aspx?cite=296-115-110>

Analysis

Applications received:

20

Average time between approval and any post-approval condition(s)/step(s):

-99

Average processing time (all):

-99

Recommended processing time:

14

Average processing time (completed):

-99

Legal processing time:

No specific time for processing application are in rule or statute but RCW 88.04.035 requires L&I invoice the operator 90 days prior to the expiration of the existing license.

Streamlining opportunities:

Review the process for issuing certificates

Pending applications:

0

Explanation:

There are no backlogs as of 12/31/2024

Backlog applications:

0

Explosives Dealer's License

Department of Labor & Industries

Type: License

ID: 1761

Description

Anyone within Washington State who wishes to sell explosives or explosive materials must first obtain a Dealer's License

Legal authority

RCW 70.74.022 License required to manufacture, purchase, sell, use, possess, transport or store explosives - <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.022> RCW 70.74.130 Dealer in explosives - Application - License <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.130> WAC 296-52-62005 Responsibility to obtain a dealer's license <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-62005&pdf=true>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

01/2025

Comment:

License fee: \$50 In addition to the application fee the applicant is required to submit a Background check fee for initial application, plus every 3 years of renewal. Applicant pays L&I the current federal and state fee for fingerprint-based criminal history background checks. L&I submits that amounts collected to WSP monthly.

Legal authority for fees:

WAC 296-52-61020 - License fees <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-61020> RCW 70.74.360(3) - Licenses - Fingerprint and criminal records checks - Fees - Licenses pr

Application Information

Application process and form(s):

(Initial) application can be obtained online at <https://lni.wa.gov/forms-publications/F447-034-000.pdf>, in person at an L&I office or emailed to applicant. Application and fee payment are submitted by mail.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-52-61010 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-61010>

Steps in initial application

- process:
1. L&I receives and screens application to verify submission and qualification requirements, including verification of applicant licensure by the Bureau of Alcohol, Tobacco and Firearms.
 2. Payment is processed and documented in licensing system.
 3. If application requires a background check, required fingerprint card is scanned through Washington State Patrol (WSP) for state and federal background verification. WSP returns results to L&I.
 4. L&I completes application review. Applicant is made aware of decision.
 5. License is generated in system and sent to applicant by mail. If application is not approved, letter is issued.

Steps in renewal

- process:
1. L&I sends licensee expiration notice 60 and 30 days before license expires, and on the day of expiration.
 2. Licensee sends payment and renewal notices to L&I or may bring both to any L&I service location.
 3. Fingerprint Background checks are required every third year, and may be mailed to L&I.

Dependencies, conditions, or requirements:

Licensed Dealers are required to have a Storage license, which is another process

Submittal process:

Application may be submitted in person at a service location, by email, or mailed to: Explosives Licensing, PO Box 44655, Olympia WA 98504-4655

Application/Submittal last updated:

08/2017

Review/Approval time:

How long it takes to review and approve initial applications: From receipt of application to payment processing generally takes two business days. Applicants must also hold a Storage License, which may add time to the approval process. WSP approval may take up to five business days. Final review, L&I final decision and license issuance generally take one day. How long it takes to review and approve renewals: Renewals that don't require a background check are generally processed within 2 business days.

Valid duration:

License is valid for one year from date of issue.

Appeal process:

RCW 70.74.390: unless otherwise specified, rules adopted under statute must be enforced, including appeals, consistent with chapter 49.17 RCW. <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.390>. However, the appeals process in RCW 49.17 speaks specifically to construction crane permits. <https://app.leg.wa.gov/rcw/default.aspx?cite=49.17>

Analysis

Applications received:

6

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Online payment options Review application submission process and explore online options IT improvements

Pending applications:

0

Explanation:

No backlog

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

3

Explosives Manufacturer's License

Department of Labor & Industries

Type: License

ID: 1762

Description

Any person wanting to manufacture explosives in Washington State must first obtain a manufacturer's license

Legal authority

RCW 70.74.022 License required to manufacture, purchase, sell, use, possess, transport or store explosives - <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.022> RCW 70.74.110 Manufacturer's report - Inspection - License <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.110> WAC 296-52-65005 Responsibility to obtain a manufacture's license <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-65005&pdf=true>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

01/2025

Comment:

License fee: \$50 In addition to the application fee the applicant is required to submit a Background check fee for initial application, plus every 3 years of renewal. Applicant pays L&I the current federal and state fee for fingerprint-based criminal history background checks. L&I submits that amounts collected to WSP monthly.

Legal authority for fees:

RCW 70.74.144 Manufacturer's license fee
<https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.144>
License fees <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52>

WAC 296-52-61020

Application Information

Application process and form(s):

Application (initial) can be found online: <https://www.lni.wa.gov/forms-publications/F447-035-000.pdf>, or in person at an L&I office. Applicants may also contact L&I at ExplosivesLicensing@lni.wa.gov to request an application by email. Application and fee payment are submitted by mail.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-52-61010 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-61010>
Steps in initial application process:

1. L&I screens application to verify submission and qualification requirements, including Bureau of Alcohol, Tobacco and Firearms (ATF) licensure. L&I contacts applicant if additional documentation is needed.
2. If application requires a background check, required fingerprint card is scanned through Washington State Patrol (WSP) for state and federal background verification. WSP returns results to L&I.
Applicant verbally notified of inspection results at conclusion of inspection, and inspector submits report to L&I for internal review.
Applicant is made aware of decision.
generated by system and sent to applicant by mail. If application is not approved, denial letter issued
3. L&I schedules and conducts inspection.
4. L&I completes application review.
5. License is
Steps in renewal
1. L&I sends licensee expiration notice 60 and 30 days before license expires, and on the day of expiration.
sends payment and renewal notices to L&I or may bring both to any L&I service location.
required every third year and may be mailed to L&I.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Application may be submitted in person at a service location, by email, or mailed to: Explosives Licensing, PO Box 44655, Olympia WA 98504-4655

Application/Submittal last updated:

08/2017

Review/Approval time:

How long it takes to review and approve initial applications: Generally, the application process takes one to two weeks from submission of application to license issuance. If violations are found upon inspection, applicant is required to address and correct issues and notify L&I when complete. If additional inspections are needed, it can take more time.

How long it takes to review and approve renewals: Renewals that don't require a background check are generally processed within 2 business days.

Valid duration:

License is valid for one year from date of issue.

Appeal process:

RCW 70.74.390: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.390>.
<https://app.leg.wa.gov/rcw/default.aspx?cite=49.17>

RCW 49.17

Analysis

Applications received:

19

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Online payment options Review application submission process and explore online options IT improvements

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog or pending status applications exist

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

3

Explosives Purchaser's License

Department of Labor & Industries

Type: License

ID: 1763

Description

Any person, partnership, firm or corporation wishing to buy explosives in Washington State must first have a Washington State Explosive Purchaser's license

Legal authority

RCW 70.74.022 License required to manufacture, purchase, sell, use, possess, transport or store explosives - <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.022> RCW 70.74.135 Purchaser of explosives - application - license

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.1352>

WAC 296-

52-63005 Responsibility to obtain a purchaser's license <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-63005&pdf=true>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

01/2025

Comment:

License fee: \$25 In addition to the application fee the applicant is required to submit a Background check fee for initial application, plus every 3 years of renewal. Applicant pays L&I the current federal and state fee for fingerprint-based criminal history background checks. L&I submits that amounts collected to WSP monthly.

Legal authority for fees:

RCW 70.74.137 Purchaser's license fee
52-61020 - License fees

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.137> WAC 296-
<https://app.leg.wa.gov/WAC/default.aspx?>

Application Information

Application process and form(s):

Application (initial) can be found online: <https://www.lni.wa.gov/forms-publications/F447-036-000.pdf>, or in person at an L&I office. Applicants may also contact L&I at ExplosivesLicensing@lni.wa.gov to request an application by email. Application and fee payment are submitted by mail.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-52-61010 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-61010>
Steps in initial application process:

1. L&I screens application to verify submission and qualification requirements, including Bureau of Alcohol, Tobacco and Firearms (ATF) licensure. L&I contacts applicant if additional documentation is needed.

2. If application requires a background check, required fingerprint card is scanned through Washington State Patrol (WSP) for state and federal background verification. WSP returns results to L&I.

3. L&I schedules and conducts inspection. Applicant verbally notified of inspection results at conclusion of inspection, and inspector submits report to L&I for internal review. If violations are found upon inspection, applicant is required to address and correct issues and notify L&I when complete. Additional inspections may be required.

4. L&I completes Supervisor and final application review. Applicant is made aware of decision.
5. License is generated by system and sent to applicant by mail. If application is not approved, denial letter issued.

process:

notice 60 and 30 days before license expires, and on the day of expiration.

Steps in renewal

1. L&I sends licensee expiration

2. Licensee

sends payment and renewal notices to L&I or may bring both to any L&I service location.
required every third year, and may be mailed to L&I.

3. Fingerprint Background checks are

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Application may be submitted in person at a service location, by email, or mailed to: Explosives Licensing, PO Box 44655, Olympia WA 98504-4655

Application/Submittal last updated:

08/2017

Review/Approval time:

How long it takes to review and approve initial applications: Generally, the application review process takes two to three days, and with inspection, averages 14 days to license issuance. If additional inspections are needed, it can take more time. How long it takes to review and approve renewals: Renewals that don't require a background check are generally processed within 2 business days.

Valid duration:

License is valid for one year from date of issue.

Appeal process:

RCW 70.74.390: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.390>.
<https://app.leg.wa.gov/rcw/default.aspx?cite=49.17>

RCW 49.17

Analysis

Applications received:

143

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Online payment optionsReview application submission process and explore online options IT improvements

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog or pending status applications exist

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

3

Explosives Storage License

Department of Labor & Industries

Type: License

ID: 1764

Description

Any person, partnership, corporation or firm wanting to store explosives are required to first obtain a Storage License

Legal authority

RCW 70.74.022 License required to manufacture, purchase, sell, use, possess, transport of store explosives

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.022> WAC 296-52-66005 Responsibility to obtain storage license

<https://app.leg.wa.gov/wac/default.aspx?cite=296-52-64005>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Minimum of \$50.00 and Maximum is \$375.00. This is based off of the Net Explosive Weight/Amount to be stored. The renewal fee is the same as the license fee, based on the amount stored \$50.00 - \$375.00. In addition to the application fee the applicant is required to submit a Background check fee for initial application, plus every 3 years of renewal. Applicant pays L&I the current federal and state fee for fingerprint-based criminal history background checks. L&I submits that amounts collected to WSP monthly.

Legal authority for fees:

RCW 70.74.140 - Storage license fee <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.140&pdf=true> WAC 296-52-61020 License fees <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-61020>

Application Information

Application process and form(s):

Application (initial) can be found online: <https://www.lni.wa.gov/forms-publications/F447-037-000.pdf> or in person at an L&I office. Applicants may also contact L&I at ExplosivesLicensing@lni.wa.gov to request an application by email. Application and fee payment are submitted by mail.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-52-61010 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-61010>

Steps in initial application

process:

1. L&I screens application to verify submission and qualification requirements, including Bureau of Alcohol, Tobacco and Firearms (ATF) licensure. L&I contacts applicant if additional documentation is needed.
2. If application requires a background check, required fingerprint card is scanned through Washington State Patrol (WSP) for state and federal background verification. WSP returns results to L&I.
3. L&I schedules and conducts inspection. Applicant verbally notified of inspection results at conclusion of inspection, and inspector submits report to L&I for internal review. If violations are found upon inspection, applicant is required to address and correct issues and notify L&I when complete. Additional inspections may be required.
4. L&I completes supervisor and final application review. Applicant is notified by phone and advised that invoice will be generated and mailed (or emailed) based on storage amount.
5. Applicant pays invoice by sending check or money order to L&I by mail. Once fees are received and processed, L&I activates license in system and generates printed license that is sent to applicant by mail.

Steps in renewal

process:

notice 60 and 30 days before license expires, and on the day of expiration.

sends payment and renewal notices to L&I or may bring both to any L&I service

1. L&I sends licensee expiration

2. Licensee

location.
checks are required every third year and may be mailed to L&I.

Dependencies, conditions, or requirements:

Varied based on number of magazine(s), site(s) locations, inspector availability and Applicant availability. Some are delayed even longer based on location and weather conditions.

Submittal process:

Application may be submitted in person at a service location, by email, or mailed to: Explosives Licensing, PO Box 44655, Olympia WA 98504-4655

Application/Submittal last updated:

08/2017

Review/Approval time:

How long it takes to review and approve initial applications: Generally, the application process takes two weeks, from submission of application to license issuance although this may vary based on the coordination of the inspection and storage amount. If additional inspections are needed, it can take more time. How long it takes to review and approve renewals: Renewals that don't require a background check are generally processed within 2 business days.

Valid duration:

License is valid for one year from date of issue.

Appeal process:

RCW 70.74.390: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.390>.
<https://app.leg.wa.gov/rcw/default.aspx?cite=49.17>

RCW 49.17

Analysis

Applications received:

161

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Online payment optionsReview application submission process and explore online options IT improvements

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog or pending status applications exist

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Explosives Blaster's/Users License

Department of Labor & Industries

Type: License

ID: 1765

Description

Any person wishing to use explosives in Washington State are required to first obtain a Blaster's/Users license

Legal authority

RCW 70.74.022 License required to manufacture, purchase, sell, use, possess, transport or store explosives - <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.022> WAC 296-52-64005 Responsibility to obtain a blaster's license <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-64005>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

01/2025

Comment:

License fee: \$50 In addition to the application fee the applicant is required to submit a Background check fee for initial application, plus every 3 years of renewal. Applicant pays L&I the current federal and state fee for fingerprint-based criminal history background checks. L&I submits that amounts collected to WSP monthly.

Legal authority for fees:

RCW 70.74.360 Licenses - Fingerprint and criminal records check - fee <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.360> WAC 296-52-61020 License fees. <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-61020&pdf=true>

Application Information

Application process and form(s):

Application (initial) can be found online: <https://www.lni.wa.gov/forms-publications/F447-033-000.pdf>, or in person at an L&I office. Applicants may also contact L&I at ExplosivesLicensing@lni.wa.gov to request an application by email. Application and fee payment are submitted by mail.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-52-61010 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-52-61010>

process:

Steps in initial application

1. L&I screens application to verify submission and qualification requirements, including Bureau of Alcohol, Tobacco and Firearms (ATF) licensure. L&I contacts applicant if additional documentation is needed.
 2. If application requires a background check, required fingerprint card is scanned through Washington State Patrol (WSP) for state and federal background verification. WSP returns results to L&I.
 3. L&I inspector schedules and proctors applicant testing.
 4. L&I grades test and completes final application review. Applicant is made aware of decision.
 5. License is generated and sent to applicant
- by mail. If application is not approved, denial letter issued
- process:
1. L&I sends licensee expiration notice 60 and 30 days before license expires, and on the day of expiration.
 2. Licensee sends payment and renewal notices to L&I or may bring both to any L&I service location.
 3. Fingerprint Background checks are required every third year and may be mailed to L&I.
 4. Renewal applicants are required to have either 8 hours of educational training or they can provide blaster's report containing the blast records for previous year

Dependencies, conditions, or requirements:

Submittal process:

Application may be submitted in person at a service location, by email, or mailed to: Explosives Licensing, PO Box 44655, Olympia WA 98504-4655

Application/Submittal last updated:

08/2017

Review/Approval time:

How long it takes to review and approve initial applications: Generally, the application process takes two weeks, from submission of application to license issuance, although this may vary based on the coordinating and scheduling of the written test. This process can be extended further if the applicant fails the test the first time and reschedules for another date.”

Average time between approval and post approval steps is 10 days. Additionally, if applicant fails the exam, they are required to wait at least 1 calendar day before being able to test again. Retest is scheduled with mutually agreeable time for applicant and inspector.

How long it takes to review and approve renewals: Generally, renewals that don't require a background check are generally processed within 3 business days.

Valid duration:

License is valid for 12 months from date of issuance

Appeal process:

RCW 70.74.390: <https://app.leg.wa.gov/RCW/default.aspx?cite=70.74.390>.
<https://app.leg.wa.gov/rcw/default.aspx?cite=49.17>

RCW 49.17

Analysis

Applications received:

580

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Online payment optionsReview application submission process and explore online options IT improvementsExplore online testing

Pending applications:

-99

Backlog applications:

0

Explanation:

No backlog or pending status applications exist

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

High Hazard Facilities Certified Worker

Department of Labor & Industries

Type: Certification

ID: 1766

Description

L&I certification is required for registered apprentices and skilled journey persons who work for contractors performing construction activities at petroleum refineries. Certification is issued after the registered apprentices completes an approved 20-hour advanced safety course.

Legal authority

RCW 49.80.020(2)(c) - Use of skilled and trained workforce required - Advanced safety curriculum - Application

<https://app.leg.wa.gov/RCW/default.aspx?cite=49.80.020>

WAC

296-71-020 -- Training certification

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-71-020>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

No Fee

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Application is provided to the trainee by the approved training course sponsor.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-71-020 -- Training certification

[https://app.leg.wa.gov/WAC/default.aspx?cite=296-71-](https://app.leg.wa.gov/WAC/default.aspx?cite=296-71-020)

020

process:

training course from a list of sponsors available on the L&I website.

application provided by the course instructor.

The course instructor uploads copies of completed applications for Trainees who passed the course and a class roster to an L&I portal. The system immediately generates an email to each trainee that includes their certification as an attachment.

Steps in application

1. Trainees select an L&I- approved

2. Trainees complete an

3.

Dependencies, conditions, or requirements:

Submittal process:

Online through L&I Portal (Submitted by training course provider)

Application/Submittal last updated:

Never

Review/Approval time:

Valid duration:

3 years

Appeal process:

RCW 34.05.570(4) <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05.570>. WAC 296-71-

Analysis

Applications received:

2024

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Pending applications:

0

Backlog applications:

0

Explanation:

No pending or backlog exists for this certification

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Accredited Maritime Crane Certifier

Department of Labor & Industries

Type: Other

ID: 1767

Description

Any person seeking accreditation to inspect Maritime cranes.

Legal authority

WAC 296-56-60093 Certification of Marine terminal handling devices
60093

<https://app.leg.wa.gov/wac/default.aspx?cite=296-56-60093>

WAC 296-304-14001 Application for accreditation
<https://app.leg.wa.gov/wac/default.aspx?cite=296-304-14001>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

No Fee

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Online (initial) application: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Flni.wa.gov%2Fforms-publications%2FF416-063-000.doc&wdOrigin=BROWSELINK>. Applicant may also call or email L&I to request that an application be sent by email. Application is submitted by mail.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-304-14001 Application for accreditation
<https://app.leg.wa.gov/wac/default.aspx?cite=296-304-14001> WAC 296-56-60095(1)
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-56-60095>

Steps in initial application process: 1. Applicant submits completed application to L&I by mail or email. If applicant emails application, signed signature page must be mailed to L&I to assure original signature is on file. 2. L&I conducts initial review by verifying submission and qualification requirements. Information is entered into the system 3. L&I notifies applicant of completed initial review, and obtains the recommendations of the Maritime Crane Certification Board at its next scheduled meeting per WAC 296-56- 60095 4. Maritime Crane Certification Board makes a recommendation during open the next Board meeting and L&I makes the final decision. 5. L&I enters the Board's recommendation and the L&I decision into the system, generating a decision letter sent to the applicant by mail or email. 6. L&I assigns certification decal (sticker) numbers to approved certifier in the system. Decals displaying these numbers are mailed to the certifier.

Steps in renewal process: 1. L&I generates a renewal notice 90 days before certification expiration with renewal application attached. 2. Applicant completes and submits application to L&I by postal mail or email. 3. L&I processes renewal application, and generates a decision letter sent to applicant by mail or email.

Dependencies, conditions, or requirements:

Submittal process:

Application/Submittal last updated:

07/2009

Review/Approval time:

Initial application review and approval can take between 30 days to 6 months, based on when the application is received and when the next regularly scheduled Maritime Crane Certification Board meeting occurs. The Maritime Crane Certification Board meets twice a year. Renewals do not require Board recommendations.

Valid duration:

3 years

Appeal process:

WAC 296-304-14013WAC 296-304-14013 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-304-14013>

Analysis

Applications received:

6

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review process for issuing certificatesConsider scheduling Maritime Crane Certification Board meetings when applications are ready for review and recommendationsRecommended processing originally listed as up to 180 days.

Pending applications:

2

Backlog applications:

0

Explanation:

As described above, applications have to be reviewed by the board which only happens twice a year. Backlog for 2024 will be cleared once applications are reviewed at April's board meeting.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

180

Accredited Construction Crane Certifier

Department of Labor & Industries

Type: Other

ID: 1768

Description

Any person engaging in the testing, examination or inspection for the certification of a crane, used in lifting at a construction site, must apply for and obtain a Certificate of Accreditation from L&I.

