

# Renovation, Repair, and Painting (RRP) Program

## Application for Firm Certification and Recertification

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### PRIVACY STATEMENT

Personally identifiable information (PII) is information that can distinguish or trace someone's identity. Personal information includes such things as your name, address, date of birth, last four of the social security number, and phone number. We only collect PII when you provide it to us by:

- Filling out an application
- Completing a RRP or LBPA class and providing it to the training provider who sends it to us.
- Sending us an email
- Mentioning it over the phone

The PII we collect is required by law in order to process the individual or firm certification. We will store this information for our records. Information provided to the Department of Commerce may be subject to public records requests pursuant to Ch. 42.56 RCW.



# Application Instructions

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**In Washington, two RRP certifications are required before offering work on pre-1978 residential dwellings (single-family or multi-family) or child-occupied facilities (daycares, preschools, elementary schools):**

- Renovator (An individual enrolls in an RRP training course and receives certification)
- Firm (A company representative applies for certification)

**\*\*RRP firm certification is required regardless if lead-based paint is present if offering, bidding or working on residential dwellings (single-family or multi-family) OR child-occupied facilities built before 1978.\*\***

## **Who should use this application?**

- General contractors (corporations, LLCs, sole proprietors, partnerships) who offer work on residential dwellings (single-family or multi-family) and child-occupied facilities built before 1978 regardless if they do the work or subcontract out all or part of the work.
- Subcontractors who are performing work on pre-1978 residential dwellings or child-occupied facilities where painted surfaces may be disturbed during the course of their work.
- Facility or school maintenance workers and contractors who offer work on child-occupied facilities, such as daycares, preschools, and elementary schools built before 1978.
- Organizations, non-profits, and government entities who receive compensation (e.g. weatherization programs, home repair programs, educational institutions, etc.) to perform work on residential dwellings or child-occupied facilities built before 1978.
- Landlords working on their own rental properties built before 1978\*.
- Property management companies who have staff performing work on rentals built before 1978\*.

\*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 to complete the application process.

### **STEP 1**

- Fill out the application completely with no blank spaces.
- If the company has not been RRP Firm certified in Washington, mark “Initial Certification.” If you were previously certified by Commerce mark “Recertification” even if the previous certification is expired.
- The following has to be filled in on the application:
  - Company’s legal name (name that is registered with Washington Secretary of State/Corporation Division or on the Washington business license). This may be different than the business’ name in another state.
  - Sole Proprietors should use the name used when conducting business with the public. Landlords should use their first name, middle initial and last name.
  - If the company has a DBA or tradename, please list it. We can add one DBA or tradename to the certificate, if desired.
  - Type of firm: contactor, consultant, property management, landlord, or other (e.g. school).
  - UBI Number (this is issued by Washington state and will be on your state business license. Do NOT include your federal tax number). All companies except landlords are required to have a UBI number. (The UBI number usually begins with a six, is nine digits and formatted as 60X XXX XXX.)
  - Firm’s structure: LLC, corporation, sole proprietor, etc.
  - Mailing and physical address, if different than the mailing address
  - The company’s main business phone number
  - Contact person and contact information
  - Signature and date
- Incomplete applications, **WILL** slow down the process and may result in the denial of the application.

The four major responsibilities of the contact person for the firm are:

- Maintain recordkeeping for the firm including all renovator certificates
- Receiving the email for firm certification notification, denial letter, suspension of certification, deficiencies, requests for additional information, and the firm certificate
- Notify Commerce of any changes to the original application including the addition or deletion of renovators within 30 days of change
- The point of contact for both the certification of the firm and any enforcement inquiries or actions

## **STEP 2**

Mail your application, copies of employee renovator certificate(s), and the required \$25 processing fee for each firm application. The processing fee is non-refundable. **Payment can only be made by check or money order.**

\*Avoid using any type of specialty mail services such as overnight, certified, FedEx and similar services as this can cause delays in processing time.

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

## **INFORMATION ON RECERTIFICATION**

- Submit the application within six months of the current expiration date. It is advised to apply at least three months before expiring to avoid a lapse in certification.
- Mark "Recertification" on the application. Include your certification number (begins with R) AND expiration date at the top of the application.
- Complete all information on the application. Missing information will delay the processing of the application and it may be denied.
- Mail the completed application, copies of the employee renovator certificate(s) and the required \$25 processing fee to the Department of Commerce. See Step 2 for mailing instructions.
- Firms must be recertified every five years.
- Applications will be processed in the order received.

**Payment receipt does not guarantee approval of the application. The company must meet all the qualifications to legally offer RRP work in Washington. Qualifications include, but are not limited to, the company having a state business license, revenue account, corporate registration, if applicable, and contractor license, if required.**

Once your application is approved, your certificate will be sent to the email address of the contact person on the application. Any questions regarding the status of your application should be directed to [dano.summers@commerce.wa.gov](mailto:dano.summers@commerce.wa.gov).

