

Renovation, Repair, and Painting (RRP) Program

Application for Firm Certification and Recertification

Revised January 2026

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. The firm's name, address, phone number and certification information is used to populate lists of certified firms posted on our website. Information provided to the Department of Commerce may be subject to public records requests pursuant to Ch. 42.56 RCW.



Application Instructions

RRP firm certification is required when offering, bidding, contracting to perform, or performing work on residential dwellings (single-family or multi-family) OR child-occupied facilities built before 1978, whether or not lead-based paint is present. RRP firm certification is still required even if there are no other employees.

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

- Renovator – An individual who completes the RRP training course and receives certification
- Firm – a company representative applies for certification of the company

Who needs 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 perform 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 who are not performing work on their pre-1978 rentals must use an RRP-certified firm that employs a certified renovator for any RRP-type projects to comply with the law.

STEP 1 – COMPLETING THE APPLICATION

- 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.
- Common mistakes:
 - Company’s legal name – this is name that is registered with Washington Secretary of State/Corporation Division or on the Washington business license. Use the Legal Firm name, including all punctuation, as it appears on your state business license or corporate registration. This may be different than the business’s name in another state. A DBA is not the company’s legal name.
 - If the company has a DBA or tradename, please list it. We can add one DBA or tradename to the certificate, if desired. **Contractors wanting to use a DBA/tradename, the DBA name must also be registered with LNI before we can add it to the certificate.**
 - Sole Proprietors should use the name used when conducting business with the public.
 - Landlords should use their first name, middle initial and last name.
 - 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 typically begins with a six. There are nine digits and it is formatted as 60X XXX XXX. Our program certifies firms by using the UBI number. If you have multiple companies than need RRP firm certification, you will need to submit an RRP application for each UBI number.
- Include a copy of every active renovator certificate/card employed with the company. Do not include subcontractor renovator certificates. Subcontractors must have their own RRP firm certification.
 - If your company does not have an active certified renovator or the certified renovator has less than six (6) months remaining on their certificate, they will need to take an [RRP course](#).

- If the renovator was certified by EPA or an EPA-authorized state (the individual's certificate will not have the WAC reference on the certificate), the individual must register their certificate using [the RRP Individual Registration Application](#) at the same time the company applies for RRP firm certification.
- If the individual previously registered their renovator certificate in Washington, you must provide both the original certificate (that has their photo) and the Washington registration certificate (no photo) when applying for firm certification.
- Incomplete applications **WILL** delay the application 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
- Email correspondence, including denial letters, notifications, auto-generated reminders for expiring certificate, suspension of certification, deficiencies, requests for additional information, and the firm certificate
- Notify Commerce of any changes to the original application, including changes to the business structure, if the company goes out of business, or if the primary contact changes, within 30 days of the change.
- The point of contact is for both the certification of the firm and any compliance or enforcement actions.

STEP 2 – MAILING INSTRUCTIONS

- Mail the completed application, which includes:
 - A copy of each active certified renovator employed with the company. Do not include subcontractor renovators.
 - Payment. There is a \$25 processing fee for each firm application. The only form of payment acceptable is a check or money order, payable to "Department of Commerce". **The processing fee is non-refundable.**

*Avoid using any type of specialty mail services such as overnight, certified, FedEx and similar services. This can cause delays in processing time. Do not drop off the application in person. This will also 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

STEP 3 – APPLICATION PROCESS

- The application is considered received after the check clears, which can take approximately 7-10 business days. You will not receive a notification from our program. **Payment receipt does not guarantee approval of the application.** The company must meet all the qualifications to legally offer RRP work in Washington.
- It takes approximately 30 days from the time our program receives the application to process the application as long as the application is complete, accurate, and all the required company qualifiers are in good standing.
- The firm must be able to legally offer work in Washington. The state qualifiers that we check can include:
 - LNI contractor's license
 - Business license
 - Department of Revenue Account
 - Secretary of State corporate account for corporations and LLCs.
- Missing information (e.g. not having an active Washington renovator, or no payment) OR qualifiers not in good standing (e.g. Secretary of State corporate account is administratively dissolved; LNI contractor license is suspended or out-of-state contractor doesn't have a Washington contractor license), will cause a delay in your application. The application will not be processed within the 30-day period and could result in the application being denied.
- Applications cannot be expedited.
- Once approved, the RRP firm certification is valid for five years. To maintain the active RRP firm certification status for the five years, the company needs to maintain active qualifiers and have an active renovator employed with the company. The active certified RRP firm list is published on our website and updated monthly.