Legal authority

RCW 49.17.420(2)(a) Construction crane certification program - Rules

<https://app.leg.wa.gov/RCW/default.aspx?cite=49.17.420>

WAC 296-155-53100 Accreditation of crane certifiers of cranes and derricks - Requirements.

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-155-53100>

Equity considerations:

Bilingual (Spanish) webpage, forms and materials translated upon request, telephonic interpretation Other: reciprocity available with other state certifications is equivalent

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

No Fee

Legal authority for fees:

No fees are charged and this statute allows L&I to a charge for fee to any employer covered by WISHA for who is not paying workers comp. So would be a very limited set of employers where DOSH has jurisdiction over the employer for enforcement but the emp

Application Information

Application process and form(s):

Online (initial) application: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Flni.wa.gov%2Fforms-publications%2FF416-063-000.doc&wdOrigin=BROWSELINK>. Applicant may also call or email L&I to request that an application be sent by email. Application is submitted by mail or email. If submitted by email, signed signature page must be sent by mail to L&I.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-155-53100 Accreditation of crane certifiers of cranes and derricks - Requirements.

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-155-53100>

Steps in initial application process:

1. Applicant submits completed application to L&I by mail or email. If applicant emails application, signed signature page must be mailed to L&I to assure original signature is on file.
2. L&I reviews application to verify submission and qualification requirements. Applicant information is entered into the system.
3. L&I changes status from "Applicant" to

"Waiting for exam" in system, notifies applicant of approval to test.

4. Applicant sets up a MyCCO portal account with the National Commission for Certification of Crane Operator (NCCCO), schedules and takes test, and submits test scores to L&I.

5. L&I enters test results in system, changes applicant's status to "certified," and generates certifier certificate that is mailed to applicant. 6. L&I assigns certification decal (sticker) numbers to approved certifier in the system. Decals displaying these numbers are mailed to the certifier.

Steps in renewal process: 1. L&I generates a renewal notice 90 days before certification expiration with renewal application attached. 2. Applicant completes and submits application to L&I by postal mail or email. 3. L&I processes renewal application and issues decision that is sent to applicant by mail or email.

Dependencies, conditions, or requirements:

Submittal process:

Send application to: Department of Labor and Industries Division of Occupational Safety & Health PO Box 44650 Olympia, WA 98504-4650 . Applications may also be scanned to email address: LNICranes@Lni.wa.gov

Application/Submittal last updated:

07/2009

Review/Approval time:

Time it takes to review and approve application: Generally, it takes three business days to review and approve an initial application, although there is no time frame for the applicant to take and submit the NCCCO test and results to L&I. A renewal application generally takes one business to review and approve.

Valid duration:

Appeal process:

Revocation or suspension of an accreditation is described in WAC 296-155-53110, providing that either can be appealed to DOSH or BIIA within 15 days of revocation/suspension order. However, neither the rule nor statute specifically address the potential of an application denial.

Analysis

Applications received:

9

Average processing time (all):

30

Average processing time (completed):

30

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

45

Legal processing time:

WAC 296-155-53106https://app.leg.wa.gov/WAC/default.aspx?cite=296-155-53106 Within 45 calendar days of receipt of a completed application for an accreditation, L&I must inform the applicant in writing that the application is either complete and accepte

Streamlining opportunities:

Review application submission process and explore online options Review process for issuing certificates

Pending applications:

7

Backlog applications:

0

Explanation:

Waiting on applicant to take and submit completed test from NCCCO.

Permit to Operate Radio Signal System in Designated Area (Talkie-Tooter Permit)

Department of Labor & Industries

Type: Permit

ID: 1769

Description

To allow a business in the logging industry to operate a radio signal system in a designated area. (align with how currently described in ORIA) https://www.oria.wa.gov/site/alias__oria/mid__12357/403/handbook-entry?ItemID=224

Legal authority

WAC 296-54-605 Radio systems used for voice communication, activation of audible signals, or control of equipment. <https://app.leg.wa.gov/WAC/default.aspx?cite=296-54-605>

Equity considerations:

Bilingual (Spanish) webpage, forms and materials translated upon request, telephonic interpretation Other: reciprocity available with other state certifications is equivalent

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

No Fee

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Application is available on line at <https://lni.wa.gov/licensing-permits/other-licenses-permits/talkie-tooter>. When the application is filled out it can be mailed via USPS or emailed to TalkieTooter@Lni.wa.gov

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-54-605 Radio <https://app.leg.wa.gov/WAC/default.aspx?cite=296-54-605>
Steps in application

process: 1. Application received; 2. L&I reviews and ensures application is completely populated; 3. L&I enters application information in to the Radio Signal System; 4. L&I prints permit and provides to applicant by mail service if received by mail or by email if the application was received by email.

Dependencies, conditions, or requirements:

Submittal process:

Paper, mailed or scanned and emailed to department.

Application/Submittal last updated:

Unknown

Review/Approval time:

Generally, it takes 1 business day to review and approve an application. However, it may take up to three business days if additional information is needed. If the application does not contain the needed information, one of the following will be contacted for verification: the applicant; the Technical Specialist; the signaling radio manufacturer. This generally takes approximately 3 business days. Additionally, the processing time to inactivate a permit is 1 day.

Valid duration:

Approval does not have an expiration date.

Appeal process:

Analysis

Applications received:

10

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review in progress to determine if permit is still necessary and if not, repeal rule

Pending applications:

0

Explanation:

No backlog exists currently

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Farm Labor Contractor License

Department of Labor & Industries

Type: License

ID: 1770

Description

A Farm Labor Contractor license is required for any person, their agent or their subcontractor, who recruits, solicits, employs, supply, transport, and hire workers for farms and other agricultural work and is paid a fee for providing those services.

Legal authority

RCW 19.30.020 <https://app.leg.wa.gov/RCW/default.aspx?cite=19.30.020> Chapter 296-310 WAC (WAC 296-310-020 through 080) <https://app.leg.wa.gov/WAC/default.aspx?cite=296-310>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

Never

Comment:

General Farm Labor Contractor License: 1yr - \$35.00 & 2yr - \$70 Recruitment Only License: 1yr - \$35.00 & 2yr - \$70 Forestation/Reforestation Contractors License: 1yr - \$100 & 2yr - \$200 Both FLC & Forestation/Reforestation License: 1yr - \$135 & 2yr - \$270

Legal authority for fees:

RCW 19.30.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=19.30.030> WAC 296-310-060 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-310-060>

Application Information

Application process and form(s):

Paper, Electronic Online <https://www.lni.wa.gov/forms-publications/F700-170-909.pdf>

Requirements, additional actions, information, or documentation:

Application requirements: • Complete the Application/Renewal Form • Provide the information required by RCW 19.30.030(1)(a) for a sworn statement by the applicant as the truth of the application materials and that the applicant will conduct business in compliance with the licensing requirement; and o A list of all persons financially interested in the proposed operation as a farm labor contractor, either as partners, stockholders, associates, profit sharers, or subcontractors, including names, addresses phone numbers, and the amount of their respective interests. • Submit Department of Revenue (DOR) Tax Compliance Certification (signed and approved by DOR) • Submit the Employment Security Department (ESD) Tax Compliance Certification (signed and approved by ESD) • Provide proof of Auto Liability Insurance showing coverage amount and list of vehicles (if applicable) as required by WAC 296-310-040 • Provide proof of valid surety as required under RCW 19.30.040 • Provide a sworn statement as required under RCW 19.30.030(1)(f) appointing the L&I Director as a lawful agency to accept service. • Provide information regarding the whether the applicant or any of their agents, partners, associates, stockholders, or profit sharers has ever had a farm labor contractor license suspended, revoked, or denied by any state or federal agency or has any outstanding judgments in any state or federal court arising out of activities as a farm labor contractor. • Pay the required fees. Steps in the application process: 1. L&I reviews the application and all required materials. 3. Verify the employer has paid the fee. 4. Issue license.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Applications submittals via online secure file upload (Box.com)

<https://lni.app.box.com/f/d3ec4a84ce0c465fa186aca48042572a> Email - with all documents esfarmlabor@lni.wa.gov Application/Renewal fees are submitted via mail: Washington State Department of L

Application/Submittal last updated:

Review/Approval time:

Completed applications are generally reviewed and processed within 5 business days.

Valid duration:

1 or 2 years depending on applicant's selection

Appeal process:

Appeal rights and process are under WAC 296-310-160 and WAC 296-310-170. WAC 296-310-160 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-310-160> WAC 296-310-170 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-310-170>

Analysis

Applications received:

296

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Online payments, review application and storage of data

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

Pending applications:

0

Explanation:

Backlog applications:

0

Minor Work Permit Endorsement

Department of Labor & Industries

Type: Permit

ID: 1771

Description

The Minor Work Permit allows a business to employ minors. It is an endorsement of the employer's business license issued by the Department of Revenue (DOR) but L&I approves the permit.

Legal authority

RCW 49.12.121 – <https://app.leg.wa.gov/RCW/default.aspx?cite=49.12.121> RCW 49.12.123 - <https://app.leg.wa.gov/RCW/default.aspx?cite=49.12.123> Chapter 296-125 WAC - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125> WAC 296-125-0200 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0200> WAC 296-125-0210 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0210> WAC 296-125-0211 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0211> WAC 296-125-0220 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0220> WAC 296-125-0221 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0221> WAC 296-125-0222 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0222> WAC 296-125-0223 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0223> WAC 296-125-0224 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0224> WAC 296-125-0230 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0230> WAC 296-125-0231 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0231> WAC 296-125-024 - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-024>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; telephonic interpretation service

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

L&I does not charge a fee. *Please note: This is information for L&I only and does not account for any steps or fees at DOR's authority.

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Application is part of the DOR Master Business License application. For new business license application, the application form (Master Business License) is available electronically (online) through Department of Revenue: <https://dor.wa.gov/sites/default/files/2022-03/700028.pdf>. For existing businesses applying to add a minor work permit endorsement to their existing license, the application is done through the DOR Secure Access Washington (SAW) portal <https://secure.dor.wa.gov/home/Login>

Requirements, additional actions, information, or documentation:

Application requirements: • Apply to DOR for a minor work permit endorsement on a business license (new or existing license) • Business Location has an active workers' compensation account • If hiring minors under age 14, superior court approval per RCW 26.28.060 is required Steps in application process: 1. L&I conducts a daily review of ATLAS to check uploaded Minor Work Permits - DOR inputs all Minor Work Permit information into their system Automated Tax & Licensing Administration System (ATLAS) Partnership Portal 2. L&I reviews the application to verify work duties, employer type, and age groups. If needed, additional information is requested from the employer. If hiring minors under age 14, superior court approval per RCW 26.28.060 is required, L&I will contact employer to request this documentation before we will approve. - If L&I contacts employer for additional information and does not hear back within 7 business days we will withdraw the application. L&I can change from withdraw to approve at any time should the employer follow up. 3. L&I approves application in the ATLAS Partnership Portal - Department of Revenue. *Please note: These are L&I's steps in this process only and does not account for any steps DOR may take.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

L&I conducts a daily review of ATLAS to check uploaded Minor Work Permits - DOR receives the applications and inputs all Minor Work Permit information into through their system Automated Tax & Licensing Administration System (ATLAS) Partnership P

Application/Submittal last updated:

Unknown

Review/Approval time:

Completed applications are generally reviewed and processed within 5 business days.

Valid duration:

Expires when the business license expires, and then they have to renew. Typically 1 year

Appeal process:

Appeal rights and process are under RCW 49.12.400 and WAC 296-125-0231. RCW 49.12.400<https://app.leg.wa.gov/rcw/default.aspx?cite=49.12.400>WAC 296-125-0231<https://app.leg.wa.gov/WAC/default.aspx?cite=296-125-0231>

Analysis

Applications received:

7462

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review application with DOR for possible updates

Pending applications:

0

Explanation:

N/A

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

5

Journey Level or Specialty Plumber Certificate

Department of Labor & Industries

Type: Certification

ID: 1772

Description

You must be certified by the Washington State Plumber Certification Program to work in the plumbing trade in Washington. This certificate of competency allows the holder to work in a specific plumbing scope of work.

Legal authority

RCW 18.106.020, Certificate or permit required—Photo identification—Trainee supervision required—Medical gas piping installer endorsement—Penalty—Notice of infraction, <https://app.leg.wa.gov/RCW/default.aspx?cite=18.106.020>; WAC 296-400A-020, How do I obtain a certificate of competency?, <http://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-020>;

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service Applicants that require having test be read to them, or interpreted, test exams are offered in-house through L&I to accommodate. All other special accommodation types that are requested are met through the proctoring exam agency.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2021

Comment:

The fee for taking the exam to become certified journey level or specialty plumber is \$189.80. It is charged each time the applicant takes the exam. After an applicant has passed the test the following fees apply to obtain a certification: •Journey level, residential specialty, or residential service plumber certificate renewal or 1st card: \$227.90 (Renews every 3 years). •Domestic pump specialty plumber certificate renewal or 1st card: \$228.00 (Renews every 3 years) •Backflow assembly maintenance and repair specialty certificate renewal or 1st card: \$157.20 (Renews every 3 years)

Legal authority for fees:

RCW 18.106.125, The department shall set the fees by rule, The fees shall cover the full cost of issuing the certificates and permits, devising and administering the examinations, and administering and enforcing this chapter, <http://app.leg.wa.gov/RCW/def>

Application Information

Application process and form(s):

Initial application Electronically, online at <https://lni.wa.gov/forms-publications/F627-008-000.pdf> Exam application Electronically, online via L&I quickcards portal at <https://secure.lni.wa.gov/quickcards/#/start-application/new/PL> Forms are also available at service locations and can be emailed or mailed upon request. Renewal applications Electronically, online at <https://www.lni.wa.gov/forms-publications/F627-019-000.pdf> Electronically, online via L&I quickcards portal at <https://www.lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/legal> Forms are also available at service locations and can be emailed or mailed upon request. A list of local L&I service locations is available online at <https://www.lni.wa.gov/agency/contact/#office-locations>

Requirements, additional actions, information, or documentation:

Application requirements (initial) Application requirements are included in WAC 296-400A-020 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-020>. Application requirements (renewal) Renewal requirements are included in WAC 296-400A-023 <http://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-023>. Application process (initial application) 1. The customer (plumber trainee) submits an application to the department and pays the application fee, either in-person and via mail. 2. Department staff review the customer's application to ensure the information aligns the department's current records. If the application is approved, an approval letter with instructions on how to schedule and sit for the exam is generated and mailed to the customer. 3. Through a proctoring company, the customer schedules to sit for the exam. 4. The customer sits for the exam and the proctoring company uploads their test results to the department's system. If the customer passes the exam a confirmation letter and invoice for the certification fee are sent to the customer. If the customer fails the exam they must restart the process at step 1. 5. The customer must pay the certification fee for their first card in-person. 6. A vender prints and mails the certificate to the department. 7. The department issues the certificate and mails it to the customer. Application process (renewal) 1. Renewal notices are sent by the department 90 days prior to expiration date of license. 2. Renewal fees may be paid online. 3. L&I reviews the

applicant’s continuing education documentation. 4. If the continuing education requirements are met, L&I issues a renewal certification. Note: Applicants sometimes apply before training requirements are met. Note: Vendor for certificate printing is in Utah. Note: The process for applicants outside of Washington State is different.

Dependencies, conditions, or requirements:

To become a certified journey level or specialty plumber in Washington, the applicant must typically begin as a plumber trainee. Once they have the required experience and education, they can take the plumber exam to become a certified plumber or journey level plumber. When an application is received, department staff compare it against the plumber trainee's current records to ensure the trainee meets the minimum requirements to sit for the exam. The application can be approved if the trainee has accumulated enough qualifying years and hours of experience to sit for the exam. Plumbers are required to complete continuing education courses to renew their certification. Continuing education requirements vary based on the individual’s certification. All journey level and residential specialty renewals will require 24 hours of continuing education consisting of: *A minimum of 12 hours of Uniform Plumbing Code (Code), PLUS* A minimum of 4 hours of Industry-Related Electrical (IRE). *The remaining 8 hours can be in any Code, IRE, or Industry-Related Plumbing (IRP) area. Continuing education providers offer courses online, by correspondence, or in person around the state. Continuing education course providers provide certificates of completion to both L&I and the individual taking the course. Plumbers do not need to submit their certificates of completion to L&I, they will be added to their record once the department receives the course rosters from the provider.

Submittal process:

Initial application In-person at any local L&I office or by mail
Renewal application In-person at any local L&I office or by mail
Online via L&I Quickcards Portal <https://www.lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/legal>

Application/Submittal last updated:

04/2021

Review/Approval time:

Valid duration:

3 years. The expiration dates are tied to card holder's birthday.

Appeal process:

RCW 18.106.100, Revocation of certificate of competency, license, or endorsement—Grounds—Procedure, <http://app.leg.wa.gov/RCW/default.aspx?cite=18.106.100> (Appeal process when an application or renewal is denied due to outstanding penalties)

WAC 296-400A-425, What if I owe outstanding penalties related to a department issued plumber infraction?, <http://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-425>, Appeal process when an application or renewal is denied due to outstanding penalties RCW 34.05.560(4) <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05.570>

Analysis

Applications received:

1004

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review process for issuing certificates

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Pending applications:

Explanation:

0

Backlog applications:

64

Staffing shortages have lengthened application processing times.

Plumbing Contractor License

Department of Labor & Industries

Type: License

ID: 1773

Description

A license that allows a business to advertise, offer to do work, submit a bid, or perform plumbing work. Only licensed plumbing contractors may employ certified plumbers to work on plumbing jobs.

Legal authority

RCW 18.106.400 Plumbing contractor license—Application—Requirements—Exemption, <https://app.leg.wa.gov/RCW/default.aspx?cite=18.106.400> WAC 296-400A-011 How does a plumbing contractor become licensed, renew, and reinstate their license? <https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-011>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2021

Comment:

Plumbing Contractor new application fee: \$139.10 Plumbing Contractor Renewal fee: \$139.10 Plumbing Contractor Reinstatement fee: \$69.50 - This is the fee a business pays to reinstate a suspended plumbing contractor license. Licenses may be suspended when registration requirements are not met, such as a bond or insurance cancelling or expiring or an unsatisfied judgment. Designated plumber fee: \$50.00 - This would allow an individual to be assigned to a company to define the scope of work for plumbing projects.

Legal authority for fees:

RCW 18.106.125 Fees. <https://app.leg.wa.gov/RCW/default.aspx?cite=18.106.125>, The fees shall cover the full cost of issuing the certificates and permits, devising and administering the examinations, and administering and enforcing this chapter. WAC 296-40

Application Information

Application process and form(s):

Initial application Electronically, online at <https://lni.wa.gov/forms-publications/F627-051-000.pdf> Applications Forms are also available at service locations and can be emailed or mailed upon request. Renewal and reinstatement applications Electronically, online via L&I quickcards portal at <https://lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/legal> A list of local L&I service locations is available online at <https://www.lni.wa.gov/agency/contact/#office-locations>

Requirements, additional actions, information, or documentation:

Application requirements (initial, renewal, and reinstatement) Requirements for plumbing contractor licenses are included in WAC 296-400A-011 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-011> Application process (initial) 1. The applicant submits application and pays fees to the Department in person or by mail. 2. The department verifies that the applicant has an active account with the Department of Revenue and that all information on the application matches the Department of Revenue's records. 3. The department reviews the application to make sure all required documents are included, along with payment for the registration fee. The department verifies the applicant is designated as a plumber by the Employment Security Department. 4. Department creates or updates a contractor record for the applicant and enters all application information and accepted documents. 5. The department approves the registration if the applicant meets all of the requirements listed above. An approval letter is generated through the system and mailed to the customer. Note: If registration is denied, letter is sent to contractor explaining the basis for the denial, which may be due to an incomplete application, missing or inaccurate documents, information that does not match the Department of Revenue's records, or other factors. The applicant is required to make corrections and resubmit their application. The process starts over at step 1, but fees are retained from first application and applied to resubmitted application. If applicant does not re-apply within 2 years of original submission, they forfeit initial fee per WAC 400a-011. Application process (renewal and reinstatement) 1. At least 45 days before a license expires L&I will send the contractor a renewal notice and invoice. 1. Applicant submits renewal application either online via L&I's quickcards portal or by mail and pays the renewal fee. 2. L&I reviews the application to verify if all required materials – the completed application form, the bond, and the insurance certificate – are included. 3. If the application is complete and all required materials are included, L&I mails the applicant a renewed license.

