



WPI-3 Application Form for Certificate of Compliance for Completed Improvement(s) (WPI-8-C)

Please download a new copy of this form from our website as needed to ensure you have the most recent version. Please note that paper applications may take 6-8 weeks for processing.

For an online version of this application, please go to <https://www.twia.org/wpi-3-form/>

Use this form (WPI-3) to apply for a certificate of compliance for a completed improvement (WPI-8-C). Answer the following questions to determine if the project qualifies as an ongoing improvement or a completed improvement.

For ongoing improvements: Visit <https://appscenter.tdi.texas.gov/windstorm/p/wpi1wizard> or contact the Texas Department of Insurance Windstorm Inspection Program at 800-248-6032 for additional information regarding certifying ongoing construction. For the purposes of this form, improvement is used to describe construction of or repair, alteration, remodeling or enlargement of a structure.

Has the original transfer of title from the builder to the initial owner of the improvement occurred?*

Yes → CONTINUE

If you selected yes, on approximately what date did the original transfer of title from the builder to the initial owner of the improvement occur? _____

This improvement qualifies as a completed improvement under Texas Insurance Code §2210.2515(a)(1). Complete the remainder of the form beginning with **Section I below**.

No → STOP

If you selected no, the improvement is an ongoing improvement under Texas Insurance Code §2210.2515(a)(3) and cannot be certified by Texas Windstorm through this application process. See information in **'For ongoing improvements' heading above**.

Not Applicable (applies only to improvements for which title is not expected to transfer, e.g. roof repair)

If you selected not applicable, has the final framing state of the improvement, including attachment of component and cladding items and installation of any impact resistant glazing or delivery of any wood structural panels been completed?

Yes → CONTINUE

If you selected yes, this improvement qualifies as a completed improvement under Texas Insurance Code §2210.2515(a)(1). Complete the remainder of the form beginning with **Section I below**.

No → STOP

If you selected no, then the improvement is an ongoing improvement under Insurance Code §2210.2515(a)(3) and cannot be certified by Texas Windstorm through this application process. See information in **'For ongoing improvements' heading above**.

I. REQUESTOR OF CERTIFICATE: Owner Engineer Other Date of Application:* _____

First Name:* _____ Last Name:* _____ Entity: _____

Street Address: _____ Unit Number: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____ Secondary Phone: _____

II. OWNER* (If different from requestor listed above)

First Name:* _____ Last Name:* _____ Entity: _____

Street Address:* _____ Unit Number: _____

City:* _____ State:* _____ Zip:* _____ Phone: _____

Email: _____ Secondary Phone: _____

If you do not enter the email address of the owner, TWIA will not provide them with a confirmation of the completed form and a copy of the certificate.

III. ENGINEER INFORMATION AND AFFIRMATION*

First Name:* _____ Last Name:* _____ Entity: _____

Street Address:* _____ Unit Number: _____

City:* _____ State:* _____ Zip:* _____ Phone:* _____

Email: _____ Secondary Phone: _____

Provide either of the following:*

- Plan or drawing number for the design:* _____
Date(s) of inspection:* _____
 N/A

OR

- The title, date, and number for the post construction evaluation report relied on to certify the improvement, and date(s) of inspection:
Title(s):* _____
Date(s):* _____
Number(s):* _____
Date(s) of inspection:* _____

I, the undersigned professional engineer licensed in the state of Texas, do hereby ACKNOWLEDGE that the information provided in this application is true and correct to the best of my knowledge, and that (select one *)

I designed the completed improvement, have affixed my seal on the design and I affirm compliance with the applicable building code under the Texas Windstorm Insurance Association (TWIA) Plan of Operation (28 Texas Administrative Code 5.4001 et seq.), and as further indicated below. I understand that TWIA will rely on this information in issuing a Certificate of Compliance.

OR

I have completed a sealed post-construction evaluation report that confirms the completed improvement complies with the applicable building code under the Texas Windstorm Insurance Association (TWIA) Plan of Operation (28 Texas Administrative Code 5.4001 et seq.), and as further indicated below. I understand that TWIA will rely on this information in issuing a Certificate of Compliance.

