# Renovation, Repair, and Painting (RRP) Firm Certification Application

Revised August 1, 2012

Department of Commerce
Innovation is in our nature.
**Lead-Based Paint Programs**

PO Box 42525, Olympia, Washington 98504-2525 • 360-586-LEAD (5323) • Fax 360-586-0489

# Application Instructions

## Renovation, Repair, and Painting Firm Certification

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Firms performing renovation, repair, and painting projects in Washington State that disturb lead-based paint in pre-1978 homes, child care facilities and schools must be certified and must follow specific work practices to prevent lead contamination. Property owners who perform these projects in pre-1978 rental housing or space rented by child-care facilities must be certified and must follow the lead-safe work practices required by the Renovation, Repair and Painting rule (RRP).

**Who should use this application?**

- Firms applying for Washington State RRP certification for the first time.
- Firms wishing to renew their certification for RRP.

**Follow the steps below for completing the application process.**

***STEP 1***

Complete the application for *Renovation, Repair, and Painting Firm Certification***.**

***STEP 2***

Review WAC 365-230 and become familiar with the requirements as they apply to firms and employees. Copies of the WAC are available on our website (www.commerce.wa.gov/lead).

***STEP 3***

Read and sign the Letter of Compliance on the bottom of the application form.

***STEP 4***

Mail your application packet with the required $25 fee for each firm application. Application fee is non-refundable. Send check or money order made payable to Commerce and completed application to:

Department of Commerce
Lead-Based Paint Programs
PO Box 42525
Olympia WA 98504-2525.

**Liability Insurance**. The EPA has said that obtaining liability insurance is a renovator responsibility. (http://www.epa.gov/lead/training/appendix4.pdf) Renovator companies are solely responsible for obtaining appropriate insurance for renovation activities, and for ensuring that each employee performing renovation work is properly trained.

**How to Apply for Re-certification.**

Firms must be re-certified every five (5) years for renovation, repair, and painting activities. To ensure that your firm will be re-certified before its current certification expires, you should submit this application again well before the expiration date.

# RRP

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## Renovation, Repair, and Painting Firm Application

☐ Initial Certification ☐ Recertification Certification #: _____ (if applicable)

Name of Firm: _____

Type of Firm: ☐ Contractor ☐ Consultant ☐ Property Management ☐ Other

If you checked Other, please describe: _____

Uniform Business Identifier (UBI): _____

(Or explain why you do not have one)_____

Mailing Address: _____
Street or PO Box City State Zip+4

Physical Location: _____
(If different from above) Street Address City State Zip+4

Contact Person: _____ Telephone: _____

Email Address: _____ Web Site: _____

☐ Lead-Safe **Logo**. Check this box if you want the Department of Commerce to e-mail a .jpg file of the lead-safe logo to the e-mail address provided on this application.

Documentation Required
- Completed, dated, and original signature on the application.
- Non-Refundable Application Fee: Check or Money Order in the amount of $25.00 payable to Commerce.

Other Information
- Applicant certifies that the firm will:
  - employ a Certified Renovator to conduct renovation activities;
  - follow the standards for conducting renovation activities as prescribed in WAC 365-230; and
  - maintain all records as required by the WACs.

*I certify that I have read and shall comply with Chapter 365-230 WAC, and that the information and documentation given in this application is complete and accurate to the best of my knowledge.*

Signature: _____ Date: _____

Print Name: _____ Title: _____

NOTE: Any changes to the information listed in this application must be reported to the Department of Commerce within 30 days.

Mail Completed Application and Fee to: Department of Commerce
Lead-Based Paint Programs
PO Box 42525
Olympia, WA 98504.

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