Dependencies, conditions, or requirements:

No post approval steps are required. All documentation needed for approval is submitted with the application. RCW 18.106.400 identifies required documentation for approval of application. <https://app.leg.wa.gov/RCW/default.aspx?cite=18.106.400>

Submittal process:

Initial and renewal applications In-person at any local L&I office or mail
Renewal and reinstatement applications Online via L&I Quickcards Portal at <https://www.lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/legal> <https://secure.lni.wa.gov/>

Application/Submittal last updated:

07/2021

Review/Approval time:**Valid duration:**

2 years from date of activation

Appeal process:

RCW 18.106.100, Revocation of certificate of competency, license, or endorsement—Grounds—Procedure, <http://app.leg.wa.gov/RCW/default.aspx?cite=18.106.100> (Appeal process when an application or renewal is denied due to outstanding penalties)

WAC 296-400A-425, What if I owe outstanding penalties related to a department issued plumber infraction?, <http://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-425>, Appeal process when an application or renewal is denied due to outstanding penalties RCW 34.05.560(4) <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05.570>

Analysis

Applications received:

373

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

WAC 296-400A-011 How does a plumbing contractor become licensed, renew, and reinstate their license? <https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-011>. No more than forty-five days before the plumbing contractor's license expires, the department must

Streamlining opportunities:

Review internal process

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Plumber Trainee

Department of Labor & Industries

Type: Certification

ID: 1774

Description

The plumber trainee certification allows an aspiring plumber to learn the plumbing trade in Washington State and become a certified plumber. Trainees must work under the direct supervision of a certified plumber and learn through on-the-job training. Once they have the required experience and education, they can take the plumber exam to become a certified plumber or journey level plumber.

Legal authority

RCW 18.106.020 Certificate or permit required—Photo identification—Trainee supervision required—Medical gas piping installer endorsement—Penalty—Notice of infraction. <https://app.leg.wa.gov/RCW/default.aspx?cite=18.106.020> RCW 18.106.070 Certificates of competency, installer endorsement—Issuance—Renewal—Rights of holder—Training certificates—Supervision—Training, certified plumber—Work group.

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.106.070> WAC 296-400A-010 Plumbing certificate types and scope of work. <https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-010> WAC 296-400A-120 What do I need to know about plumber trainee certificates? <https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-120>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

56.4

Credential fee:

0

Fee last changed:

07/2021

Comment:

New application fee: \$56.40 Annual renewal fee: \$56.40 Fees include costs to issue cards to applicants.

Legal authority for fees:

RCW 18.106.125 Fees. The fees shall cover the full cost of issuing the certificates and permits, devising and administering the examinations, and administering and enforcing this chapter. The costs shall include travel, per diem, and administrative support

Application Information

Application process and form(s):

Initial application Electronically, online at <https://lni.wa.gov/forms-publications/F627-003-000.pdf> Electronically, online via L&I quickcards portal at <https://secure.lni.wa.gov/quickcards/#/start-application/new/PT> Forms are also available at service locations and can be emailed or mailed upon request. Renewal applications Electronically, online at <https://lni.wa.gov/forms-publications/F627-019-000.pdf> Electronically, online via L&I quickcards portal at <https://lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/legal> Forms are also available at service locations and can be emailed or mailed upon request. A list of local L&I service locations is available online at <https://www.lni.wa.gov/agency/contact/#office-locations>

Requirements, additional actions, information, or documentation:

Application requirements (initial and renewals) Trainee requirements are available in WAC 296-400A-120 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-120> Application process steps 1. The applicant fills out application and pays fees either online or in person. 2. The department requests a printed certificate from an outside vendor. The vendor mails the certificate to the department. 3. The department issues the certificate and mails it to the applicant.

Renewal applications 1. Renewal notices are sent by the department 90 days prior to expiration date of license. 2. The applicant pays the fees and submits required notarized affidavits of experience to L&I. 3. L&I reviews the application to verify whether all experience and continuing education requirements are met. 4. If the application is complete and all requirements are met, L&I the applicant's certification is renewed for another year. Note: To renew a certificate a trainee must pay the renewal fee, submit affidavits of experience over the past year, and have completed 8 hours of approved continuing education in the past year. Continuing educational hours are reported for the trainee through course providers, who are required by law to submit information to the department within 30 days of completion.

Dependencies, conditions, or requirements:

None

Submittal process:

Initial applicationElectronically, online at <https://lni.wa.gov/forms-publications/F627-003-000.pdf>ApplicationsElectronically, online via L&I quickcards portal at <https://secure.lni.wa.gov/quickcards/#/start-application/new/PTForms> can also be submitt

Application/Submittal last updated:

07/2021

Review/Approval time:

Valid duration:

Valid for1 year and renewal is required to maintain trainee status

Appeal process:

RCW 34.05.560(4) <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05.570>

Analysis

Applications received:

1730

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Pending applications:

0

Backlog applications:

0

Explanation:

No pending applications or backlog exists as of 12/31/2024

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Medical Gas Endorsement

Department of Labor & Industries

Type: Other

ID: 1775

Description

An endorsement that journey level plumbers can obtain that will allow them to work on medical gas piping systems. A medical gas piping installer is qualified to work on medical gas piping systems that deliver oxygen, nitrous oxide, high-pressure nitrogen, medical compressed air, medical vacuum systems, etc.

Legal authority

RCW 18.106.075 Medical gas piping installer endorsement. <https://app.leg.wa.gov/RCW/default.aspx?cite=18.106.075WAC>
296-400A-021 How do I obtain a medical gas piping installer endorsement?
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-021>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

69.8

Credential fee:

156.7

Fee last changed:

07/2021

Comment:

Medical gas endorsement application Per application: \$69.80 Medical gas endorsement, 3-year renewal or 1st card: \$156.70

Legal authority for fees:

RCW 18.106.125 Fees. <https://app.leg.wa.gov/RCW/default.aspx?cite=18.106.125>, The fees shall cover the full cost of issuing the certificates and permits, devising and administering the examinations, and administering and enforcing this chapter. WAC 296-40

Application Information

Application process and form(s):

Initial application Electronically, online at https://www.lni.wa.gov/licensing-permits/plumbing/_docs/Medical-Gas-Endorsement-Application.pdf Electronically, online via L&I quickcards portal at <https://secure.lni.wa.gov/quickcards/#/start-application/new/MGForms> Forms are also available at service locations and can be emailed or mailed upon request. Renewal applications Electronically, online at <https://www.lni.wa.gov/forms-publications/F627-019-000.pdf> Electronically, online via L&I quickcards portal at <https://www.lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/legalForms> Forms are also available at service locations and can be emailed or mailed upon request. A list of local L&I service locations is available online at <https://www.lni.wa.gov/agency/contact/#office-locations>

Requirements, additional actions, information, or documentation:

Application requirements (initial and renewals) Requirements for first-time applications are included in WAC 296-400A-021 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-021>. Requirements for renewal applications are included in WAC 296-400A-022 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-400A-022> Application steps (initial) Insert step(s) for taking and passing the exam 1. The customer completes an application, pays application fee, and submits documents showing they have completed required training. 2. Department staff review the application to ensure it is complete and that the customer is an active-status journey level plumber and has completed all required trainings. If the customer meets all of the requirements, the department will mail an approval notice requesting the endorsement fee to applicant. 3. The customer pays the endorsement fees in person at a service location, or by mailing a check or money order to the department. 4. The department requests a printed certificate from an outside vendor to be printed. The vendor mails the certificate to the department. 5. The department issues the certificate and mails it to the applicant. Application steps (renewal) 1. Renewal notices are sent by the department 90 days prior to expiration date of Medical Gas Certification. 2. The applicant submits the application, affidavits of continuity for brazing, and pays the required fees. 3. L&I reviews the application to ensure it is complete and that all requirements have been met. 4. The department requests a printed certificate from an outside vendor to be printed. The vendor mails the certificate to the department. 5. The department issues the certificate and mails it to the applicant. Note: Applicants sometimes apply before training requirements are met. (If this happens the application is denied due to training requirement not being met) Note: Vendor for certificate printing is in Utah.

Dependencies, conditions, or requirements:

No post approval steps

Submittal process:

Initial applicationsElectronically, online via L&I quickcards portal at <https://secure.lni.wa.gov/quickcards/#/start-application/new/MG>In-person at any local L&I office or mailRenewal and reinstatement applicationsOnline via L&I Quickcards Portal at

Application/Submittal last updated:

07/2021

Review/Approval time:

Valid duration:

The endorsement is valid for 3 years. The expiration date is tied to the card holder's birthday.

Appeal process:

RCW 34.05.570(4) <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05.570>

Analysis

Applications received:

50

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review process for issuing certificates

Pending applications:

2

Backlog applications:

0

Explanation:

Both pending applications on 12/31/2024 were waiting for endorsement fees to be paid by applicant. These have since been processed and requested for printing. No pending or backlog status exists at the time of this submission.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Certified Self-Insured Employer for Workers' Compensation

Department of Labor & Industries

Type: Certification

ID: 1776

Description

Certification that allows certain employers to directly provide workers' compensation benefits to injured workers.

Legal authority

RCW 51-14-020 Qualification for Self Insurance, <https://app.leg.wa.gov/RCW/default.aspx?cite=51.14.020> RCW 51-14-030 Certification for Self Insurance Authority, <https://app.leg.wa.gov/RCW/default.aspx?cite=51.14.030> WAC 296-15-021 Self-insurance qualifications, <https://app.leg.wa.gov/WAC/default.aspx?cite=296-15-021>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

250

Credential fee:

0

Fee last changed:

Unknown

Comment:

Legal authority for fees:

RCW 51.14.020 Qualification for Self Insurance, to cover administrative costs, <https://app.leg.wa.gov/RCW/default.aspx?cite=51.14.020>

Application Information

Application process and form(s):

Electronic (online) Application information <https://lni.wa.gov/insurance/self-insurance/employers/how-to-self-insure#how-do-i-apply> Application form <https://lni.wa.gov/forms-publications/F207-001-000.pdf>

Requirements, additional actions, information, or documentation:

Application Requirements• Submit a written Accident Prevention Program subject to review and evaluation by L&I through an on-site safety and health consultation. • Provide a list of all subsidiaries or divisions doing business in the state• Meet L&I's required financial standards in WAC 296-15-021 and provide 3 years of financial statements• Have a minimum credit rating of investment grade or higher. • Complete a Self-Insurance Certification Questionnaire describing the applicant's administrative organization to manage industrial insurance matters• Obtain security and excess/reinsurance coverage. • Pay the application fee and any outstanding balance due to the state industrial insurance fund, if any. • Attend an orientation/quarterly training for self-insured employer expectations• For additional qualification information and forms that may be requirements see WAC 296-15-021 and WAC 296-15-021. Steps in the application process1. Application is received and reviewed by L&I for completeness. 2. L&I reviews financials of employers, and verifies their credit score 3. L&I conducts a safety consultation of the employer4. L&I calculates the necessary surety and excess/reinsurance required, obtains the necessary documents from the applicant including the surety and insurance documents, and finish processing final paperwork 5. Tentative approval letter sent with requested date for required quarterly training for expectations for self-insured employers and resource contact information. 6. Self-Insured status begins on the 1st day of the upcoming quarter after all requirements are completed.

Dependencies, conditions, or requirements:

1. Step 2 above is performed by a contracted business to the ensure review is unbiased. The employer's financials must meet certain requirements. This generally happens in 7 days or less. Finishing paperwork is requested with step 4 and is contingent on how quickly (or readily available) the employer can submit the requested paperwork. Once all the paperwork is received, they are generally processed in 7 days or less.2. Step 3 above. After financials are approved the applicant must have a safety consultation performed at their business. Once the referral to DOSH for this consultation is made, DOSH consultants work with employers to schedule a mutually agreeable time, and determination of how many sites are evaluated (if multiple locations exist). This may take up to 3 months depending on the size of the employer, locations, quantity of staff, type of work performed, and scheduling at the employers discretion. 3. Once the financial review and safety consultation are fully complete, the employer is given an invitation to attend a mandatory training on how to report and process claims, and an orientation. This training is offered once a quarter, but ad-hoc trainings are offered if employer's invite is sent just after the quarterly training has occurred. Scheduling for ad-hoc trainings are at the discretion of the employer with a mutually agreeable time.

Submittal process:

Email or mail Completed application packets can be sent electronically to certificationsvcs@Lni.wa.gov. Physical copies of documents may be sent separately through postal services: Department of Labor & Industries Self-Insurance Section PO Box 44891 Olym

Application/Submittal last updated:

07/2021

Review/Approval time:

The process takes months, generally up to 6 months. Variables that effect timelines include: the applicant's scheduling of the safety and health consultation, how quickly the applicant provides necessary documentation, when the applicant can attend the orientation (which is scheduled 60-90 days out dependent on employer's preference and availability), and the training schedule.

Valid duration:

Indefinitely until voluntary or involuntary surrender

Appeal process:

Appeal rights and process is under chapter 51.52 RCW Chapter 51.52 RCW

<http://app.leg.wa.gov/RCW/default.aspx?cite=51.52>

Analysis

Applications received:

9

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review application submission process and explore online options

Pending applications:

2

Backlog applications:

0

Explanation:

1 pending L&I safety and health consultation1 due to protest to failing financial evaluation and pending director's discretion decision

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

180

Licensed Third-Party Administrators, Workers' Compensation

Department of Labor & Industries

Type: License

ID: 1777

Description

All Third Party Administrators (TPAs) must be licensed by L&I to represent and manage worker's compensation claims for self-insured employers in Washington State.

Legal authority

RCW 51.14.170 Administration of claims—Third-party administrators,
<https://app.leg.wa.gov/RCW/default.aspx?cite=51.14.170> WAC 296-15-350 Handling of claims,
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-15-350>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

No Fee

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Initial application electronic, online at <https://www.lni.wa.gov/forms-publications/F207-233-000.docx> Renewal application electronic, online Via the Self-Insured Claim Administration Tracking System (SICATS) online portal at <https://lni.wa.gov/SICATS>

Requirements, additional actions, information, or documentation:

Application requirements (initial): Initial application requirements are under WAC 296-15-530 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-15-530> Steps in the application process (initial): 1. The prospective TPA sends an application for a license to the department via email. 2. The department reviews the application for completeness and determines whether the applicant meets the requirements. If the application is complete and the applicant meets the requirements, an account is created for the applicant and the system generates a license. 3. The license is sent by mail to the applicant. Application requirements (renewal): Renewal application requirements are under WAC 296-15-540 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-15-540> Steps in the application process (renewal) 1. The department sends 90, 60, and 30-day renewal reminders to existing TPAs prior to the June 30th expiration date. 2. A TPA requests a renewal application through the Self-Insured Claim Administration Tracking System (SICATS) and submits the application via email. 3. The department reviews the application for completeness. 4. The TPA's account is updated and a new license is mailed to them by July 1st.

Dependencies, conditions, or requirements:

WAC 296-15-520 Self-insured third-party administrator (TPA) licensing requirements, <http://app.leg.wa.gov/WAC/default.aspx?cite=296-15-520> WAC 296-15-530 Self-insured third-party administrator (TPA) licensing application requirements, <http://app.leg.wa.gov/WAC/default.aspx?cite=296-15-530> WAC 296-15-540 Self-insured third-party administrator (TPA) licensing renewal application requirements, <http://app.leg.wa.gov/WAC/default.aspx?cite=296-15-540> WAC 296-15-550 Self-insured third-party administrator (TPA) duties and performance requirements, <http://app.leg.wa.gov/WAC/default.aspx?cite=296-15-550>

Submittal process:

Initial application Email at SITrainerQuestions@lni.wa.gov Renewal application Online via the Self-Insured Claim Administration Tracking System (SICATS) at <https://lni.wa.gov/SICATS>

Application/Submittal last updated:

Review/Approval time:

Length of time to review and approve applications It generally takes 14 days to review and approve a customer's application, update the customer's account, and mail the license to them. Information for data field 23 Submit application, provide list of SI employers, CAs both certified and in-process, Department must verify the status of CA within SICATs. Depending on how many staff are working for the TPA, but no more than 2 weeks.

Valid duration:

1 year (July 1st through June 31st)

Appeal process:

Appeal rights and process is under chapter 51.52 RCW Chapter 51.52 RCW

<http://app.leg.wa.gov/RCW/default.aspx?cite=51.52>

Analysis

Applications received:

21

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

30

Legal processing time:

For completed applications, L& must respond within 30 days of new applications. WAC 296-15-530(4)

<http://app.leg.wa.gov/WAC/default.aspx?cite=296-15-530>

Streamlining opportunities:**Pending applications:**

0

Explanation:

No pending applications or backlogs as of 12/31/2024

Backlog applications:

0

Certified Claims Administrators, Workers' Compensation

Department of Labor & Industries

Type: Certification

ID: 1778

Description

All claims administrators managing workers' compensation claims for a self-insured employer must be certified by L&I. Claim Administrator Trainees have two years to complete the following requirements and become a certified claims administrator.

Legal authority

RCW 51.14.170(1)<https://app.leg.wa.gov/RCW/default.aspx?cite=51.14.170WAC> 296-15-360

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-15-360>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

No Fee

Legal authority for fees:

N/A

Application Information

Application process and form(s):

Initial application and renewal Online via the Self-Insured Claim Administration Tracking System (SICATS) portal
<https://secure.lni.wa.gov/sicats/>

Requirements, additional actions, information, or documentation:

Application requirements (initial) Qualifications and requirements are available in WAC 296-15-370 at <https://app.leg.wa.gov/WAC/default.aspx?cite=296-15-360>• New claim administrators trainees have a profile created in the SICATS online portal, the profile captures all information needed for an application for certification. • Claim administrator trainees document education training requirements within SICATS online portal • When the claim administrator trainee has met the experience requirements and completed all the required training, they request approval through the SICATS online portal to sit for a proctored exam. Steps in the application process (initial) 1. The request to sit for the exam is received and L&I reviews the claim administrator trainee's profile for completeness and to verify the applicant meets the experience and training requirements. 2. If no errors are found, L&I notifies the test proctoring agency and the proctoring agency then notifies the applicant that they are approved to sit for the exam. 3. The applicant must sit for and pass the 4-hour proctored exam test. 4. L&I receives the completed test from proctoring agency and scores it. 5. If the applicant passes the test, a certification is generated and mailed to the applicant. Application requirements (renewal) Qualifications and requirements are available in WAC 296-15-370 at <https://app.leg.wa.gov/WAC/default.aspx?cite=296-15-360>• Provide documentation of 45 qualifying credits of continuing education Steps in the application process (renewal) 1. L&I reviews the applicant's continuing education documentation. 2. If the continuing education requirements are met, L&I issues a renewal certification.

Dependencies, conditions, or requirements:

Submittal process:

Initial application and renewal Online via the Self-Insured Claim Administration Tracking System (SICATS) online portal at <https://lni.wa.gov/SICATS>

Application/Submittal last updated:

07/2021

Review/Approval time:

SICATS captures user profiles as an "application" when a profile is created. User is documenting educational training credits within SICATS. When applicant achieves the requirements to be eligible to sit for proctored exam, they request approval through SICATs. Once the department received that "complete application" it is reviewed, verified, and processed within 10 business days (14 calendar days) and applicant receives approval to schedule proctored exam (at their discretion and timeframe). There is currently no existing reporting functionality within the SICATS system to pull the number of "completed applications" or "testing approval requests." This would have to be coded and built by an IT team using IT resource hours.

Valid duration:

3 years

Appeal process:

Appeal rights and process is under chapter 51.52 RCWChapter 51.52 RCW

<http://app.leg.wa.gov/RCW/default.aspx?cite=51.52>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Pending applications:

0

Backlog applications:

0

Explanation:

No pending or backlog exists.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Boiler/Pressure Vessel/Water Heater Installation or Reinstallation Permit

Department of Labor & Industries

Type: Permit

Description

ID: 1779

Installation or reinstallation of any new or existing boiler and/or unfired pressure vessel in the state of Washington.

Legal authority

RCW 70.79.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.030> WAC 296-104-010

<http://app.leg.wa.gov/WAC/default.aspx?cite=296-104-010> WAC 296-104-020

<http://app.leg.wa.gov/WAC/default.aspx?cite=296-104-020>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

0

Credential fee:

74

Fee last changed:

07/2024

Comment:

Covers administration expenses per RCW 70.79.350.

Legal authority for fees:

WAC 296-104-700 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-700>

Application Information

Application process and form(s):

Electronic, online at <https://www.lni.wa.gov/forms-publications/F620-032-000.pdf> Application forms can also be emailed or mailed upon request. Email inquiries: Boiler@Lni.wa.gov

Requirements, additional actions, information, or documentation:

Application requirements Filing requirements are listed in WAC 296-104-020

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-020> Steps in the application process: 1. An installer submits an application to the program via email. 2. Boiler staff will review the application within 48 hours of receiving it. If the application contains errors it is sent back to the installer to be corrected. Otherwise, a permit number is assigned and the permit and an invoice for the fee are emailed to the installer. An inspection is scheduled with the installer. 3. The inspection occurs within 2-5 business days of request date unless other mutually agreeable time is determined. (2-5 business days) 4. The inspector generates an invoice for the certificate of inspection. (2 business days) 5. The installer pays the invoice, typically when the inspection occurs. 6. When fees are paid, certificates of inspections are sent out within 2 business days. (Customer receives with standard USPS mail timeframes) (email option is available at customer's request)

Dependencies, conditions, or requirements:

Submittal process:

Applications are emailed to the program. Email address: Boiler@Lni.wa.gov. Application: <https://www.lni.wa.gov/forms-publications/F620-032-000.pdf>

Application/Submittal last updated:

10/2024

Review/Approval time:

Valid duration:

No expiration date

Appeal process:

Appeal rights and process is under WAC 296-104-018 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-018>

Applications received:

2276

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review information on how to apply to ensure clarity

Pending applications:

0

Explanation:

No backlog exists as of 12/31/2024

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Rental boiler operating permit

Department of Labor & Industries

Type: Permit

ID: 1780

Description

To allow a business to use a rental boiler at one location only. The permit shall be submitted by the organization that owns the rental boiler.

