

WAC 296-150M-0725 What procedures will the department follow when auditing the records of construction, plumbing and electrical contractors? The department will follow the following procedures when auditing:

(1) The time period covered by the audit may be less than one year but will not exceed three years from the date of notification of an audit.

(2) Every construction, plumbing and electrical contractor must keep records of jobs performed for at least the time frames specified in subsection (1) of this section. Upon the request of the director's authorized representative, these records must be made available to the department for inspection within seven business days.

(3) The department's audits may include, but may not be limited to, the following:

(a) An audit to determine if the contractor performed work on a manufactured or mobile home without procuring the proper permit;

(b) An audit to determine if the contractor failed to correct within twenty days any violations noted on an alteration permit; and

(c) An audit covering a specific time period and examining a contractor's records, which may include billing information, location of where the work was performed, type of work performed, for whom the work was performed, etc.

(4) Any information obtained as a result of an audit under provisions of RCW 43.22.434 is confidential and is not open to public inspection under chapter 42.17 RCW.

[Statutory Authority: RCW 43.22.340, 43.22.400, 43.22.432, 43.22.433, 43.22.434, 43.22.480, and 43.22.485, 2002 c 268, and chapter 43.22 RCW. WSR 03-12-044, § 296-150M-0725, filed 5/30/03, effective 5/30/03.]