

Renovation, Repair, and Painting (RRP)

Application for Firm Certification and Recertification

Revised February 2021



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

Application Instructions

Renovation, Repair, and Painting Firm Certification and Recertification

Applications will be processed in the order received. Once your application is approved, your certificate will be sent to the e-mail address provided for the contact person on this application. Any questions regarding the status of your application should be directed to dano.summers@commerce.wa.gov.

Who should use this application?

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

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.

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. Processing fee is non-refundable.

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

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 will be processed in the order received.



Renovation, Repair, and Painting Firm Application

****READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION****

Applicants must notify us within 30 days if any information on this application changes, including change of UBI number. All fields must be completed. Incomplete applications will not be accepted. Please type or print clearly.

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 **Contractor**, provide the Washington State contractor license number: _____
If you checked **Other**, please describe: _____

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: _____

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

- Documentation required:**
- Completed Application
 - Check or Money Order payable to Commerce for \$25. **This is a nonrefundable processing fee.**
 - Copies of ALL renovator certificates who are employed by the Firm.

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

Representative’s Signature: _____ Date: _____

Print Name: _____ Representative’s Title: _____

INSTRUCTIONS PROVIDE INFORMATION ON ALL DOCUMENTATION REQUIRED TO COMPLETE THIS APPLICATION.