Legal authority

RCW 70.79.030 <https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.030> WAC 296-104-010

<http://app.leg.wa.gov/WAC/default.aspx?cite=296-104-010> WAC 296-104-020

<http://app.leg.wa.gov/WAC/default.aspx?cite=296-104-020>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

0

Credential fee:

74

Fee last changed:

07/2024

Comment:

Covers administration expenses per RCW 70.79.350.

Legal authority for fees:

WAC 296-104-700 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-700>

Application Information

Application process and form(s):

Electronic, online application <https://www.lni.wa.gov/forms-publications/F620-032-000.pdf> Rental Boiler Permits may be requested by calling 360-902-6400 or emailing the program at Boiler@Lni.wa.gov

Requirements, additional actions, information, or documentation:

Application requirements• Rental boilers must be inspected and have a certificate of inspection before they can receive an operating permit and be rented out.Steps in the application process1 – An installer submits an application to the program via email. 2 – Boiler staff will review the application. If the application contains errors it is sent back to the installer to be corrected. Otherwise, a permit number is assigned and the permit and an invoice for the fee are emailed to the installer.

3 – Customer pays the invoice, typically when the inspection occurs. Inspection and permit issuance1. Installer reaches out inspector to schedule inspection 2. Inspection occurs within 2-5 business days of request date unless other mutually agreeable time is determined. 3. Permit can be signed and issued same day as inspection.

Dependencies, conditions, or requirements:

Submittal process:

Applications may be submitted by email to: boiler@lni.wa.gov (preferred method of submission), fax (360-902-5292) or mail (Department of Labor & Industries, P.O. Box 44410, Olympia, Washington 98504-4410).

Application/Submittal last updated:

06/2017

Review/Approval time:

Valid duration:

Permit is valid for the site where boiler is located while rental boiler is on site.

Appeal process:

Appeal rights and process is under WAC 296-104-018 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-018>

Applications received:

17

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

2

Streamlining opportunities:

Review information on how to apply to ensure clarity Recommended processing time originally had the comment "2 (processing a permit application/determine complete)"

Pending applications:

0

Explanation:

No backlog exists as of 12/31/2024

Backlog applications:

0

Boiler certificate of inspection

Department of Labor & Industries

Type: Certificate

ID: 1781

Description

Boilers or pressure vessels must be inspected and approved for safe operation in Washington State.

Legal authority

RCW 70.79.060 <http://app.leg.wa.gov/RCW/default.aspx?cite=70.79.060> RCW 70.79.290
<http://app.leg.wa.gov/RCW/default.aspx?cite=70.79.290>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Fee for to obtain a Certificate of inspection \$31.80 per object inspected Additional fees Vary depending on the type, size, and length of time needed to inspect the boiler or pressure vessel. The fee schedule is in WAC 296-104-700
<https://app.leg.wa.gov/wac/default.aspx?cite=296-104-700>

Legal authority for fees:

WAC 296-104-700 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-700>

Application Information

Application process and form(s):

Online <https://www.lni.wa.gov/licensing-permits/boilers/permits-fees-inspections>

Requirements, additional actions, information, or documentation:

Steps in the approval process 1. The owner or user of a pressure vessel is responsible for contacting L&I before the inspection due date to schedule an inspection. However, the department will schedule an inspection if the owner or user does not do so. (customer discretion) 2. The inspection is performed and customer is notified of the results at the conclusion of inspection. (0 business days) 3. The inspector enters information into the system and into inspection report to be reviewed. (Up to 5 business days) 4. The inspection report is reviewed by senior-level inspectors for accuracy. (Up to 20 business days - based on quantity in review queue.) 5. An invoice is generated and sent to the customer. (2 business days) 6. Customer pays the inspection fees. (customer discretion) 7. The inspection certificate is issued and mailed (or emailed) to customer. (up to 2 business days to process payment and print certificates; Subject to standard USPS delivery times.)

Dependencies, conditions, or requirements:

Once inspection is complete, owner/user must pay associated invoice/fee's prior to certificate of inspection being released

Submittal process:

Online <https://www.lni.wa.gov/licensing-permits/boilers/make-a-payment>

Application/Submittal last updated:

04/2016

Review/Approval time:

Valid duration:

Power boiler certificates are valid for 1 year. All other boiler and pressure vessels certificates are valid for 2 years.

Appeal process:

Appeal rights and process is under WAC 296-104-018 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-018>

Applications received:

55726

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Consider online or other automated processes

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog exists as of 12/31/2024

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Boiler and pressure vessel inspector

Department of Labor & Industries

Type: Certificate

ID: 1782

Description

All boiler and pressure vessel inspectors working in Washington are required to have a "work card" issued by L&I

Legal authority

RCW 70.79.120 (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.120>), RCW 70.79.130 (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.130>), RCW 70.79.140 (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.140>), RCW 70.79.150 (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.150>), RCW 70.79.160 (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.160>), RCW 70.79.170 (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.170>) , WAC 296-104-700 (<https://app.leg.wa.gov/wac/default.aspx?cite=296-104-700>), WAC 296-104-050 (<https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-050>), WAC 296-104-060 (<https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-060>), WAC 296-104-065 (<https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-065>), WAC 296-104-010 (<https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-010>), WAC 296-104-015 (<https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-015>),

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Examination feeA fee of \$120.60 will be charged for each applicant sitting for an inspection examination(s) and paid by the employer.Special inspector commission (initial) An initial fee of \$65.10 (including work card).Total Due \$185.70 (exam and work card fee).This amount must be paid before the exam. Payment can be made at the Labor & Industries office, online, or mailed and received by our office before the exam date.Annual special inspector commission (renewal): A fee of \$40.40 for annual renewal.Each time a special inspector changes companies, a work card fee of \$65.10 will be charged.

Legal authority for fees:

WAC 296-104-700 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-700>

Application Information

Application process and form(s):

Online application <https://www.lni.wa.gov/forms-publications/F620-040-000.pdf>Completed applications can be emailed to the Boiler Program at Boiler@lni.wa.gov.

Requirements, additional actions, information, or documentation:

Certification requirementsApplicants must:• successfully pass the National Board and the Washington State boiler examination.• Submit the appropriate fee.Steps in the application process1. Prospective Inspectors fill out the application for Certificate of Competency as an Inspector of Pressure Retaining items form, which is found online. The applicant submits the application via email to the program. (Applications must be submitted at least 30 days prior to scheduled exam)2. Upon receiving the application, program staff will send it to Boiler Chief for review. (1-3. business days)4. The Boiler Chief reviews the application. If errors are found, the program will send it back to the applicant to be fixed. Otherwise program staff will create an invoice which is emailed to the applicant and their respective supervisor.5. The applicant's information is stored in an excel tracker and the documentation is retained in program's shared drive. 6. Prior to the exam, applicant must pay applicable fees included on the invoice. (Applicant's discretion)

Dependencies, conditions, or requirements:

Steps in the exam process1. Once the application is approved, program staff will then schedule the exam and send confirmation to applicant. (1-2 business days)2. The applicant will take the exam on the date specified. The test is proctored by program. The results of the state exam will be provided the same day upon completion. (0 business days)Steps in issuing the certification and work card1. If the exam is passed, the program will sent out a confirmation email with results of

the exam to the applicant’s supervisor. (1-2 business days)2. Confirmation is also emailed directly to the applicant. (1-2 business days)3. The applicant's Washington state commission is updated in system and the Inspector file is updated. (1-2 business days) 4. The Certificate of Competency and Washington State Commission (Work) Card is sent via USPS mail to the applicant’s supervisor. (1-2 business days)*Note- Commission Cards are also renewed annually - see Commission Card tab for detailed process on renewals.

Submittal process:

Online application <https://www.lni.wa.gov/forms-publications/F620-040-000.pdf>Completed applications can be emailed to the Boiler Program at Boiler@lni.wa.gov.

Application/Submittal last updated:

04/2014

Review/Approval time:

Valid duration:

Applications for the exam are valid until exam is successfully passed. Commission card is valid through the end of the year and will need to be renewed annually. **See Commission Card tab for that specific process.

Appeal process:

Appeal rights and process is under WAC 296-104-018 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-018>

Analysis

Applications received:

10

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review information on how to apply to ensure clarity

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog exists as of 12/31/2024

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Washington State Boiler and Pressure Vessel Commission Card

Department of Labor & Industries

Type: ID Card

ID: 1783

Description

A Commission card issued to a person in the employ of Washington state, an insurance company or a company owner/user inspection agency holding a Washington state certificate of competency which authorizes them to perform inspections of boilers and/or unfired pressure vessels.

Legal authority

WAC 296-104-060 (<https://app.leg.wa.gov/wac/default.aspx?cite=296-104-060>) WAC 296-104-065 (<https://app.leg.wa.gov/wac/default.aspx?cite=296-104-065>) RCW 70.79.130 (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.130>) RCW 70.79.140 (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.140>) RCW 70.79.170 (<https://app.leg.wa.gov/RCW/default.aspx?cite=70.79.170>)

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Special inspector commission (work) card fee (initial): \$65.10 Annual special inspector commission (renewal): A fee of \$40.40 for annual renewal. Each time a special inspector changes companies, a work card fee of \$65.10 will be charged.

Legal authority for fees:

WAC 296-104-700 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-700>

Application Information

Application process and form(s):

Special inspector commission work card (initial) See "Inspector Certificate of Competency" process for first-time applicants. Annual special inspector commission (renewal) The department will send renewal reminders to current card holders roughly two months before the expiration date. Card holders can return payment and any required documents via email.

Requirements, additional actions, information, or documentation:

Application requirements (initial) To receive their first card a prospective inspector must obtain a certificate of competency (see inspector certificate of competency for details on that process). Annual special inspector commission (renewal) steps The following steps are for annual renewals of work cards for inspectors who have already obtained a certificate of competency. 1. The program will begin sending out renewal Inspector Verification Report reminders and instructions to administrators of Insurance companies to renew inspectors for the upcoming year starting in October and a due date of December. 2. Once renewal information is received by a customer (insurance agency) the program will generate an invoice for each inspector needing renewal and email it to the customer. (1-2 business days) 3. Once the invoice is paid, the program will generate renewal cards and update renewal information within the system. (1-2 business days) 4. The renewed cards are then sent via USPS mail to customers. (1-2 business days) 5. The renewal information is retained in program's physical and electronic files.

Dependencies, conditions, or requirements:

Annual card renewal dependencies Current card holders must pay the annual renewal fees. A requirement for card holder to perform at least one inspection every three years in order to maintain card status. Failure to meet this requirement requires the applicant to re-test through the Inspector Certificate of Competency process. Department sends reminders to inspectors who may need to perform one inspection, with expiration notices that are sent.

Submittal process:

The department will send renewal reminders to current card holders roughly two months before the expiration date. Card holders can return payment and any required documents via email.

Application/Submittal last updated:

11/2024

Review/Approval time:

Valid duration:

1 year or until employer has changed

Appeal process:

Appeal rights and process is under WAC 296-104-018 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-104-018>

Analysis

Applications received:

142

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review information on how to apply to ensure clarity and payment processing

Pending applications:

0

Backlog applications:

0

Explanation:

No backlog exists as of 12/31/2024

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Contractor Registration

Department of Labor & Industries

Type: Other

ID: 1784

Description

Registration allows the holder to perform work as a construction contractor

Legal authority

RCW 18.27.020 Registration required—Prohibited acts—Criminal penalty—Monitoring program.

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.27.020> Application for registration—Grounds for denial and suspension.

RCW 18.27.030 Application for registration—Grounds for denial and suspension.

<https://app.leg.wa.gov/RCW/default.aspx?cite=18.27.030> WAC 296-200A-025 How does a contractor register, renew, reregister or reinstate its registration? <https://app.leg.wa.gov/WAC/default.aspx?cite=296-200A-025>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2024

Comment:

For initial issuance and renewal = \$132.60 For reinstatement = \$62.60

Legal authority for fees:

RCW 18.27.070 Fees. The entire amount of the fees are to be used solely to cover the full cost of issuing certificates, filing papers and notices, and administering and enforcing this chapter. The costs shall include reproduction, travel, per diem, and ad

Application Information

Application process and form(s):

Initial applications Application available electronically, online <https://lni.wa.gov/forms-publications/F625-001-000.pdf> (Completed applications must be mailed to L&I or hand delivered to any service location.) Renewal and reinstatement applications Online via L&I Quickcards Portal (renewal and reinstatement) <https://www.lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/legal> <https://secure.lni.wa.gov/quickcards/#/login>

Requirements, additional actions, information, or documentation:

Application requirements (initial, new and reinstate) Application requirements are under WAC 296-200A-025 <https://app.leg.wa.gov/wac/default.aspx?cite=296-200A&full=true#296-200A-025> Steps in the application process 1. The applicant submits the application and pays fees to L&I. They may do so in-person at any service location or via mail. 2. L&I verifies that applicant has an active account with the Department of Revenue and that the information included on their application matches the Department of Revenue's records. 3. L&I reviews the application to verify if all required materials – the completed application form, the bond, and the insurance certificate – are included. 4. L&I creates a record of the applicant that includes all accepted documents and application information. 5. L&I approves or denies the registration based on the completeness and accuracy of the application and required materials. If the application is approved, the registration is mailed to the customer. Note: If registration is denied, a letter is sent to applicant explaining the reasons for the denial. The applicant must correct any errors and resubmit all required materials to the department. If the applicant reapplies within 2 years, the fees from the initial application are applied to the resubmitted application.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Initial applications In-person at any local L&I service location Renewal and Reinstatement applications In-person at any local L&I office or by mail Online via L&I Quickcards Portal <https://www.lni.wa.gov/licensing-permits/contractors/register-as-a-contractor>

Application/Submittal last updated:

07/2024

Review/Approval time:

Valid duration:

2 years

Appeal process:

RCW 34.05.570(4)

Analysis

Applications received:

9734

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Legal processing time:

No specific requirements for length of time to process application in rule but WAC 296-200A-025 does require L&I send a renewal notice 45 days before the contractor's registration expires. <https://app.leg.wa.gov/WAC/default.aspx?cite=296-200A-025>

Streamlining opportunities:

Review internal processes for applications submitted in-person and those submitted via mail. Rulemaking is being considered to require insurance information only be submitted through the online portal, currently this is required for new registrations and not for updating existing registration or renewing registration. Other changes could include providing for an online submittal of all application information and/or online payment of fees, providing more information to customers on the common issues requiring applications to be returned.

Pending applications:

509

Backlog applications:

21

Explanation:

An application is in pending status if the applicant did not provide all the required documentation when submitting their application. It is the applicant's responsibility to provide missing or correct documentation to the department. The new application

Electrical contractor's license (Initial)

Department of Labor & Industries

Type: License

ID: 1785

Description

License allows a contractor to offer to perform and submit a bid for electrical/ telecommunication installation - APPLICATION

Legal authority

RCW 19.28.041(1) - License required - General or specialty license - Fees - Application (electrical contractor license)

<https://app.leg.wa.gov/rcw/default.aspx?cite=19.28.041>

RCW 19.28.420 - Telecommunications contractor license - Application

WAC 296-46B-925 - Electrical/telecommunications contractor's license

<https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-925>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4).

Costs/Fees

Application fee:

312.3

Credential fee:

0

Fee last changed:

07/2024

Comment:

Legal authority for fees:

RCW 19.28.041(3) - License required - General or specialty license - Fees - Application (electrical contractor license)

<https://app.leg.wa.gov/rcw/default.aspx?cite=19.28.041>

Application Information

Application process and form(s):

Electronically, online: <https://lni.wa.gov/forms-publications/F500-018-000.pdf> Application forms are also available at service locations and can be mailed or emailed upon request.

Additional forms

needed for application:

Change of assignment for administrators/master electricians

form

Electronically, online

<https://www.lni.wa.gov/forms-publications/F503-009-000.pdf>. Form is also available at service locations or can be mailed or emailed upon request.

request.

Bond

form

Electronically, online: <https://lni.wa.gov/forms-publications/f500-019-000.pdf>.

Form is also available at service locations or can be mailed or emailed upon request.

request.

Assignment

of Savings Account form

Electronically, online: <https://lni.wa.gov/forms-publications/f500-020-000.pdf>. Form is also available at service locations or can be mailed or emailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements: see WAC 296-46B-925 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-925>. Must include a valid UBI number issued by the Washington State Department of Revenue or Secretary of State; must identify a certified, assigned electrical administrator or master electrician; must include an original surety bond or assignment of savings account,

and must identify a worker's compensation account if the business will hire employees.Steps in application process: 1. L&I reviews application to verify information and qualifications. 2. L&I enters information into system. 3. L&I generates licensing decision letter that is mailed to applicant.4. L&I generates request to out-of-state printing vendor to print and mail a physical card that is the license.

Dependencies, conditions, or requirements:

The assignment of a certified electrical administrator is needed to complete the contractor licensing process. This process is done by mail or in a service location. Applicants must submit a completed Change Assignment of Administrator/Master Certificate form (F503-009-000) by mail. The mailing address and required fee (\$46.80) are stated on the form. There are no electronic payment options.

Submittal process:

Applications can be mailed to: Washington State Department of Labor & Industries Electrical Program, PO Box 44460, Olympia WA 98504-4460 or submitted in person at an L&I service location.

Application/Submittal last updated:

11/2024

Review/Approval time:

Valid duration:

2 years

Appeal process:

WAC 296-46B-995(2) and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
acceptance options could be expanded to reduce current limitations.

Payment

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Electrical contractor's license (Renewal)

Department of Labor & Industries

Type: License

ID: 1786

Description

License allows a company to offer to perform, submit a bid for electrical/ telecommunication installation.

Legal authority

RCW 19.28.061 - Electrical contractors - Designee of firm to take master electrician or administrator's examination - Administrator's certificate - Fee - Certification duration, denial, renewal, nontransferable.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.061>

WAC 296-46B-925(1) - Electrical/telecommunications contractor's license
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-925>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4).

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2024

Comment:

Online: \$270.20 In person, by mail: \$312.30

Legal authority for fees:

RCW 19.28.061 - Electrical contractors - Designee of firm to take master electrician or administrator's examination - Administrator's certificate - Fee - Certification duration, denial, renewal, nontransferable

Application Information

Application process and form(s):

Electronically, online via quickcards portal <https://lni.wa.gov/licensing-permits/manage-licenses-certifications>. Application forms can be downloaded at <https://lni.wa.gov/forms-publications/F500-077-000.pdf>, are available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements: see WAC 296-46B-925 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-925>. Steps in application renewal process: 1. L&I reviews application to verify information and qualifications. 2. L&I enters information into system. 3. L&I generates licensing decision letter and certificate that is mailed or emailed to applicant. 4. L&I generates request to out-of-state printing vendor to print and mail a physical card that is the license.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Application can be submitted through online portal, in person at an L&I service location or mailed to: Washington State Department of Labor & Industries Electrical Program, PO Box 44460, Olympia WA 98504-4460.

Application/Submittal last updated:

11/2024

Review/Approval time:

Valid duration:

2 years

Appeal process:

WAC 296-46B-995(2) and RCW 34.05.570(4) <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05.570>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Electrical contractor's license (Reinstate)

Department of Labor & Industries

Type: License

ID: 1787

Description

License allows a company to offer to perform, submit a bid for electrical/ telecommunication installation -REINSTATE

Legal authority

RCW 19.38.341 - Revocation or suspension of license - Grounds - Appeal to board - Fee - Costs.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.341>

WAC 296-46B-925(4) - Electrical/telecommunication contractor's license

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B-925&pdf=true>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

63.2

Credential fee:

0

Fee last changed:

07/2024

Comment:

NA

Legal authority for fees:

RCW 19.38.341 - Revocation or suspension of license - Grounds - Appeal to board - Fee - Costs.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.341>

Application Information

Application process and form(s):

Electronically, online via L&I quickcards portal <https://lni.wa.gov/licensing-permits/manage-licenses-certifications>) or at L&I service locations.

Requirements, additional actions, information, or documentation:

Application requirements: see WAC 296-46B-925 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-925>. Steps in application process:

qualifications.