Once the application is approved, the RRP firm certificate will be emailed to the contact person on the application. If this contact person needs to be changed, our program needs to be notified within 30 days by the current contact

person or an authorized company representative (e.g. owner, member, corporate officer, etc.). Any questions regarding the status of your application should be directed to Dano Summers (dano.summers@commerce.wa.gov).

INFORMATION ON RECERTIFICATION

- Firms must be recertified every five years.
- The primary contact person on the previous application will receive an auto-generated email six (6) months before the expiration date of the firm certificate. If this person has been updated, the most current primary contact person will receive this email.
- The company can submit the RRP firm application up to six (6) months before the current certificate expires without it affecting the expiration date. To avoid a lapse in certification, apply at least three (3) months before expiring.
- 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. Make sure the firm’s qualifiers are active and current with other agencies. Missing, incorrect information, or qualifiers not in good standing will delay the application process and may result in the denial of the application.
- Include a copy of every active renovator certificate/card employed with the company. Do not include subcontractor renovator certificates. Subcontractors must have their own RRP firm certification with Commerce.
 - If your company If your company does not have an active certified renovator or the certified renovator has less than six (6) months remaining on their certificate, they will need to take an [RRP course](#).
 - If the renovator was certified by EPA or an EPA-authorized state (the individual’s certificate will not have the WAC reference on the certificate), the individual must register their certificate using [the RRP Individual Registration Application](#) at the same time the company applies for RRP firm certification.
 - If the individual previously registered their renovator certificate in Washington, you must provide both the original certificate (that has their photo) and the Washington registration certificate (no photo) when applying for firm certification.
 - E-Learning Refresher course certificates are only valid for three years and will require an in-person refresher course before it expires. If the E-Learning Refresher is taken with a training provider not accredited by Commerce, you will need to register that certificate.
- Mail the completed application to Commerce with required payment and documentation. See Step 2 for mailing instructions.
- Applications will be processed in the order received. See Step 3 for application process.
- To maintain the active RRP firm certification status for the five years, the company needs to maintain active qualifiers and have an active renovator employed with the company. The active certified RRP firm list is published on our website and updated monthly.

Firm Application

Renovation, Repair, and Painting Program

****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: _____/_____

Legal 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 (e.g. university, government entity, etc.): _____

Uniform Business Identifier (UBI): _____

(Landlords 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 with EPA, EPA-authorized states or tribes? If yes, please attach a written explanation. **Yes** ☐ **No** ☐

Yes ☐No ☐

STOP! Did you do the following?	
<input type="checkbox"/> Provide all the information on the application?	<input type="checkbox"/> Verify your contractor's license is active (for contractors)?
<input type="checkbox"/> Include copies of ALL WA renovator certificates?	<input type="checkbox"/> Verify you have an active business license?
<input type="checkbox"/> Sign the application?	<input type="checkbox"/> Verify you have an open revenue account?
<input type="checkbox"/> Remember payment?	<input type="checkbox"/> Verify your corporate account is current with Secretary of State?

Letter of Compliance

I attest I am an officer, legal owner, or authorized agent of the above-listed firm and the firm will employ only appropriately certified employees to conduct renovation activities, and the firm and its employees will follow the work practice standards set forth in WAC 365-230-330 for conducting renovation activities.

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.

Company Representative Signature: When completed, print this form and sign here. **Date:**

Print Name: _____ Representative's Title: _____