

Renovation, Repair, and Painting (RRP)

Application for Firm Certification

Revised October 2019



Department of Commerce

Lead-Based Paint Programs

PO Box 48301, Olympia, Washington 98504-8301 • 360-586-LEAD (5323)

Application Instructions

Renovation, Repair, and Painting Firm Certification

Firms performing renovation, repair and painting projects in Washington State on pre-1978 residential dwellings, child-care facilities, and schools must obtain certification in the Renovation, Repair and Painting (RRP) Program regardless if lead paint is present. Each firm must have a certified renovator on staff who follows specific work practices to prevent lead contamination if lead-based paint is present. Property managers and Landlords who perform repair and maintenance activities in pre-1978 rental housing, or space rented by child-care facilities, must have a certified renovator on staff and have a firm certification. Property managers and Landlords may hire an RRP certified firm that employs a certified renovator in lieu of becoming RRP certified.

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*.

- **Fill out the application completely with no blank spaces.**
- **All information requested on the application is required with the exception of a website. (Put the word ‘none’ or ‘n/a’ in the space if you do not have a firm website.)**
- **Indicate whether this is an Initial Firm certification (first time to ever certify) or a Recertification (firm was certified before, even though the certification may have lapsed). If it is a recertification, put your firm’s prior certification number, the expiration date from the certificate currently held, and the name of the Firm as it appears on your prior certificate. Washington State RRP Firm certification numbers begin with the letter R and typically have four numbers (example: R0000). We do not need your EPA firm certification number that begins with NAT.**
- **Use the Firm name, including all punctuation, as it appears on your state business license or corporate registration. Sole Proprietors should use the name used when conducting business with the public. Landlords should use their first name, middle initial, and last name. Property Managers who manage rental property owned by others must have a business license and will use their business name.**
- **Provide tradenames/DBA’s used in the regular course of business. The firm certificate has the capacity to hold the official business name and one tradename/DBA.**
- **Indicate the Type of Firm. Some businesses may have more than one firm type. Indicate the firm type you want us to consider for this application. NOTE: Contractor firm types must have a contractor license and provide the license number where requested on the application. Property Managers must have, at least, a Washington State Business License.**
- **All firms, including out-of-state firms, must have a Unified Business Identifier (UBI) number. You can find this number on your state business license, corporate documents, and state excise tax return forms. It is nine digits long and typically starts with a five (5) or a six (6) and is in this format, XXX XXX XXX. Landlords who manage their own properties may not have an UBI number and may leave this blank.**

- Enter the legal structure of your business. (i.e. Corporation, Limited Liability Company, Partnership, Sole Proprietor, Non Profit Corporation, Government/Municipality, etc.)
- Provide the mailing address, including the county. Provide the physical address of the firm, including the county. If using a post office box or private mailbox service for your mailing address, you must provide a physical location of your business.
- Provide the main business telephone number and website if your business has one. If you do not have a business website, put the word 'none' or 'n/a' in the space. **DO NOT LEAVE IT BLANK.**
- The contact person will be the person who will receive the firm certificate by email. Provide the Title of the contact person such as Member, President, Office Manager, CFO, Partner, etc. Provide the contact person's email and telephone number. This will be the email the certificate will be sent to and any notifications about deficiencies in your application.
- Attach copies of the certificates or cards of all certified renovators employed by the firm and attach them to the application. Renovators must be actual employees or officers of the Firm and may not be renovators subcontracted by the Firm. If you do not have a certified renovator on staff, you must first send an individual through the RRP renovator training. Please call us if you need assistance in locating an initial or refresher renovator-training class.
- Indicate whether your firm has received a citation and provide a summary of the violation.

STEP 2

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

STEP 3

Read the **certification** on the bottom of the application form. An owner, officer, member, or other authorized representative of the company must sign and date the application. If the person signing the certification is different from the Contact Person named above, provide this person's title and contact number.

STEP 4

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

**Department of Commerce
Lead-Based Paint Programs
PO Box 48301
Olympia WA 98504-8301.**

Applications may take 90 days to process. Incomplete applications may be denied. Once your application is approved for certification, you will receive a certificate by email to the email address provided for the contact person on your application. Any questions regarding the status of your application should be directed to dano.summers@commerce.wa.gov.

Liability Insurance: 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 within six (6) months of the expiration date on your current certificate. Applications may take up to 90 days to process.



Department of Commerce

Lead-Based Paint Programs

RRP

Renovation, Repair, and Painting Firm Application

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

Applications may take up to 90 days to process. Incomplete applications may be denied. You are required to report any changes to the information provided in this application to the Department of Commerce within 30 days by calling 360.725.5088 or emailing dano.summers@commerce.wa.gov.

Initial Certification Recertification - Current/Previous Firm Certification Number & Expiration Date: _____ / _____

Official Name of Firm: _____ (Legal name registered with the Washington Secretary of State/Corporation Division or on the Washington State business license.)

Tradename/DBA of Firm: _____

Type of Firm: Contractor Consultant Property Management Landlord Other. If you checked Other, please describe: _____. If you checked Contractor, provide the Washington State contractor license number: _____.

Uniform Business Identifier (UBI): _____ (Landlord's may not have a UBI number and should put 'None' or 'N/A.' on this line. All other firm types must have a UBI number.)

Firm's Legal Structure: _____ (i.e. Corporation, Limited Liability Company, Partnership, Sole Proprietor, Non Profit Corporation, Government/Municipality, etc.)

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

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

Business Telephone: _____ Website: _____ (Put the word 'None' if you do not have a website.)

Contact Person: _____ Title: _____

Email Address: _____ Contact's Telephone: _____

- Documentation Required: Completed, dated, and original signature on the application. Non-Refundable Application Processing Fee: Check or Money Order payable to Commerce for \$25.00. Copies of certificates of all renovators employed by firm.

Lead-Based Paint Renovation Violation(s): Does the firm have any past, present, or pending lead-based paint violations of EPA, State, U.S. territory, or Indian tribal land(s) regulations? If yes, please attach a written explanation. Yes No

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

Agent's Signature: _____ Date: _____

Print Name: _____

Agent's Title: _____ Agent's Telephone: _____

Mail Completed Application and Fee to: Department of Commerce Lead-Based Paint Programs PO Box 48301 Olympia, WA 98504-8301