1. L&I reviews application to verify information and
2. L&I enters information into system. 3. L&I generates decision

letter and license that is mailed to the applicant.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Electronically, online via L&I quickcards portal <https://lni.wa.gov/licensing-permits/manage-licenses-certifications>) or at L&I service locations.

Application/Submittal last updated:

11/2024

Review/Approval time:

Valid duration:

2 years

Appeal process:

RCW 34.05.570(4) RCW 34.05.570(4) <https://app.leg.wa.gov/rcw/default.aspx?cite=34.05.570>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

**Average time between approval and any
post-approval condition(s)/step(s):**

-99

Recommended processing time:

-99

General Journey Level Electrician Certification (Initial)

Department of Labor & Industries

Type: Certification

ID: 1788

Description

The general journey level electrical (01) certificate of competency authorizes an individual to perform all types of electrical and telecommunications installations.

Legal authority

RCW 19.28.191(1)(c) - Certificate of competency - Eligibility for exam

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.191>

RCW 19.28.211(1) -

Certificate of competency - Issuance - Renewal Continuing education - Fees

[https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.211WAC 296-46B-945\(4\) Qualifying for master, journey level, specialty electrician examinations. https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-945](https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.211WAC 296-46B-945(4) Qualifying for master, journey level, specialty electrician examinations. https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-945)

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4). <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-960>

Costs/Fees

Application fee:

101.2

Credential fee:

0

Fee last changed:

07/2024

Comment:

Examinations are performed by a state authorized contractor. The contract between the department and the vendor is a zero dollar contract. The examination fee is established by the vendor.

Legal authority for fees:

RCW 19.28.161(2)(b) - Certification - Apprentices and Trainees - Supervision, etc.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.161>

RCW 19.28.211(1) -

Certificate of compet

Application Information

Application process and form(s):

Initial application Electronically, online <https://secure.lni.wa.gov/quickcards/#/start-application/new/ELT>. Application forms are also available at service locations and can be emailed or mailed upon request.

Electrical Examination publications/F626-001-000.pdf

In-State Application for Electronically, online <https://www.lni.wa.gov/forms->

Out-of-State Application for Electrical Examination online <https://www.lni.wa.gov/forms-publications/F626-009-000.pdf>

Electronically,

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-945 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-945>. Steps in the application

process: education and training certification requirements. 1. L&I reviews application to verify experience, 2. L&I enters information into system and creates a unique identifier with examination provider (PSI). 3. L&I generates decision letter that is mailed to applicant with instructions on how to schedule certification exam. 4. Applicant contacts the examination provider to schedule and sit for competency exam. 5. Applicant and L&I receive results from examination provider. 7. L&I verifies exam results and activates the certificate. 8. L&I generates request to printing vendor to print and mail a physical card that is the certificate.

Dependencies, conditions, or requirements:

Certification issuance is contingent on meeting required educational and work experience, and passing competency examination as described in rule (WAC 296-46B-945(4) <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-945>.

Submittal process:

If required experience was obtained in Washington state, application may be submitted at an L&I service location, by mail, or online. If experience was acquired outside of the state of Washington, applicant may apply by mail or at an L&I service location

Application/Submittal last updated:

06/2024

Review/Approval time:

Valid duration:

Certification of Competency is valid for no more than 3 years - as outlined in WAC 296-46B-940 and RCW 19.28.211
Certification Exam application is valid for 1 year

Appeal process:

WAC 296-46B-995(2) and RCW 34.05.570(4)

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.Payment acceptance options could be expanded to reduce current limitations.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Specialty Electrician Certification(Initial)

Department of Labor & Industries

Type: Certification

ID: 1789

Description

A specialty electrical certificate of competency authorizes an individual to perform a limited scope of electrical work, including but not limited to residential, pump and irrigation, limited energy, and others. There are 14 specialty categories.

Legal authority

RCW 19.28.191(1)(b) - Certificate of competency - Eligibility for exam

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.191>

RCW

19.28.211(1) - Certificate of competency - Issuance - Renewal Continuing education - Fees

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.211> WAC 296-46B-945(6) Qualifying for master, journey level, specialty electrician examinations. <https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-945>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4).

Costs/Fees

Application fee:

101.2

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Examinations are performed by a state authorized contractor. The contract between the department and the vendor is a zero dollar contract. The examination fee is established by the vendor.

Legal authority for fees:

RCW 19.28.161(2)(b) - Certification - Apprentices and Trainees - Supervision, etc.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.161>

RCW

19.28.211(1)

Application Information

Application process and form(s):

Initial
Application

Electronically, online :<https://secure.lni.wa.gov/quickcards/#/start-application/new/EL>.

Application forms are also available at service locations and can be emailed or mailed upon request.

In-State Application for Electrical

Examination
form

Electronically, online <https://www.lni.wa.gov/forms-publications/F626-001-000.pdf>

Out-of-State Application for

Electrical Examination
form

(<https://www.lni.wa.gov/forms-publications/F626-009-000.pdf>)

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-945 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-945>. Steps in the application

process:
education and training certification requirements.
enters information into system and creates a unique identifier with examination provider (PSI).
letter that is mailed to applicant with instructions on how to schedule certification exam. 4. Applicant contacts the

1. L&I reviews application to verify experience,

2. L&I

examination provider to schedule and sit for competency exam. 5. Applicant and L&I receive results from examination provider.7. L&I verifies exam results and activates the certificate. 8. L&I generates request to printing vendor to print and mail a physical card that is the certificate.

Dependencies, conditions, or requirements:

Certification issuance is contingent on meeting required educational and work experience, and passing competency examination as described in rule (WAC 296-46B-945(4))
<https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-945>.

Submittal process:

If required experience was obtained in Washington state, application may be submitted at an L&I service location, by mail, or online. If experience was acquired outside of the state of Washington, applicant may apply by mail or at an L&I service location

Application/Submittal last updated:

11/2021

Review/Approval time:

Valid duration:

Certification of Competency is valid for no more than 3 years - as outlined in WAC 296-46B-940 and RCW 19.28.211Certification Exam application is valid for 1 year

Appeal process:

WAC 296-46B-995(2) and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Electrical Administrator Certification (Initial)

Department of Labor & Industries

Type: Certification

ID: 1790

Description

A certification that allows an individual to be assigned as an electrical administrator.

Legal authority

RCW 19.28.061 - Electrical contractors - Designee of firm to take master electrician or administrator's examination - Administrators Certificate - Fee - etc.

<https://app.leg.wa.gov/rcw/default.aspx?cite=19.28.061>

RCW

19.28.211 - Certificate of Competency - Issuance - Renewal - Continuing Education - Fees

<https://app.leg.wa.gov/rcw/default.aspx?cite=19.28.211>

WAC 296-46B-935 - Administrator certificate
46B-935

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B-935>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4). <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-960>

Costs/Fees

Application fee:

141.3

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Examination administration is performed by a state authorized contractor. The contract between the department and the vendor is a zero dollar contract. Examination fees are established by the authorized contractor.

Legal authority for fees:

RCW 19.28.061(3) - Electrical contractor - Administrators certificate - Fee - etc.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.061>,
46B-935(5)

WAC 296-

Application Information

Application process and form(s):

Passing score reports received from exam provider PSI serves as application.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-935 - Administrator certificate

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B-935>

Steps in the application process: 1.

L&I verifies exam results and activates the certificate. 2. L&I generates request to out-of-state printing vendor to print and mail a physical card that is the certificate.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Passing score reports may be submitted in person at an L&I service location, or can be mailed to Washington State Department of Labor & Industries Electrical Program, PO Box 44460, Olympia WA 98504-4460.

Application/Submittal last updated:

02/2024

Review/Approval time:

Valid duration:

Appeal process:

WAC 296-46B-995(2) and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
be expanded to reduce current limitations.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Payment acceptance options could

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

General Journey Level Electrician, Specialty Electrician, Master Electrician, and Electrical Administrator Certifications (Renewal)

Department of Labor & Industries

Type: Certification

ID: 1791

Description

Electrician certification allows an individual to perform electrical work, Master Electrician certification allows an individual to perform electrical work AND serve as the assigned administrator/ master electrician for an electrical contractor, Administrator certification allows an individual to be assigned as an electrical administrator - RENEWAL

Legal authority

RCW 19.28.041 - Electrical Contractors - Electricians - <https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.041>

WAC 296-46B-940 - Electrician - <https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B>

RCW 19.28.061(3) - Electrical contractors - Administrators

Certificate - Fee - etc. <https://app.leg.wa.gov/rcw/default.aspx?cite=19.28.061> -

WAC 296-46B-

935(7) - Administrator certificate <https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B-935>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4).

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2024

Comment:

Master electrician or administrator certificate renewal: In person or by mail - \$178.50 Online - \$155.10 Journey level or specialty electrician certificate renewal: In person, by mail - \$93.90 Online - \$81.80 &

Legal authority for fees:

RCW 19.28.061(3) - Electrical contractor - Administrators certificate - Fee - etc.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.061>

Application Information

Application process and form(s):

Electronically, online via L&I quickcards portal <https://lni.wa.gov/licensing-permits/manage-licenses-certifications>).

Application is also available online: <https://lni.wa.gov/forms-publications/F500-045-000.pdf> and at L&I service locations and can be mailed to applicant on request.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-935 - Administrator certificate

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B-935>. WAC 296-46B-940 - Electrician, Master Electrician Certificate -

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B-940> Steps in application process: 1. L&I reviews application to

verify information and qualifications.

3. L&I enters information into system. 4.

L&I generates decision letter and certification that are sent to applicant. Receipt serves as temporary certification.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Application can be mailed to: Washington State Department of Labor & Industries Electrical Program, PO Box 44460, Olympia WA 98504-4460, submitted in person at an L&I service location, or submitted through L&I quickcards portal:

<https://secure.lni.wa.gov/>

Application/Submittal last updated:

11/2021

Review/Approval time:

Valid duration:

3 years

Appeal process:

WAC 296-46B-995(2) and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations

**Average time between approval and any
post-approval condition(s)/step(s):**

-99

Recommended processing time:

-99

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Master Electrician Certification

Department of Labor & Industries

Type: Certification

ID: 1792

Description

A certification that allows an individual to perform electrical work AND serve as the assigned administrator/ master electrician for an electrical contractor

Legal authority

RCW 19.28.061 - Electrical contractors - Designee of firm to take master electrician or administrator's examination - Administrators Certificate - Fee - etc. <https://app.leg.wa.gov/rcw/default.aspx?cite=19.28.061>

RCW

19.28.211 - Certificate of Competency - Issuance - Renewal - Continuing Education - Fees
<https://app.leg.wa.gov/rcw/default.aspx?cite=19.28.211>

WAC

296-46B-945(2) - Qualifying for master, journey level, specialty electrician examinations
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-945>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4).

Costs/Fees

Application fee:

180.6

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Examinations are performed by a state authorized contractor. The contract between the department and the vendor is a zero dollar contract. The examination fee is established by the vendor.

Legal authority for fees:

RCW 19.28.211 - Certificate of competency - Issuance - Renewal - Continuing education - Fees
<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.211>

WAC

Application Information

Application process and form(s):

Electronically, online via L&I quickcards : <https://lni.wa.gov/licensing-permits/electrical/electrical-licensing-exams-education/master-electrician-certificate#apply>. Application can be downloaded to apply by mail
:<https://www.lni.wa.gov/forms-publications/F500-088-000.pdf>

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-945 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-945>.
Steps in application process

1. L&I reviews application to verify experience, education and training certification requirements.

2. L&I enters information into system and creates a unique identifier with examination provider (PSI). 3. L&I generates decision letter that is mailed or emailed to applicant with instructions on how to schedule certification exam. 4. Applicant contacts the examination provider to schedule and sit for competency exam. 5. Applicant and L&I receive exam results from examination provider.

6. L&I verifies exam results and enters into the system 7. L&I generates request to out-of-state printing vendor to print and mail a physical card that serves as the certificate.

Dependencies, conditions, or requirements:

Certification issuance is contingent on meeting required educational and work experience, and passing competency examination as described in rule

(WAC 296-46B-935

(4))<https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-945>.

Submittal process:

Application may be submitted through online portal at: <https://lni.wa.gov/licensing-permits/electrical/electrical-licensing-exams-education/master-electrician-certificate#apply>. Application may also be submitted in-person at an L&I service location or by

Application/Submittal last updated:

11/2021

Review/Approval time:**Valid duration:**

up to 3 years

Appeal process:

WAC 296-46B-995(2) and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Wait time for physical card could be reduced using an in-state vendor.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Electrical Training Certificate (Initial)

Department of Labor & Industries

Type: Certification

ID: 1793

Description

Certificate allows an individual to work under the supervision of a certified electrician to gain experience in the electrical construction trade.

Legal authority

RCW 19.28.161 Certification - Apprentices and trainees - Supervision - etc. -

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.161>

WAC 296-46B-942 - Training certificate required

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-942>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2025

Comment:

In person, by mail - \$49.50 Online - \$42.50

Legal authority for fees:

RCW 19.28.161 - Certification - Apprentices and trainees - Supervision - etc.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.161>

Application Information

Application process and form(s):

Electronically, online via L&I quickcards portal <https://secure.lni.wa.gov/quickcards/#/start-application/new/ET>. Applicants may also apply at an L&I service location. Application can be downloaded to apply by mail <https://lni.wa.gov/forms-publications/F626-048-000.pdf>

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-942

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-942>.

process:

eligibility.

temporary certification until certification card is delivered to applicant by mail service.

Steps in application

1. L&I reviews application for completeness and

2. L&I issues decision and provides applicant with receipt that functions as

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Electronically, online via L&I quickcards portal <https://secure.lni.wa.gov/quickcards/#/start-application/new/ET>. Applicants may also apply at an L&I service location. Application can be downloaded to apply by mail <https://lni.wa.gov/forms-publications/F>

Application/Submittal last updated:

11/2021

Review/Approval time:

Valid duration:

2 years

Appeal process:

WAC 296-46B-995(2) and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Electrical Training Certificate (Renewal)

Department of Labor & Industries

Type: Certification

ID: 1794

Description

Certificate allows an individual to continue to work under the supervision of a certified electrician to gain experience in the electrical construction trade.

Legal authority

RCW 19.28.161(2)(b) Certification - Apprentices and trainees - Supervision - etc. -

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.161>

WAC 296-46B-942 - Training certificate required

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-942>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2024

Comment:

Online: \$52.30 In person, by Mail: \$60.00

Legal authority for fees:

RCW 19.28.161(2)(b) Certification - Apprentices and trainees - Supervision - etc. -

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.161>

Application Information

Application process and form(s):

Electronically, online via L&I quickcards portal <https://secure.lni.wa.gov/quickcards/#/start-application/new/ET>. Applicants may also apply at an L&I service location. Application can be downloaded to apply by mail <https://lni.wa.gov/forms-publications/F626-048-000.pdf>

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-942

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-942>. Steps in application

process:

eligibility.

1. L&I reviews application for completeness and

2. L&I issues decision and provides applicant with receipt that

functions as temporary certification until certification card is delivered to applicant by mail service.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Electronically, vial online quickcards portal <https://lni.wa.gov/licensing-permits/manage-licenses-certifications>. Applicants may also submit their application at an L&I service location, or by mail to Washington State Department of Labor & Industries Elec

Application/Submittal last updated:

11/2021

Review/Approval time:

Valid duration:

2 years

Appeal process:
WAC 296-46B-995(2) and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

**Average time between approval and any
post-approval condition(s)/step(s):**

-99

Recommended processing time:

-99

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Electrical Trainee Certificate - 0% Supervision Modified

Department of Labor & Industries

Type: Certification

ID: 1795

Description

Allows an electrical trainee to work unsupervised while gaining the remaining hours needed to qualify for a specialty electrician certificate

Legal authority

RCW 19.28.161(2)(b) Certification - Apprentices and trainees - Supervision - etc. -

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.161>

WAC 296-46B-942(5) - Training certificate required - Specialty specific - Zero percent and 75 percent supervision training certificates

<https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-942>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4).

Costs/Fees

Application fee:

90.3

Credential fee:

0

Fee last changed:

07/2024

Comment:

Legal authority for fees:

RCW 19.28.161(2)(b) Certification - Apprentices and trainees - Supervision - etc. -

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.161>

Application Information

Application process and form(s):

Electronically, online <https://www.lni.wa.gov/forms-publications/F500-097-000.pdf> Application forms are also available at service locations and can be mailed or emailed.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-942

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-942>

Steps in application

- process:
1. L&I reviews application for completeness
 2. L&I issues decision and provides applicant with receipt that functions as temporary certification until certification card is delivered to applicant by mail service.

Dependencies, conditions, or requirements:

Yes, passing exam scores required to issue certificate

Submittal process:

Applications may be submitted at an L&I service location, or by mail to Washington State Department of Labor & Industries Electrical Program, PO Box 44460, Olympia WA 98504-4460.

Application/Submittal last updated:

11/2021

Review/Approval time:

Valid duration:

1 year

Appeal process:
WAC 296-46B-995(2) and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

**Average time between approval and any
post-approval condition(s)/step(s):**

-99

Recommended processing time:

-99

Electrical Trainee Certificate - Work Alone

Department of Labor & Industries

Type: Certification

ID: 1796

Description

Work Alone card allows an electrical trainee to work unsupervised for 6 months while completing the remaining hours needed to qualify for the (01) journey level electrician exam

Legal authority

RCW 19.28.161(2)(b) Certification - Apprentices and trainees - Supervision - etc. -

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.161>

WAC 296-46B-942(16) - Training certificate required - Trainees seeking a journey level electrician certificate - Working with no supervision

<https://app.leg.wa.gov/wac/default.aspx?cite=296-46B-942>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

29.6

Credential fee:

0

Fee last changed:

07/2024

Comment:

Legal authority for fees:

WAC 296-46B-909, RCW 19.28.161

Application Information

Application process and form(s):

Electronically, online <https://www.lni.wa.gov/forms-publications/F500-097-000.pdf>. Application forms are also available at service locations and can be mailed or emailed.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-942

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-942>.

Steps in application process:

for completeness and eligibility.

1. L&I reviews application

2. L&I issues decision and provides applicant with

receipt that functions as temporary certification until certification card is delivered to applicant by mail service.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Applicants may submit their application at an L&I service location, or by mail to Washington State Department of Labor & Industries Electrical Program, PO Box 44460, Olympia WA 98504-4460.

Application/Submittal last updated:

11/2021

Review/Approval time:

Valid duration:

6 months

Appeal process:

WAC 296-46B-995(2) and RCW 34.05.570(4).

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

Payment acceptance options could be

Pending applications:

-99

Explanation:

Data is not currently tracked by system.

Backlog applications:

-99

**Average time between approval and any
post-approval condition(s)/step(s):**

-99

Recommended processing time:

-99

Telecommunications contractor's license (Initial)

Department of Labor & Industries

Type: License

ID: 1797

Description

License allows a contractor to offer to perform and submit a bid for electrical/ telecommunication installation.

Legal authority

RCW 19.28.420 - Telecommunications contractor license - Application - Bond - Issuance of License

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.420>

RCW 19.28.041 - License required - General or specialty licenses - Fees - Application

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.041>

WAC 296-46B-925 - Electrical/telecommunications contractor's license

<https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-925>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

312.3

Credential fee:

0

Fee last changed:

07/2024

Comment:

Legal authority for fees:

RCW 19.28.420 - Telecommunications contractor license - Application - Bond - Issuance of License

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.420>

Application Information

Application process and form(s):

Electronically, online <https://lni.wa.gov/forms-publications/F500-018-000.pdf> Application forms are also available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-925 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-925>. Steps in application process: 1. L&I reviews application to verify information, eligibility and qualifications. 2. L&I enters information into system. 3. L&I generates decision letter that is mailed or emailed to applicant. 5. L&I generates request to printing vendor to print and mail a physical card that is the License.

Dependencies, conditions, or requirements:

The assignment of a certified telecommunication administrator is needed to complete the telecommunication contractor licensing application process. Applicants must submit a completed Change Assignment of Administrator/Master Certificate form (F503-009-000) by mail. The mailing address and required fee (\$46.80) are stated on the form. There are no electronic payment options.

Submittal process:

Application can be mailed to: Washington State Department of Labor & Industries Electrical Program, PO Box 44460, Olympia WA 98504-4460 or submitted in person at an L&I service location.

Application/Submittal last updated:

11/2024

Review/Approval time:

Valid duration:

2 years

Appeal process:
WAC 296-46B-995(2 and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitation.

**Average time between approval and any
post-approval condition(s)/step(s):**

-99

Recommended processing time:

-99

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Telecommunications contractor's license (Renewal)

Department of Labor & Industries

Type: License

Description

ID: 1798

License allows a company to continue to offer to perform, submit a bid for electrical/ telecommunication installation.