Signature:* _____ Date: _____

Texas Board of Professional Engineers Registration Number:* _____

IV. BUILDER OR CONTRACTOR WHO COMPLETED THE CONSTRUCTION*

First & Last Name and/or Entity:* _____

Street Address: _____ Unit Number: _____

City: _____ State: _____ Zip: _____ Phone:* _____

V. LOCATION OF THE IMPROVEMENT TO BE CERTIFIED* (Complete 9-1-1 address including house/building number)

Street Address:* _____ Unit Number: _____

City:* _____ State: _____ Zip:* _____ County:* _____

Legal Description (Lot, Block, Subdivision): _____

Type of Building:* Commercial Residential Dwelling Duplex Detached Garage Garage Attached by Breezeway
 Condominium (Units per Bldg.: _____) Townhouse (Units per Bldg.: _____) Apartments (Units per Bldg.: _____)
 Farm & Ranch Metal Building Other (Specify): _____
Building Name or Number if Applicable: _____

Importance Factor:* 0.77 1.0 1.15 N/A Wind Zone:* Inland II Inland I Seaward Coastal Barrier Resource Zone?* Yes No
(For >100MPH If using ASCE 7-93, IRC or IBC Standards)

VI. IMPROVEMENT TO BE CERTIFIED*

Date Construction Started:* _____

Entire Building (Type): _____ Repair (Type): _____

Entire Re-Roof (Type): _____ Mechanical Only (Type): _____

- Re-decking: _____ Foundation Only (Type): _____
- Partial Re-Roof (Type and Area): _____ Addition (Type): _____
- Re-decking: _____ Retrofit of **ALL** Exterior Openings*: _____
- Alteration (Type): _____ Other (Description): _____

Additional Comments: _____

**For windborne debris protection only (impact resistant exterior opening products or shutters). All exterior openings shall include windows, doors, garage doors, and skylights.*

VII. BUILDING CODE AND WIND LOAD DESIGN PROVISION USED*

Select the appropriate section below based on the project construction commencement date, and complete all fields within that section.

January 1, 1988 – August 31, 1998

Building Code:

- Southern Standard Building code, as amended May 8, 1973 (applicable to structures Inland of the Intracoastal Waterway)
- TCPIA Building Code for Windstorm Resistant Construction (applicable to structures Seaward of the Intracoastal Waterway)

September 1, 1998 – January 31, 2003

Building Code:

- The Southern Standard Building code, as amended May 8, 1973 (applicable to structures in Inland II areas)
- ASCE 7-93, Minimum Design Loads for Buildings or Other Structures. The design conditions were:

Exposure Category: B C D

Wind Speed (fast mile):

- 95 mph (required for Inland I areas)
- 100 mph (required for Seaward areas)¹

¹ All exterior openings (exterior doors, windows, garage doors, and skylights) contain products that have been designed and inspected for compliance with uniform static wind pressure requirements. (Applicable only to those projects which include the installation of exterior opening products.)

Protection of Exterior Openings:

- The exterior glazed openings utilize products and installation methods that have been designed and inspected for compliance with windborne debris criteria adopted by the Texas Department of Insurance (required for those projects located in the Seaward area).
- The exterior glazed openings do not utilize products and installation methods that have been designed and inspected for compliance with windborne debris criteria adopted by the Texas Department of Insurance.
- N/A

February 1, 2003 and After

Building Code:

For projects that commenced construction on or after February 1, 2003 – December 31, 2004:

- International Residential Code, 2000 Edition (Amended with 2000 Texas Revisions)
- International Building Code, 2000 Edition (Amended with 2000 Texas Revisions)

For projects that commenced construction on January 1, 2005 - December 31, 2007:

- International Residential Code, 2003 Edition (Amended with 2003 Texas Revisions)
- International Building Code, 2003 Edition (Amended with 2003 Texas Revisions)

For projects that commenced construction on or after January 1, 2008:

- International Residential Code, 2006 Edition (Amended with 2006 Texas Revisions)
- International Building Code, 2006 Edition (Amended with 2006 Texas Revisions)

Exposure Category: B C D

Wind Speed (3-second gust):

- 110 mph (Required for Inland II)
- 120 mph (Required for Inland I)
- 130 mph (Required for Seaward)

Protection of Exterior Openings:

- Provided for as specified in the Texas Revision (required for projects located in the Inland I / Seaward areas).
- Not provided for as specified in the Texas Revisions (applicable to projects located in the Inland II area).
- N/A

Please remit completed form to certify@twia.org; Fax 512-899-4950

It is a state jail felony to prepare or cause to be prepared a statement containing false or misleading material information that is presented to an insurer in support of an application for an insurance policy with intent to deceive or defraud the insurer. TWIA reports all suspected insurance fraud to TDI.