Legal authority

RCW 19.28.061(2) - Electrical contractor - Fee - Certificate duration, denial, renewal, etc.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.061>

WAC 296-46B-925(4) - Electrical/telecommunications contractor's license

<https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-925>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2024

Comment:

Online: \$270.20In person, by mail: \$312.30

Legal authority for fees:

RCW 19.28.061(2) - Electrical contractor - Fee - Certificate duration, denial, renewal, etc.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.061>

Application Information

Application process and form(s):

Electronically, online via L&I quickcards portal <https://lni.wa.gov/licensing-permits/manage-licenses-certifications> or through form available online <https://lni.wa.gov/forms-publications/F500-077-000.pdf> to apply in-person or by mail.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-925 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-925>.

Steps in the application

process:

1. L&I reviews application to verify information, eligibility and qualifications.
2. L&I enters information into system.
3. L&I issues decision and provides applicant with receipt that functions as temporary license until license is delivered to applicant by mail service.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Application can be submitted through online portal at <https://lni.wa.gov/licensing-permits/manage-licenses-certifications> or by in-person submission at an L&I service location or by mail at Washington State Department of Labor & Industries, Electrical Lic

Application/Submittal last updated:

11/2024

Review/Approval time:

Valid duration:

2 years

Appeal process:

WAC 296-46B-995(2 and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitation.

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Telecommunications contractor's license (Reinstate)

Department of Labor & Industries

Type: License

ID: 1799

Description

Reinstatement of license authorizing a company to perform, submit a bid for electrical/telecommunication installation.

Legal authority

RCW 19.28.061(2) - Electrical contractor - Fee - Certificate duration, denial, renewal, etc.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.061>

WAC 296-46B-925(4) - Electrical/telecommunications contractor's license

<https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-925>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

63.2

Credential fee:

0

Fee last changed:

07/2024

Comment:

Legal authority for fees:

RCW 19.28.061(2) - Electrical contractor - Fee - Certificate duration, denial, renewal, etc.

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.061>

Application Information

Application process and form(s):

Electronically, online <https://lni.wa.gov/licensing-permits/manage-licenses-certifications>) and at L&I service locations.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-925 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-925> Steps in application process:

information, eligibility and qualifications.

1. L&I reviews application to verify

2. L&I enters information into system.

3. L&I issues decision and license is delivered to applicant by mail service. reinstatement can be done online.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Electronically, online (<https://lni.wa.gov/licensing-permits/manage-licenses-certifications>) and at L&I service locations.

Application/Submittal last updated:

11/2024

Review/Approval time:

Valid duration:

2 years

Appeal process:

WAC 296-46B-995(2 and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitation.

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Average time between approval and any
post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Telecommunications Administrator Certificate of competency

Department of Labor & Industries

Type: Certification

ID: 1800

Description

A certification that allows an individual to be assigned as a telecommunications administrator.

Legal authority

RCW 19.28.430 Administrator's examination - Certificate <https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.430> WAC 296-46B-935(2) - Administrator certificate <https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-935>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4).

Costs/Fees

Application fee:

93.9

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Examination administration is performed by a state authorized contractor. The contract between the department and the vendor is a zero dollar contract. Fees are established by the vendor.

Legal authority for fees:

RCW 19.28.420(5) - Telecommunications contractor license - Application - Bond - Issuance of License <https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.420>

Application Information

Application process and form(s):

Passing score reports received from exam provider PSI serves as application.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-935 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B-935>
Steps in the application process: 1. L&I verifies exam results and activates the certificate.

2. L&I generates request to printing vendor to print and mail a physical card that is the certificate.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Passing score reports may be submitted in person at an L&I service location, or can be mailed to Washington State Department of Labor & Industries Electrical Program, PO Box 44460, Olympia WA 98504-4460.

Application/Submittal last updated:

02/2024

Review/Approval time:

Valid duration:

Certification of Competency is valid for no more than 3 years - as outlined in WAC 296-46B-940 and RCW 19.28.211 Certification Exam application is valid for 1 year

Appeal process:

WAC 296-46B-995(2 and RCW 34.05.570(4).

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

Payment acceptance options could be

Pending applications:

-99

Explanation:

Data is not currently tracked by system.

Backlog applications:

-99

**Average time between approval and any
post-approval condition(s)/step(s):**

-99

Recommended processing time:

-99

Telecommunication Administrator Certificate Renewal

Department of Labor & Industries

Type: Certification

ID: 1801

Description

electrician certification allows an individual to perform electrical work. - RENEWAL

Legal authority

RCW 19.28.430(2)- Administrator's examination - Certificate

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.430>

WAC 296-46B-935(7) - Administrator certificate

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-935>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

07/2024

Comment:

In person or by mail - \$118.90 Online - \$102.50

Legal authority for fees:

RCW 19.28.430(2)- Administrator's examination - Certificate

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.430>

Application Information

Application process and form(s):

Electronically, online via L&I quickcards portal <https://lni.wa.gov/licensing-permits/manage-licenses-certifications>). Renewal application also available for download (<https://lni.wa.gov/forms-publications/F500-045-000.pdf>), at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-935 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B-935>.

Steps in application

process:

1. L&I reviews application to verify information and qualifications.

3. L&I enters information into system. 4. L&I generates decision letter and certification that are sent to applicant. Receipt serves as temporary certification.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Application can be mailed to: Washington State Department of Labor & Industries Electrical Program, PO Box 44460, Olympia WA 98504-4460, submitted in person at an L&I service location, or submitted through online application portal: <https://www.lni.wa.gov>

Application/Submittal last updated:

11/2021

Review/Approval time:

Valid duration:

3 years

Appeal process:

WAC 296-46B-995(2 and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

**Average time between approval and any
post-approval condition(s)/step(s):**

-99

Recommended processing time:

-99

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Electrical work permit

Department of Labor & Industries

Type: Permit

ID: 1802

Description

To ensure residential, commercial and industrial electrical work receives an inspection. Processes differ depending on whether you are an electrical contractor or property owner https://www.oria.wa.gov/site/alias__oria/mid__12357/403/handbook-entry?ItemID=218

Legal authority

RCW 19.28.101 - Inspections - Notice to repair - Disconnection - Entry - Concealment - Accessibility - Connection to Utility - Permits, Fees <https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.101> WAC 296-46B-901 - General - Electrical work permits and fees. <https://app.leg.wa.gov/wac/default.aspx?cite=296-46b-901>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Electrical permitting and inspection fees are based on a variety of factors, including project needs, installation requirements and property types. Customers select from a list of permitted installation types with a broad range of fees. Additional permits may be added if needed.

Legal authority for fees:

RCW 19.28.101 - Inspections - Notice to repair - Disconnection - Entry - Concealment - Accessibility - Connection to Utility - Permits, Fees <https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.101> WAC 2

Application Information

Application process and form(s):

Electronically, online <https://lni.wa.gov/forms-publications/F500-094-000.pdf>. Application forms are also available at service locations and can be mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-901 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46b-9011>.

Steps in application process:
application to verify information.
into the system.

1. L&I reviews
2. L&I enters information
3. L&I approves and issues permit.
4. Applicant schedules inspection when work is complete.

Dependencies, conditions, or requirements:

Electrical inspections are customer controlled and initiated. When electrical work is completed, permit holder request an inspection of the work.

Submittal process:

Applicants may apply through online permitting system at <https://secure.lni.wa.gov/epispub/affidavit.aspx>. or by in-person submission at an L&I service location, or by mail at Washington State Department of Labor & Industries, Electrical Licensing, PO Bo

Application/Submittal last updated:

07/2024

Review/Approval time:

Valid duration:

1 year

Appeal process:

WAC 296-46B-995(2 and RCW 34.05.570(4).

Analysis

Applications received:

175781

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

1

Recommended processing time:

1

Legal processing time:

No specific requirements for length of time to process application, however, RCW 19.28.101(2) states "Upon request, electrical inspections will be made by the department within forty-eight hours, excluding holidays, Saturdays, and Sundays."

Streamlining opportunities:

Recommended processing originally had the comment "1 (processing a permit application/determine complete)"

Pending applications:

0

Backlog applications:

0

Explanation:

There is no back log.

Amusement Ride or Structure Operating Permit

Department of Labor & Industries

Type: Permit

ID: 1803

Description

To authorize the operation of an amusement ride or structure; amusement structure or ride.

https://www.oria.wa.gov/site/alias___oria/mid _ 12357/403/handbook-entry?ItemID=215

Legal authority

RCW 67.42.030 - Permit - Application

<https://app.leg.wa.gov/RCW/default.aspx?cite=67.42.030>

WAC 296-403A-130- Operating Permit

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A&full=true#296-403A-130>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

10

Credential fee:

0

Fee last changed:

11/2002

Comment:

Legal authority for fees:

RCW 67.42.060 Fees <https://app.leg.wa.gov/RCW/default.aspx?cite=67.42.060> WAC 296-403A-220 Fees for

examination, certification, and renewal of certification for inspectors <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A&full=true#296-403A-220>

Application Information

Application process and form(s):

Electronically, online <https://www.lni.wa.gov/forms-publications/F500-010-000.pdf> can be downloaded for in-person or mail service application.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 269-403A-120 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A-120>. Applicant must provide a certificate of inspection and insurance.

process: 1. L&I reviews application to verify information. 2. L&I enters Steps in application information into the system. 3. L&I notifies applicant that application has been received and reviewed.

L&I.

4. Applicant submits completed inspection form, certificate of insurance and fee to

5. L&I issues operating permit decals.

Dependencies, conditions, or requirements:

None.

Submittal process:

Applicants may submit applications in-person at an L&I service location, or by mail at Washington State Department of Labor & Industries, Electrical Licensing, PO Box 44460, Olympia WA 98504-4460.

Application/Submittal last updated:

10/2017

Review/Approval time:

Valid duration:

1 year

Appeal process:

WAC 296-403A-160 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A-160>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

Average time between approval and any
post-approval condition(s)/step(s):

1

Recommended processing time:

-99

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Amusement Ride Inspector (Initial)

Department of Labor & Industries

Type: Certification

Description

ID: 1804

certifies that an individual is approved to inspect amusement rides

Legal authority

RCW 67.42.025 - Inspections and inspectors - Comparable regulation and comparable qualification
<https://app.leg.wa.gov/RCW/default.aspx?cite=67.42&full=true#67.42.025>WAC 296-403A-170 - Amusement ride inspector qualifications
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A&full=true#296-403A-170>WAC 296-403A-220 Fees for examination, certification, and renewal of certification for inspectors
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A&full=true#296-403A-220>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

Credential fee:

Fee last changed:

20

0

11/2002

Comment:

Application fee \$20, Annual Renewal fee \$20WAC 296-403A-220 has recorded fee for examination. In 2024 and to date, the department didn't charge these fees or administer an exam in house. Amusement ride inspector competency examination is administered by the National Association of Amusement Ride Safety Officials for NAARSP Level II or other certification organizations recognized by L&I. There is no form or process for this fee:• Application for inspector's certificate of competency exam - \$100.

Legal authority for fees:

RCW 67.42.060 Fees<https://app.leg.wa.gov/RCW/default.aspx?cite=67.42.060> WAC 296-403A-220 Fees for examination, certification, and renewal of certification for inspectors<https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A&full=true#296-403A-220>

Application Information

Application process and form(s):

Electronically, online <https://www.lni.wa.gov/forms-publications/F500-065-000.pdf> can be downloaded for mail service or in-person submission at an L&I service location.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-403A-170 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A-170>
Steps in application process:
reviews application to verify information, eligibility and qualifications.
information into system. 3. L&I generates decision letter that is mailed to applicant.

- 1. L&I
- 2. L&I enters

Dependencies, conditions, or requirements:

None.

Submittal process:

Applicants may submit applications in-person at an L&I service location, or by mail at Washington State Department of Labor & Industries, Electrical Licensing, PO Box 44460, Olympia WA 98504-4460.

Application/Submittal last updated:

11/2002

Review/Approval time:

Valid duration:

1 year

Appeal process:

WAC 296-403A-160 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A-160>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

Payment acceptance options could be

Pending applications:

-99

Explanation:

Data is not currently tracked by system.

Backlog applications:

-99

Amusement Ride Inspector Renewal

Department of Labor & Industries

Type: Certification

ID: 1805

Description

certifies that an individual is approved to inspect amusement rides - RENEWAL

Legal authority

RCW 67.42.025 - Inspections and inspectors - Comparable regulation and comparable qualification

<https://app.leg.wa.gov/RCW/default.aspx?cite=67.42&full=true#67.42.025> WAC 296-403A-170 - Amusement ride inspector

qualifications <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A&full=true#296-403A-170> WAC 296-403A-

220 Fees for examination, certification, and renewal of certification for inspectors

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A&full=true#296-403A-220>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

20

Credential fee:

0

Fee last changed:

11/2002

Comment:

Application fee \$20, Annual Renewal fee \$20 WAC 296-403A-220 has recorded fee for examination. In 2024 and to date, the department didn't charge these fees or administer an exam in house. Amusement ride inspector competency examination is administered by the National Association of Amusement Ride Safety Officials for NAARSP Level II or other certification organizations recognized by L&I. There is no form or process for this fee:• Application for inspector's certificate of competency exam - \$100. <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A-220>

Legal authority for fees:

WAC 296-403A-220 Fees for examination, certification, and renewal of certification for

inspectors <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A&full=true#296-403A-220>

Application Information

Application process and form(s):

Renewal application is provided with renewal notice and sent to certification holder by mail service.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-403A-170 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A-170>

Steps in application process:
1. L&I reviews submission to verify information, eligibility and qualifications. 2. L&I enters information into system. 3. L&I generates decision letter that is mailed to applicant.

Dependencies, conditions, or requirements:

None.

Submittal process:

Applicants may submit applications in-person at an L&I service location, or by mail at Washington State Department of Labor & Industries, Electrical Licensing, PO Box 44460, Olympia WA 98504-4460.

Application/Submittal last updated:

11/2002

Review/Approval time:

Valid duration:

1 year

Appeal process:

WAC 296-403A-160 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-403A-160>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

IT systems could be modernized.
expanded to reduce current limitations.

Average time between approval and any
post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Payment acceptance options could be

Pending applications:

-99

Backlog applications:

-99

Explanation:

Data is not currently tracked by system.

Electrical Administrator Certificate Renewal

Department of Labor & Industries

Type: Certification

ID: 1806

Description

certificate allow and individual to be assigned to an electrical contractor - RENEWAL

Legal authority

RCW 19.28.061(2) - Electrical contractors - Designee of firm to take master electrician or administrator's examination - Administrator's certificate - Fee - Certificate duration, denial, renewal, nontransferable

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.061>

WAC 296-46B-935(7) - Administrator certificate

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-935>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4).

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2024

Comment:

by mail and at a service location (on time) - \$178.50, online (on time) - \$155.10, by mail and at service location (late) - \$357.00, online (late) - \$310.20

Legal authority for fees:

RCW 19.28.061(2) - Electrical contractors - Designee of firm to take master electrician or administrator's examination - Administrator's certificate - Fee - Certificate duration, denial, renewal, nontransferable

<https://app.leg.wa.gov/RCW/default.aspx?ci>

Application Information

Application process and form(s):

in a service location, online, by mail

Requirements, additional actions, information, or documentation:

Review application for completeness and eligibility described in RCW 19.28 and WAC 296-46B

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

by mail, in a service location, or online

Application/Submittal last updated:

02/2024

Review/Approval time:

Valid duration:

Appeal process:

WAC 296-46B-995(2 and RCW 34.05.570(4).

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Pending applications:

12

Backlog applications:

0

Explanation:

Data is not currently tracked by system.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Master Electrician Certification Renewal

Department of Labor & Industries

Type: Certification

ID: 1807

Description

certification allows an individual perform electrical work and serve as the assigned administrator/ master electrician for an electrical contractor - RENEWAL

Legal authority

RCW 19.28.211 - Certificate of competency - Issuance - Renewal - Continuing education - Fees

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.211>

WAC 296-46B - 940(7) - Electrician/certificate of competency required

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-940>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service. The department also has a process for applicant requests for special accommodation for examination described in WAC 296-46B-960(4).

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2024

Comment:

by mail or at a service location (on time) - \$178.50, online (on time) - \$155.10, by mail or at service location (late) - \$357.00, online (late) - \$310.20 QUESTION #8(d) Certificate renewal (nonrefundable)(i) Master electrician or administrator certificate renewal(A) Renewal made in person, by mail, or by fax \$178.50 (B) Renewal fully completed using the online web process \$155.10 (d) Certificate renewal (nonrefundable)(iii) Late renewal of master electrician or administrator certificate(A) Renewal made in person, by mail, or by fax \$357.00(B) Renewal fully completed using the online web process \$310.20(e) Certificate - Reinstatement (nonrefundable)(i) Reinstatement of a suspended master electrician or administrator's certificate (in addition to normal renewal fee) \$63.20(f) Assignment/unassignment of master electrician/administrator designation (nonrefundable) \$46.80

Legal authority for fees:

RCW 19.28.211 - Certificate of competency - Issuance - Renewal - Continuing education - Fees

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.211>

Application Information

Application process and form(s):

Electronic application is available through online portal at: <https://lni.wa.gov/licensing-permits/electrical/electrical-licensing-exams-education/master-electrician-certificate#apply>. Online application form for in-person or mail service application can be downloaded: <https://www.lni.wa.gov/forms-publications/F500-045-000.pdf>

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-945 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46B&full=true#296-46B-945> Steps

in application process:

information and continuing education requirements.

1. L&I reviews application to verify

3. L&I enters information into

system. 4. L&I generates decision letter and certification that are sent to applicant. Receipt serves as temporary certification.

Dependencies, conditions, or requirements:

No Post approval steps

Submittal process:

Applicant can submit application through online portal at: <https://lni.wa.gov/licensing-permits/electrical/electrical-licensing-exams-education/master-electrician-certificate#apply>. Application may also be submitted in-person at an L&I service location or

Application/Submittal last updated:

Review/Approval time:**Valid duration:****Appeal process:**

WAC 296-46B-995(2 and RCW 34.05.570(4).

Analysis**Applications received:**

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:**Pending applications:**

-99

Backlog applications:

0

Explanation:

Data is not currently tracked by system.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Electrical Class B Permit

Department of Labor & Industries

Type: Permit

ID: 1808

Description

Instead of a regular electrical work permit, Washington electrical contractors may purchase Class B work permit labels to complete work that requires minimal electrical circuit modifications and has limited exposure hazards. Class B work is inspected on a random basis by L&I inspectors.

Legal authority

RCW 19.28.101 - Inspections - Notice to repair - Disconnection - Entry - Concealment - Accessibility - Connection to Utility - Permits, Fees <https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.101> WAC 296-46B-908 - Class B Permits. <https://app.leg.wa.gov/WAC/default.aspx?cite=296-46B&full=true#296-46B-908>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

291

Credential fee:

-99

Fee last changed:

07/2024

Comment:

Block of 20 Class B electrical work labels is \$291. Electrical permitting and inspection fees are based on a variety of factors, including project needs, installation requirements and property types. Customers select from a list of permitted installation types with a broad range of fees. Additional permits may be added if needed.

Legal authority for fees:

RCW 19.28.101 - Inspections - Notice to repair - Disconnection - Entry - Concealment - Accessibility - Connection to Utility - Permits, Fees <https://app.leg.wa.gov/RCW/default.aspx?cite=19.28.101>

Application Information

Application process and form(s):

Class B Labels can only be purchased through My L&I: Sign in (EPIS account).

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-46B-901 <https://app.leg.wa.gov/wac/default.aspx?cite=296-46b-9011>.

Steps in application

process:

1. L&I reviews application to verify information.

2. L&I enters information into the system.

3. L&I approves and issues permit.

4. Applicant schedules inspection when work is complete.

Dependencies, conditions, or requirements:

Electrical inspections are customer controlled and initiated. When electrical work is completed, permit holder request an inspection of the work.

Submittal process:

Applicants may apply through online permitting system at <https://secure.lni.wa.gov/epispub/affidavit.aspx>. or by in-person submission at an L&I service location, or by mail at Washington State Department of Labor & Industries, Electrical Licensing,

Application/Submittal last updated:

07/2024

Review/Approval time:

Valid duration:

The Class B label is valid immediately upon validating the site information online and posting the label number on the job site. All Class B work must be completed within fifteen days after the label is validated. Except that, in one- or two-family reside

Appeal process:

WAC 296-46B-995(2 and RCW 34.05.570(4).

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Pending applications:

-99

Backlog applications:

0

Explanation:

There is no back log.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Certified Manufactured Home Installer

Department of Labor & Industries

Type: Certification

ID: 1809

Description

All manufactured homes in Washington must be installed by L&I certified manufactured home installer.

Legal authority

Chapter 43.22A RCW – RCW 43.22A.040 through .090 <https://app.leg.wa.gov/RCW/default.aspx?cite=43.22AChapter>
296-150I WAC – WAC 296-150I-0030 through .0080 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-150I>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Installer test and certification- \$342.30 Homeowner test and approval - \$171.00 Manufactured home installation inspector test and certificate - \$171.00 Certification renewal - \$171.00 Continuing education class - \$68.20 Retake failed examination and training at scheduled class - \$51.10 Manufactured home installer training manual (on thumb drive) -\$16.90 Installer certification tag -\$11.70

Legal authority for fees:

RCW 43.22A.090 <https://app.leg.wa.gov/RWC/default.aspx?cite=43.22A.090> WAC 296-150I-3000 <https://app.leg.wa.gov/wac/default.aspx?cite=296-150I-3000>

Application Information

Application process and form(s):

Electronic (online) <https://lni.wa.gov/forms-publications/F622-086-000.pdf>

Requirements, additional actions, information, or documentation:

Application requirements: The applicant must submit an application with information as outlined in WAC 296-150I-0050: (<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150I-0050>) • Submit an application and fee. • Meet experience qualifications: either 6 months hands-on installation experience under the supervision of a certified installer or 2 years hands-on experience in residential or commercial construction (unless homeowner). • Attend the 12-hour training course. • Take and pass the certification examination. The steps in the application process are: 1. Application received with fees. (1 day)

2. Application is reviewed and processed. If complete and the applicant meets the qualifications, they are approved for the test. Training material and Zoom link sent to applicant.

Dependencies, conditions, or requirements:

The steps in the post application approval process are: 1. Applicant takes the training and the exam. 2. L&I processes the exam scores and the applicant is notified. 3. The certification is processed and mailed to the installer from the vendor.

Submittal process:

By Mail: Factory Assembled Structures PO Box 44420 Olympia, WA 98504-4420
Dropped off at any L&I Service Location

Application/Submittal last updated:

Unknown

Review/Approval time:

Valid duration:

3 years

Appeal process:

RCW 34.05.570(4)

Analysis

Applications received:

134

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review application submission process and explore online options

Pending applications:

-99

Explanation:

No pending applications or backlog

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Commercial coaches

Department of Labor & Industries

Type: Other

ID: 1810

Description

An L&I insignia is required on every commercial coach sold, used or leased in WA and any commercial coach when the plumbing, mechanical, or electrical system or the body or frame is altered. The insignia is a label that L&I attaches to a coach to verify that it meets the applicable codes.

Legal authority

Chapter 43.22 RCW - RCW 43.22.434, RCW 43.22.350 through RCW 43.22.410[https://app.leg.wa.gov/RCW/default.aspx?cite=43.22WAC 296-150C-3000](https://app.leg.wa.gov/RCW/default.aspx?cite=43.22WAC%20296-150C-3000)<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150C-3000>

Equity considerations:

Bilingual (Spanish) webpage; certified bilingual staff available; translated of forms on request; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Fees are dependent on a variety of factors (such as square footage, occupancy category, type of construction and type of design plans), and include design plan review fees, inspection fees, and insignia fees.

Legal authority for fees:

RCW 42.22.434[https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.434RCW 43.22.350](https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.434RCW%2043.22.350)
[http://app.leg.wa.gov/RCW/default.aspx?cite=43.22.350WAC 296-150C-3000](http://app.leg.wa.gov/RCW/default.aspx?cite=43.22.350WAC%20296-150C-3000)<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150C-3000>

Application Information

Application process and form(s):

Electronic (online) - plan review <https://lni.wa.gov/forms-publications/F623-006-000.pdf> Notification to Local Enforcement Agency - submitted with application and goes to the local building official along with approved plans for the placement. <https://lni.wa.gov/forms-publications/F623-013-000.pdf>

Electronic (online) – application for insignia

<https://lni.wa.gov/forms-publications/F623-014-000.pdf> The forms are also available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements WAC 296-150C-0230 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-150C-0230> Steps in the Application process: Plan Approval – L&I 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. L&I reviews plan submittal to ensure code compliance. 5. If plan approved, examiner notifies the customer. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues. Intake Processing Only - Licensed professional or firm 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. If it passes processing check, the agency notifies the applicant. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues.

Dependencies, conditions, or requirements:

Inspection 1. Insignia application is processed and mailed to inspector (either L&I inspector or reciprocal state inspector) prior to an inspection. 2. Applicant works with L&I or reciprocal state inspector to schedule inspection at a minimum of 7 days prior to desired inspection time (or 14 days if out state/out of country inspection request). 3. Inspector coordinates with the applicant on scheduling the inspection (or multiple inspections if needed). Timeframe for scheduling out of state/out of country depend on securing travel arrangements. 4. If inspection is approved, insignia is adhered to the unit and an invoice

is emailed to the applicant.

Submittal process:

Application forms:By mail: Department of Labor and Industries Factory Assembled StructuresPO Box 44430
Olympia WA 98504-4430Email:FAS1@lni.wa.govWebsite:www.wa.gov.lni/FAS/Plan Reviews: Online via
Box/com

Application/Submittal last updated:

Unknown

Review/Approval time:

Valid duration:

For approved design plans, approved one-year design plans expire for one year after approval earlier if there is change in the State Building Code on which the plan was designed to, and approved master design plans expire when there is a change in the St

Appeal process:

Appeal Process: WAC 296-150C-0100 (<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150C-0100>)

Analysis

Applications received:

1

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review application submission process and explore online options

Pending applications:

-99

Backlog applications:

0

Explanation:

1 application received in 2024, voided due to no response from applicant after providing a long extension.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Factory-built housing and commercial structures

Department of Labor & Industries

Type: Permit

ID: 1811

Description

An L&I insignia is required on every factory-built housing and commercial structure in Washington prior to occupancy. The insignia is a label that L&I attaches to a structure to verify that a factory-built house or commercial structure meets the applicable code requirements.

Legal authority

Chapter 43.22 RCW – RCW 43.22.434, RCW 43.22.450 through RCW 43.22.490
[https://app.leg.wa.gov/RCW/default.aspx?cite=43.22Chapter 296-150F](https://app.leg.wa.gov/RCW/default.aspx?cite=43.22Chapter%20296-150F)
<https://app.leg.wa.gov/wac/default.aspx?cite=296-150F>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Fees are dependent on a variety of factors (such as square footage, occupancy category, type of construction and type of design plans), and include design plan review fees, inspection fees, and insignia fees.

Legal authority for fees:

RCW 42.22.434
<https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.434RCW>
43.22.480
<https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.480WAC> 296-150F-3000
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150F-3000>

Application Information

Application process and form(s):

Electronic (online) - plan review <https://lni.wa.gov/forms-publications/F623-006-000.pdf> Electronic (online) – application for insignia <https://lni.wa.gov/forms-publications/F623-014-000.pdf> Notification to Local Enforcement Agency - document submitted to local building jurisdiction for placement of the unit. <https://lni.wa.gov/forms-publications/F623-013-000.pdf> The forms are also available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements WAC 296-150C-0230
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150C-0230> Steps in the Application process: Plan Approval – L&I 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. L&I reviews plan submittal to ensure code compliance. 5. If plan approved, examiner notifies the customer. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues. Intake Processing Only - Licensed professional or firm 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. If it passes processing check, the agency notifies the applicant. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues.

Dependencies, conditions, or requirements:

Inspection 1. Insignia application is processed and mailed to inspector (either L&I inspector or reciprocal state inspector) prior to an inspection. 2. Applicant works with L&I or reciprocal state inspector to schedule inspection at a minimum of 7 days prior to desired inspection time (or 14 days if out state/out of country inspection request). 3. Inspector coordinates with the applicant on scheduling the inspection (or multiple inspections if needed). Timeframe for scheduling out of state/out of country depend on securing travel arrangements. 4. If inspection is approved, insignia is adhered to the unit and an invoice is emailed to the applicant.

Submittal process:

Application/Submittal last updated:
12/2021

Review/Approval time:

Valid duration:
1 year from approval or end of code cycle depending on what customer has selected and paid fees for

Appeal process:
Appeal Process: WAC 296-150F-0100 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-150F-0100>

Analysis

Applications received:

310

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:
N/A

Streamlining opportunities:
Review application submission process and explore online options. Review of internal and external processes, applications, applicant instructions and translation of documents.

Pending applications:

-99

Backlog applications:

-99

Explanation:

7 design plans in the queue for L&I Examiner review and approval from prior to 12/31/2024. Review started - the Examiner has began review, plans in the queue are plans submitted but not started by the Plans Examiner prior to 12/31/2024.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Manufactured homes

Department of Labor & Industries

Type: Permit

ID: 1812

Description

A permit from L&I is required for certain alterations to a manufactured home in Washington. L&I attaches an insignia to the manufactured home to verify that the alterations meet applicable code requirements.

Legal authority

Chapter 43.22 RCW - RCW 43.22.335 through .445 <https://app.leg.wa.gov/RCW/default.aspx?cite=43.22WAC 296-150M> <https://app.leg.wa.gov/wac/default.aspx?cite=296-150M>

Equity considerations:

Add: Fees are waived for indigent persons as defined by RCW 43.22.335(2).

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Fees are dependent on a variety of factors, and include design plan review fees, inspection fees, and insignia fees.

Legal authority for fees:

Application Information

Application process and form(s):

Online through L&I portal <https://secure.lni.wa.gov/epispub/frmContractorSelect.aspx?Permit=FASElectronically>
(online) <https://lni.wa.gov/forms-publications/F622-036-000.pdf>

Requirements, additional actions, information, or documentation:

Application requirements WAC 296-150M-0309 Steps in the application process (no design plan required) 1. Application submitted online and permit is issued. Steps in the application process (design plan required) 1. Application submitted online and permit is issued. 2. If design plan is not submitted with permit application, L&I contacts the applicant regarding plan review requirements and fees via email. 3. Once the applicant submits design plans, they are processed for assignment and review. Plans are triaged for urgency or necessity for living (customer displaced) in structure status. 4. L&I reviews the plans. If approved Examiner processes the information in the database and emails approval to customer. If corrections are needed, L&I informs the applicants and reviews resubmitted plans.

Dependencies, conditions, or requirements:

Information from PAIRS for 2024 - 9,370 MH permits purchased & 296 Homeowner Requested Inspections (HRI) purchased. Information obtained from SCSD reports in Front counter: 2053 permits with requests but without inspections.

Individual goes on line, emails or calls in to request their inspection once they're ready. Request goes to the Inspector, inspector reaches out to schedule the inspection based on their availability and the customers availability. Inspector completes inspection, if it passes the Inspector adheres and insignia tag to the home if it doesn't pass there are corrections written and an additional inspection required. (variable amount of time controlled by the customer response time)

Submittal process:

Email, box.com, service location, mail in, online

Application/Submittal last updated:

12/2021

Review/Approval time:

Valid duration:

Permits are valid for one year, approved plans are valid one year from approved date.

Appeal process:

Appeal processWAC 296-150M-0100https://app.leg.wa.gov/WAC/default.aspx?cite=296-150M-0100

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review application submission process and explore online options. Review of internal and external processes, applications, applicant instructions and translation of documents.

Pending applications:

-99

Backlog applications:

-99

Explanation:

PENDING: 1 MH plan in line waiting on review (insufficient info provided, no response to the Plans Examiner).BACKLOG: 1 MH plan in review status, no response from applicant.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Recreational park trailers

Department of Labor & Industries

Type: Other

ID: 1813

Description

An L&I insignia is required on every recreational park trailer sold or leased in Washington. The insignia is a label that attaches to the recreational park trailer to verify that it meets the applicable code requirements.

Legal authority

Chapter RCW 43.22 RCW – RCW 42.33.335 through RCW 43.22.410<https://app.leg.wa.gov/RCW/default.aspx?cite=43.22Chapter> 296-150P

<https://app.leg.wa.gov/wac/default.aspx?cite=296-150P>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Fees are dependent on a variety of factors (such as manufacturer location and time), fees include design plan review and quality control certification/audit visits.

Legal authority for fees:

RCW 43.22.434<https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.434WAC> 296-150P-3000<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150P-3000>

Application Information

Application process and form(s):

Electronic (online) - plan review<https://lni.wa.gov/forms-publications/f622-006-000.pdf> Electronic (online) – application for insignia <https://lni.wa.gov/forms-publications/f622-021-000.pdf> The forms are also available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements WAC 296-150P-0230<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150P-0230> Steps in the Quality Control Manual (QCM) process: 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. L&I reviews for submittal plan to ensure submittal materials and complete and reviews complete plans for code compliance. 5. If Quality Control Manual is approved, examiner notifies the customer. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues. 6. Once manufacturer has approved QCM and at least one approved plan, Certification of plant scheduled. If it passes they're approved as State Certified and may begin submitting plans through process below, if it fails they make corrections and may require an additional visit. Once approved they're authorized to purchase insignia for these units. Steps in the Application process: Plan Approval – L&I 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. L&I reviews for submittal plan to ensure submittal materials and complete and reviews complete plans for code compliance. 5. If plan approved, examiner notifies the customer. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues. Intake Processing Only - Licensed professional or firm 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. If it passes processing check, the agency notifies the applicant. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues.

Dependencies, conditions, or requirements:

Inspection: 1. Admin processes tags then mails to either an L&I Inspector or the Manufacturer if State Certified (see QCM Process). 2. If the manufacturer is not state certified applicant submits inspection request, Inspector coordinates date/time for inspection. Process is repeated if multiple inspections are required. 3. Inspector coordinates with the applicant on scheduling the inspection (or multiple inspections if

needed). Timeframe for scheduling out of state/out of country depend on securing travel arrangements. 4. If inspection is approved, insignia is adhered to the unit and an invoice is emailed to the applicant.

Submittal process:

Application forms:By mail: Department of Labor and Industries Factory Assembled StructuresPO Box 44430

Olympia WA 98504-4430Email: FAS1@lni.wa.govWebsite:www.wa.go.lni/FAS/Plan Reviews: Online via Box.com

Application/Submittal last updated:

11/2022

Review/Approval time:

Valid duration:

Until new code cycle is adopted

Appeal process:

Appeal Process: WAC 296-150P-0100 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-150P-0100>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review application submission process and explore online options. Review of internal and external processes, applications, applicant instructions and translation of documents.

Pending applications:

-99

Backlog applications:

-99

Explanation:

PENDING: 1 in line for Plans Examiner's reviewBACKLOG: 1 in review started status

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Recreational vehicles

Department of Labor & Industries

Type: Other

ID: 1814

Description

An L&I insignia is required on every recreational vehicle sold or leased in Washington. The insignia is a label that attaches to the recreational vehicle to verify that it meets the applicable code requirements. Manufacturers of recreational park trailers can obtain state plan status demonstrating compliance with the applicable code requirements. State plan status allows the manufacturer to perform their own inspection apply to L&I insignia on any recreational park trailer they manufacture for sale or lease in Washington that has an L&I approved plan.

Legal authority

Chapter 43.22 RCW – RCW 43.22.434, RCW 43.22.450 through RCW 43.22.490
[https://app.leg.wa.gov/RCW/default.aspx?cite=43.22WAC 296-150R](https://app.leg.wa.gov/RCW/default.aspx?cite=43.22WAC%20296-150R)
<https://app.leg.wa.gov/wac/default.aspx?cite=296-150R>

Equity considerations:

Bilingual (Spanish) webpage; certified bilingual staff available; forms and materials are translated on request; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Fees are dependent on a variety of factors (such as manufacturer location and time), fees include design plan review and quality control certification/audit visits.

Legal authority for fees:

RCW 43.22.434
[https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.434WAC 296-150R-3000](https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.434WAC%20296-150R-3000)
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150P-3000>

Application Information

Application process and form(s):

Electronic (online) - plan review
<https://lni.wa.gov/forms-publications/f622-006-000.pdf> Electronic (online) – application for insignia
<https://lni.wa.gov/forms-publications/f622-021-000.pdf> The forms are also available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements
WAC 296-150R-0230
<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150R-0230> Steps in the Quality Control Manual (QCM) process: 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. L&I reviews for submittal plan to ensure submittal materials and complete and reviews complete plans for code compliance. 5. If Quality Control Manual is approved, examiner notifies the customer. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues. 6. Once manufacturer has approved QCM and at least one approved plan, Certification of plant scheduled. If it passes they're approved as State Certified and may begin submitting plans through process below, if it fails they make corrections and may require an additional visit. Once approved they're authorized to purchase insignia for these units. Steps in the Application process: Plan Approval – L&I 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. L&I reviews for submittal plan to ensure submittal materials and complete and reviews complete plans for code compliance. 5. If plan approved, examiner notifies the customer. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues. Intake Processing Only - Licensed professional or firm 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. If it passes processing check, the agency notifies the applicant. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues.

Dependencies, conditions, or requirements:

Inspection: 1. Admin processes tags then mails to either an L&I Inspector or the Manufacturer if State Certified (see QCM Process). 2. If the manufacturer is not state

certified applicant submits inspection request, Inspector coordinates date/time for inspection. Process is repeated if multiple inspections are required.3. Inspector coordinates with the applicant on scheduling the inspection (or multiple inspections if needed). Timeframe for scheduling out of state/out of country depend on securing travel arrangements. 4. If inspection is approved, insignia is adhered to the unit and an invoice is emailed to the applicant.

Submittal process:

Application forms:By mail: Department of Labor and Industries Factory Assembled StructuresPO Box 44430

Olympia WA 98504-4430Email: FAS1@lni.wa.govWebsite:www.wa.gov.lni/FAS/Plan Reviews: Online via Box.com

Application/Submittal last updated:

12/2020

Review/Approval time:

Valid duration:

Approved until new ANSI Code adoption

Appeal process:

Appeal Process: WAC 296-150R-0100 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-150R-0100>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review application submission process and explore online options. Review of internal and external processes, applications, applicant instructions and translation of documents.

Pending applications:

-99

Backlog applications:

-99

Explanation:

Pending - 6 Plans waiting on the Examiners review prior to 12/31/2024

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Factory-built temporary worker housing structures

Department of Labor & Industries

Type: Other

ID: 1815

Description

An L&I insignia is required on every factory-built temporary worker housing structure sold or leases in Washington. The insignia is a label that L&I attaches to a structure to verify that a structure meets the applicable code requirements.

Legal authority

Chapter RCW 43.22 RCW – RCW 42.33.335 through RCW 43.22.410<https://app.leg.wa.gov/RCW/default.aspx?cite=43.22>Chapter 296-150T<https://app.leg.wa.gov/wac/default.aspx?cite=296-150T>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Fees are dependent on a variety of factors (such as type of design plans and inspections), and include design plan review fees, inspection fees, and insignia fees.

Legal authority for fees:

RCW 42.22.434<https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.434>WAC 296-150T-3000<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150T-3000>

Application Information

Application process and form(s):

Electronic (online) - plan review and Electronic (online) – application for insigniahttps://lni.wa.gov/licensing-permits/_docs/TWHInformationPacket_Updated.pdfThe forms are also available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirementsWAC 296-150T-0230<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150T-0230>Steps in the Application process:Plan Approval – L&I 1. Application emails intent to submit.2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. L&I reviews plan submittal to ensure code compliance.5. If plan approved, examiner notifies the customer. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues.

Dependencies, conditions, or requirements:

Inspection1. Insignia application is processed and mailed to inspector (either L&I inspector or reciprocal state inspector) prior to an inspection. 2. Applicant works with L&I or reciprocal state inspector to schedule inspection at a minimum of 7 days prior to desired inspection time (or 14 days if out state/out of country inspection request).3. Inspector coordinates with the applicant on scheduling the inspection (or multiple inspections if needed). Timeframe for scheduling out of state/out of country depend on securing travel arrangements. 4. If inspection is approved, insignia is adhered to the unit and an invoice is emailed to the applicant.

Submittal process:

Application forms:By mail: Department of Labor and Industries Factory Assembled StructuresPO Box 44430

Olympia WA 98504-4430Email: FAS1@lni.wa.govWebsite:www.wa.gov.lni/FAS/Plan Reviews: Online via Box.com

Application/Submittal last updated:

12/2020

Review/Approval time:

Valid duration:

1 year after approval or when there's a code change.

Appeal process:

Appeal Process: WAC 296-150T-0100 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-150T-0100>

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review application submission process and explore online options. Review of internal and external processes, applications, applicant instructions and translation of documents.

Pending applications:

0

Backlog applications:

0

Explanation:

There are currently no pending or backlogged applications.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Conversion vendor units, including food trucks, and medical units

Department of Labor & Industries

Type: Other

ID: 1816

Description

An L&I insignia is required on every conversation vending unit, including food trucks, and medical units sold or leases in Washington. The insignia is a label that L&I attaches to a structure to verify that a factory-built house or commercial structure meets the applicable code requirements.

Legal authority

Chapter RCW 43.22 RCW – RCW 42.33.335 through RCW 43.22.410[https://app.leg.wa.gov/RCW/default.aspx?cite=43.22Chapter 296-150P](https://app.leg.wa.gov/RCW/default.aspx?cite=43.22Chapter%20296-150P)

<https://app.leg.wa.gov/wac/default.aspx?cite=296-150P>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Fees are dependent on a variety of factors (such as type of design plans and inspections), and include design plan review fees, inspection fees, and insignia fees.

Legal authority for fees:

RCW 42.22.434[https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.434WAC 296-150V-3000https://app.leg.wa.gov/WAC/default.aspx?cite=296-150F-3000](https://app.leg.wa.gov/RCW/default.aspx?cite=43.22.434WAC%20296-150V-3000https://app.leg.wa.gov/WAC/default.aspx?cite=296-150F-3000)

Application Information

Application process and form(s):

Electronic (online) - plan review <https://lni.wa.gov/forms-publications/F622-035-000.pdf> Electronic (online) – application for insignia <https://lni.wa.gov/forms-publications/F623-021-000.pdf> The forms are also available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements WAC 296-150V-0230<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150V-0230> Steps in the Application process: Plan Approval – L&I 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. L&I reviews plan submittal to ensure code compliance. 5. If plan approved, examiner notifies the customer. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues. Intake Processing Only - Licensed professional or firm 1. Application emails intent to submit. 2. Link shared with applicant to upload plans via Box.com. Application received and processed. 3. Fees calculated based on information provided, billed to applicant, and fees paid. 4. If it passes processing check, the agency notifies the applicant. If rejected, the examiner details corrections necessary and works with the applicant to resolve issues.

Dependencies, conditions, or requirements:

Inspection 1. Insignia application is processed and mailed to inspector (either L&I inspector or reciprocal state inspector) prior to an inspection. 2. Applicant works with L&I or reciprocal state inspector to schedule inspection at a minimum of 7 days prior to desired inspection time (or 14 days if out state/out of country inspection request). 3. Inspector coordinates with the applicant on scheduling the inspection (or multiple inspections if needed). Timeframe for scheduling out of state/out of country depend on securing travel arrangements. 4. If inspection is approved, insignia is adhered to the unit and an invoice is emailed to the applicant.

Submittal process:

Application forms: By mail: Department of Labor and Industries Factory Assembled Structures PO Box 44430

Application/Submittal last updated:

07/2019

Review/Approval time:

Valid duration:

For approved design plans, approved one-year design plans expire for one year after approval earlier if there is change in the State Building Code on which the plan was designed to, and approved master design plans expire when there is a change in the St

Appeal process:

Appeal Process: WAC 296-150V-0100 (<https://app.leg.wa.gov/WAC/default.aspx?cite=296-150V-0100>)

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Review application submission process and explore online options. Review of internal and external processes, applications, applicant instructions and translation of documents.

Pending applications:

-99

Backlog applications:

-99

Explanation:

PENDING: 10 plans in line for the Plans Examiner prior to 12/31/2024BACKLOG: 3 plans in review status (plans examiner is actively reviewing)

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Conveyance New Installation and Alteration Permits

Department of Labor & Industries

Type: Permit

ID: 1817

Description

To allow a licensed elevator company to install, renew or alter an existing conveyance for: Hydraulic Elevators, Roped-hydraulic Elevators, Cable Elevators, Limited-use/Limited-application (LULA) Elevators, Escalator; Dumbwaiters, WAC Material Lifts, Incline Elevators, Belt Manlifts, Stair Lifts, Wheel chair Lifts, Personnel Hoists, Grain Elevator Personnel Lifts, Material Hoists, Special Purpose Elevators, Private Residence Elevator installed in other than a private residence, Sidewalk Freight Elevators, Hand-powered Manlift or Freight Elevators, Moving Walk, and Elevator Alterations.

https://www.oria.wa.gov/site/alias___oria/mid _ 12357/403/handbook-entry?ItemID=219

Legal authority

RCW 70.87.080 - Permits - When Required

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.080>

WAC 296-

96-01000 - Permits for new construction and alterations. <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-01000>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2024

Comment:

Fees for all other conveyance installations are calculated based on the contract value (WAC 296-96-01010)TOTAL COST OF INSTALLATION OR ALTERATION \$0 to and including \$1,000 . . . \$86.70 \$1,001 to and including \$5,000 . . . \$130.40 \$5,001 to and including \$7,000 . . . \$217.80 \$7,001 to and including \$10,000.....\$261.70 \$10,001 to and including \$15,000 . . . \$349.20 OVER \$15,000 for installation only*\$488.90 plus OVER \$15,000 for alteration only* . . . \$349.20 *Each additional \$1,000 or fraction thereof.....\$11.80\$78.60 is charged as a renewal for each permit (Would be considered an application fee)<https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-01010>

Legal authority for fees:

RCW 70.87.030 - Rules

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87&full=true>

Application Information

Application process and form(s):

Electronically, online https://www.lni.wa.gov/licensing-permits/_docs/Elevator-Permit-Application.pdf. Application forms are also available at service locations.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-96-01000 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-01000>

process:

Steps in the initial application

1. L&I enters information into the system, applies payment, and provides applicant with permit number.2. Applicant upload plans into L&I online portal with a copy of application.3. L&I reviews permit and plans, and issues decision that is uploaded to the online portal with approved plans if applicable. 4. Applicant may perform with approved permit that must be posted on site. 5. When work is complete, applicant completes inspection scheduling form, notifies L&I and requests inspection.6. L&I schedules inspection. Results (pass/fail) are issued to customer on the day of inspection. Applicant is issued an immediate physical document.

7. Inspector enters inspection results into system and issues permanent certificate to applicant.

renewal process:

Steps in the permit

1. L&I generates permit renewal reminders at

90/60/30 day intervals. 2. Permit holder can renew at an L&I service location.

Dependencies, conditions, or requirements:

Permits are processed within 1 day but require plan review approval before work can begin. After work is completed, inspection request is submitted. Inspection must be passed for conveyance to be operational.

Submittal process:

Application may be mailed to Department of Labor and Industries, Elevator Section PO Box 44810, Olympia WA 98504-4810, emailed to Elevators.Lni.wa.gov, or submitted in person at an L&I office.

Application/Submittal last updated:

02/2025

Review/Approval time:

Valid duration:

Permit is valid for one year.

Appeal process:

WAC 296-96-00805 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00805>.

Analysis

Applications received:

3495

Average processing time (all):

2

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Education; Tutorials; outreach for customers' need to submit plans when applying and paying for the permit.

Recommended processing time originally had the comment "2 (processing a permit application/determine complete)"

Pending applications:

-99

Backlog applications:

0

Explanation:

No backlog, 45 in the portal pending plan submission by applicant or plan review

Average time between approval and any post-approval condition(s)/step(s):

9

Recommended processing time:

2

Elevator Mechanic License

Department of Labor & Industries

Type: License

ID: 1818

Description

Demonstration of competency that allows the holder to work in a specific category of conveyances.

Legal authority

RCW 70.87.240 - Elevator contractor license, elevator mechanic license - Qualifications - Reciprocity

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.240>

WAC 296-96-00900 - General license requirements

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00900>

requirements for elevator mechanics
00906

experience and education requirements <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00908>

license categories
00910

WAC 296-96-00906 - License

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00908>
WAC 296-96-00908 - Elevator mechanic

WAC 296-96-00910 - Elevator mechanic

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00910>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

86.7

Credential fee:

-99

Fee last changed:

01/2024

Comment:

Elevator contractor/mechanic application fee (not required for renewal of valid license) Per application \$86.70 Elevator contractor/ mechanic examination fee Per application \$261.70***Reciprocity application fee Per application* \$86.70 Elevator mechanic license 2 years \$174.30 Elevator contractor license 2 years \$174.30 Temporary elevator mechanic license application fee (not required for renewal) Per application \$86.70 Temporary elevator mechanic license 1 year \$174.30 Emergency elevator mechanic license 30 days \$43.00 Elevator mechanic/contractor timely renewal fee 2 years \$174.30 Elevator mechanic/contractor late renewal fee 2 years \$349.20 Temporary elevator mechanic timely renewal fee 1 year \$174.30 Temporary elevator mechanic late renewal fee 1 year \$349.20 Training provider application/renewal fee 2 years \$174.30 Continuing education course fee by approved training provider 1 year** Not applicable Replacement of any licenses \$25.80 Refund processing fee \$51.90

Legal authority for fees:

RCW 70.87.230 - Licenses - Renewals - Fees - Temporary licenses - Continuing Education - Records

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.250>

Application Information

Application process and form(s):

Initial application

Electronically, online: <https://lni.wa.gov/forms-publications/F621-067-000.pdf>;

Renewal application

<https://www.lni.wa.gov/forms-publications/F621-080-000.pdf>. Application forms are also available at service locations and can be mailed or emailed upon request.

Requirements, additional actions, information, or documentation:

Application Requirements: WAC 296-96-00906 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00906>

Steps in the initial application process:

1. L&I reviews

application, processes payment, and verifies documentation and qualification requirements.

2. L&I enters information into system, which creates a user profile for applicant to view status

- online.
3. L&I schedules exam for mechanic applicants or point of contact applicants, if needed.
4. Applicant takes exam and enters results in system.
5. L&I Issues decision and notifies the applicant.
6. L&I generates request for license to be printed and mailed to applicant by out-of-state vendor.

Steps in the renewal application process:

1. License expiration reminders are sent to licensees 60 days in advance of expiration.
2. L&I reviews renewal application, processes payment, and verifies documentation and qualification requirements, including confirmation of approved continuing education course completion.

Dependencies, conditions, or requirements:

We verify they have all requirements per WAC WAC 296-96-00908 (<https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00908>)

Submittal process:

Application may be mailed to Department of Labor and Industries, Elevator Section PO Box 44810, Olympia WA 98504-4810, emailed to Elevators.Lni.wa.gov, or submitted in person at an L&I office.

Application/Submittal last updated:

06/2019

Review/Approval time:

Valid duration:

The license is valid for two years.

Appeal process:

WAC 296-96-00805 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00805>.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Pending applications:

4

Backlog applications:

0

Explanation:

Pending applications are a result of applicant either not submitting all required documentation or submitting for a renewal greater than 90 days before expiration date.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Elevator Contractor License

Department of Labor & Industries

Type: License

ID: 1819

Description

Demonstration of competency that allows the holder to engage in the business of conveyance work.

Legal authority

RCW 70.87.240 - Elevator contractor license, elevator mechanic license - Qualifications - Reciprocity

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.240>

WAC 296-96-00900 - General license requirements

<https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00900>

WAC 296-96-00904 - License requirements for

elevator contractors <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00904&pdf=true>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

86.7

Credential fee:

-99

Fee last changed:

01/2024

Comment:

Elevator contractor/mechanic application fee (not required for renewal of valid license) Per application \$86.70 Elevator contractor/ mechanic examination fee Per application \$261.70***Reciprocity application fee Per application* \$86.70 Elevator contractor license 2 years \$174.30 Elevator mechanic/contractor timely renewal fee 2 years \$174.30 Elevator mechanic/contractor late renewal fee 2 years \$349.20 Replacement of any licenses \$25.80 Refund processing fee \$51.90

Legal authority for fees:

RCW 70.87.230 - Licenses - Renewals - Fees - Temporary licenses - Continuing Education - Records

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.250>

Application Information

Application process and form(s):

Initial
application

Electronically, online: <https://www.lni.wa.gov/forms-publications/F621-069-000.pdf> Application forms are also available at service locations and can be emailed or mailed upon request.

application

Renewal

Electronically, online via L&I quickcards portal
<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.lni.wa.gov%2Fforms-publications%2FF621-082-000.doc&wdOrigin=BROWSELINK>.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-96-00904 <https://app.leg.wa.gov/wac/default.aspx?cite=296-96-00904>

process:

Steps in the initial application

1. L&I reviews application, processes payment, and verifies documentation and qualification requirements. Includes verification that applicant is a current Washington State Contractor.
information into system.

2. L&I enters

3. L&I issues licensing decision and notifies applicant.

L&I generates request for license to be printed and mailed to applicant by vendor.

process:

Steps in the renewal application

1. License expiration reminders are sent to licensees 60 days in advance of expiration.

2. L&I reviews renewal application, processes payment, and verifies documentation and qualification requirements, including confirmation of approved continuing education course completion.

Dependencies, conditions, or requirements:

No post approval steps

Submittal process:

Application may be mailed to Department of Labor and Industries, Elevator Section PO Box 44810, Olympia WA 98504-4810, emailed to Elevators.Lni.wa.gov, or submitted in person at an L&I service location.

Application/Submittal last updated:

06/2005

Review/Approval time:

Valid duration:

License is valid for 24 months from date of issuance.

Appeal process:

WAC 296-96-00805 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00805>.

Analysis

Applications received:

5

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Pending applications:

-99

Backlog applications:

0

Explanation:

No pending/backlog exists

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Annual Elevator Operating Certificate

Department of Labor & Industries

Type: Other

Description

ID: 1820

These operating certificates are required to be conspicuously posted near the conveyance to inform the public the conveyance is regulated by the department and has been inspected.

Legal authority

RCW 70.87.090 - Operating permits - Limited permits - Duration - Posting
<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.090>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2024

Comment:

Each hydraulic elevator . . . \$174.30 Each roped-hydraulic elevator \$217.80 plus for each hoistway opening in excess of two . . . \$16.80 Each cable elevator . . . \$217.80 plus for each hoistway opening in excess of two \$16.80 Each cable elevator traveling more than 25 feet without an opening—for each 25 foot traveled \$16.80 Each limited-use/limited-application (—LULA) elevator . . . \$174.30 Each escalator \$144.70 Each dumbwaiter in other than a private residence . . . \$93.20 Each material lift. . . \$174.30 Each incline elevator in other than a private residence \$187.40 Each belt manlift . . . \$174.30 Each stair lift in other than a private residence \$93.20 Each wheel chair lift in other than a private residence . . . \$93.20 Each personnel hoist . . . \$174.30 Each grain elevator personnel lift \$144.70 Each material hoist . . . \$174.30 Each special purpose elevator \$174.30 Each private residence elevator installed in other than a private residence . . . \$174.30 Each sidewalk freight elevator . . . \$144.70 Each hand-powered manlift or freight elevator . . . \$98.00 Each moving walk . . . \$144.70 Duplication of a damaged, lost or stolen operating permit \$16.80

Legal authority for fees:

RCW 70.87.030 - Rules - Waivers during state emergency
<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.030>

Application Information

Application process and form(s):

Building owner receives invoice generated by L&I by mail service. There are no online forms.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-96-01065 <https://app.leg.wa.gov/wac/default.aspx?cite=296-96-01065>

Steps in the initial application

process:

1. Building owner pays fees by sending a check or money order to L&I by mail or in person at a service location.
2. L&I applies payment to building owner's account and generates a permit/certificate and mailed to building owner.

Dependencies, conditions, or requirements:

If a commercial conveyance inspection is performed (required annually by law) and safety hazards or violations are found, annual operating certificate is revoked in status (red tag status) until conveyance is repaired, inspected, and approved for active status.

Submittal process:

Invoice may be paid by sending a check or money order to L&I by mail or in person at a service location.

Application/Submittal last updated:

03/2025

Review/Approval time:

Valid duration:

1 year

Appeal process:

WAC 296-96-00805 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00805>.

Analysis

Applications received:

20232

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

New Conveyance Management System just released this month that will have efficiencies, will monitor

Pending applications:

-99

Backlog applications:

0

Explanation:

No pending/backlog exists

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Elevator Construction Elevator Installation (Hoist) Permit

Department of Labor & Industries

Type: Permit
ID: 1821

Description

To allow contractors to use a temporary construction elevator on a construction job site for the purpose of construction or demolition. The elevator is limited in use to provide transportation for construction personnel, tools, and materials only.

Legal authority

RCW 70.87.080 - Permits - When required - Application for - Posting
<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.080> WAC 296-96-00904 - Licensing requirements for elevator contractors <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00904&pdf=true> WAC 296-96-02415 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-02415>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service

Costs/Fees

Application fee:

0

Credential fee:

349.2

Fee last changed:

01/2024

Comment:

The fee for each personnel hoist or material hoist installation is \$349.20. The fee for inspecting an increase in the height (jumping) of each personnel hoist or material hoist is \$174.30 plus \$86.70 per hour for each hour in addition to two hours.

Legal authority for fees:

RCW 70.87.030 - Rules - Waivers during state emergency
<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.030>

Application Information

Application process and form(s):

Electronically, online: <https://lni.wa.gov/forms-publications/F621-001-000.pdf>. Application forms are also available at service locations and can be mailed or emailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-96-01000 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-01000>

Steps in the application

process:

1. L&I enters application into system, processes and applies payment, and issues permit number.
2. Applicant submits plans through L&I online portal
3. L&I reviews permit application and plans.
4. L&I issues decision letter.
5. Applicant notifies L&I when work is complete for the specific stage of construction and requests inspection.
6. L&I schedules inspection and issues inspection results on the same day. Steps 5 and 6 may be repeated if construction involves a multi-story building.
7. Once all construction is complete, final inspection results are entered into system, generating a permanent certificate that is mailed to applicant.

Dependencies, conditions, or requirements:

Submittal process:

Permit application can be received in person at an L&I office or by mail at: Department of Labor and Industries, Specialty Compliance Services, Elevator Section, PO Box 44480, Olympia WA 98504

Application/Submittal last updated:

03/2025

Review/Approval time:

Valid duration:

Approval is for the life of the temporary hoist. L&I will perform annual inspections for jobs that are longer than one year. No new permit is required for annual inspections. Permit is valid for one year from approval date.

Appeal process:

WAC 296-96-00805 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00805>.

Analysis

Applications received:

44

Average processing time (all):

3

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Education; Tutorials; outreach for customers' need to submit plans when applying and paying for the permit.

Pending applications:

-99

Backlog applications:

0

Explanation:

No pending/backlog exists

Average time between approval and any post-approval condition(s)/step(s):

10

Recommended processing time:

-99

Elevator Installation Variance Permit

Department of Labor & Industries

Type: Permit

ID: 1822

Description

Property owners (through elevator company) or elevator companies can apply for a variance for items that meet the intent of the code provided the alternative method of safety provided meets or exceeds that which would be obtained by compliance with the code.

Legal authority

RCW 70.87.110 - Exceptions authorized

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.110> WAC 296-96-01075 - Requests for variances (exceptions to requirements) <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-01075>

Equity considerations:

Bilingual (Spanish) webpage; forms and materials are available in multiple language and are translated on request; certified bilingual staff available; telephonic interpretation service.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2024

Comment:

Per WAC 296-96-01035: <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-01035>) Variance inspections.(a) The fee for an on-site variance inspection is \$261.70 per conveyance plus \$86.70 per hour for each hour in addition to two hours. This fee is for inspections occurring during regular working hours.(b) The fee for a variance that does not require an on-site inspection is \$86.70 per conveyance.

Legal authority for fees:

RCW 70.87.030 - Rules - Waivers during state emergency

<https://app.leg.wa.gov/RCW/default.aspx?cite=70.87.030>

Application Information

Application process and form(s):

Electronically, online: <https://www.lni.wa.gov/forms-publications/F621-048-000.pdf>. Application forms are also available at service locations and can be emailed or mailed upon request.

Requirements, additional actions, information, or documentation:

Application requirements: WAC 296-96-01075 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-01075>
Steps in the application process:

1. L&I enters application into system, processes and applies payment, and issues permit number.
2. Applicant submits supporting documents to L&I through online portal with copy of permit application.
3. L&I reviews application and supporting documents.
4. L&I issues decision and uploads notification letter to online portal with approved supporting documents, if applicable.

Dependencies, conditions, or requirements:

Per RCW 70.87.110 (<https://app.leg.wa.gov/rcw/default.aspx?cite=70.87.110>) The requirements of this chapter are intended to apply to all conveyances except as modified or waived by the department. They are intended to be modified or waived whenever any requirements are shown to be impracticable, such as involving expense not justified by the protection secured. However, the department shall not allow the modification or waiver unless equivalent or safer construction is secured in other ways. An exception applies only to the installation covered by the application for waiver.

Submittal process:

Application may be mailed to Department of Labor and Industries, Elevator Section PO Box 44810, Olympia WA 98504-4810, emailed to Elevators.Lni.wa.gov, or submitted in person at an L&I office.

Application/Submittal last updated:

03/2025

Review/Approval time:

Valid duration:

N/A Approved Variance is approved for the life of the elevator.

Appeal process:

WAC 296-96-00805 <https://app.leg.wa.gov/WAC/default.aspx?cite=296-96-00805>.

Analysis

Applications received:

35

Average processing time (all):

4

Average processing time (completed):

-99

Legal processing time:

N/A

Streamlining opportunities:

Assuring that contractors fully understand standards and requirements described in adopted codes may help to reduce installation and design barriers that lead to variance requests.

Pending applications:

-99

Backlog applications:

0

Explanation:

No pending/backlog exists

Average time between approval and any post-approval condition(s)/step(s):

23

Recommended processing time:

-99