



Department of
Labor and Industry

DOLI Comprehensive Quick Start – LAPS Application Portal Guide for Account Registration, Application Submission Process, and Refund Request Processes



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Contact Us



804.786.9865



LAPSAAdmin@doli.virginia.gov



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DOLI Quick Start – LAPS Application Portal Guide for Account Registration Process



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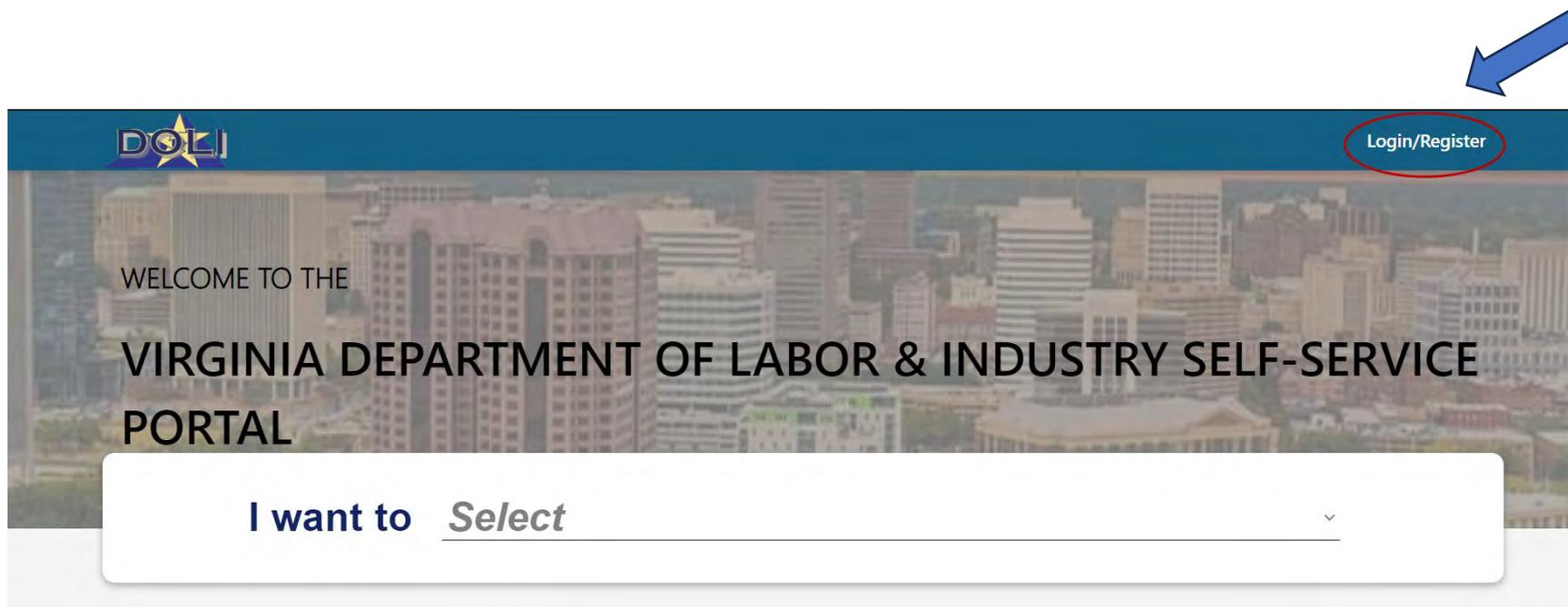
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Registration Process

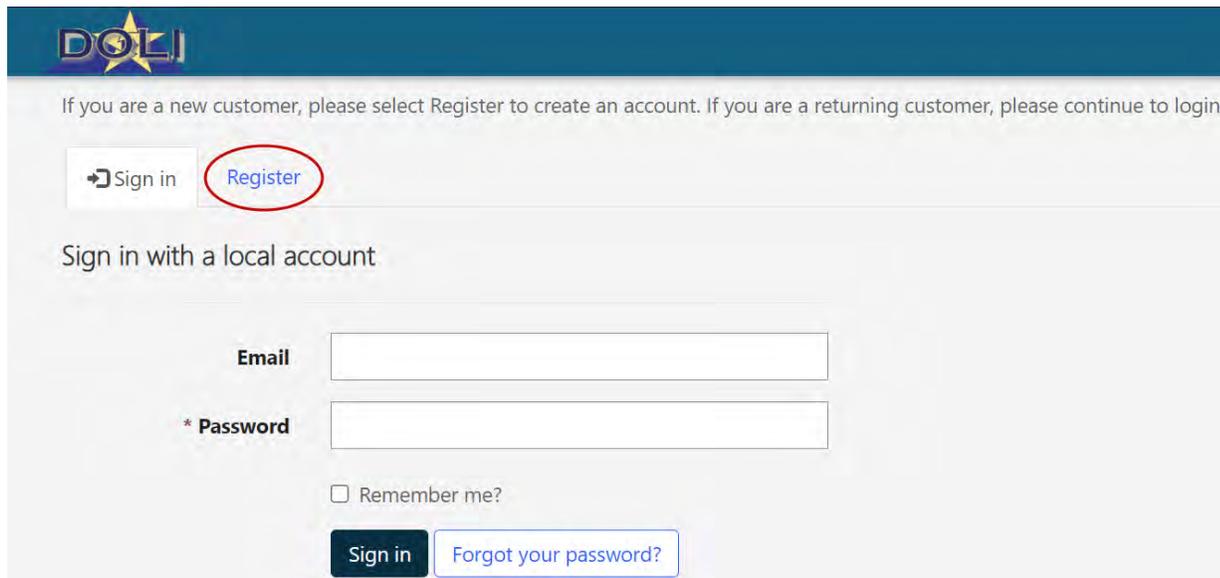
1. To create a Lead, Asbestos or Demolition application, the user must first register an account:
 - Access DOLI Customer Service Portal
 - Click Login/Register button



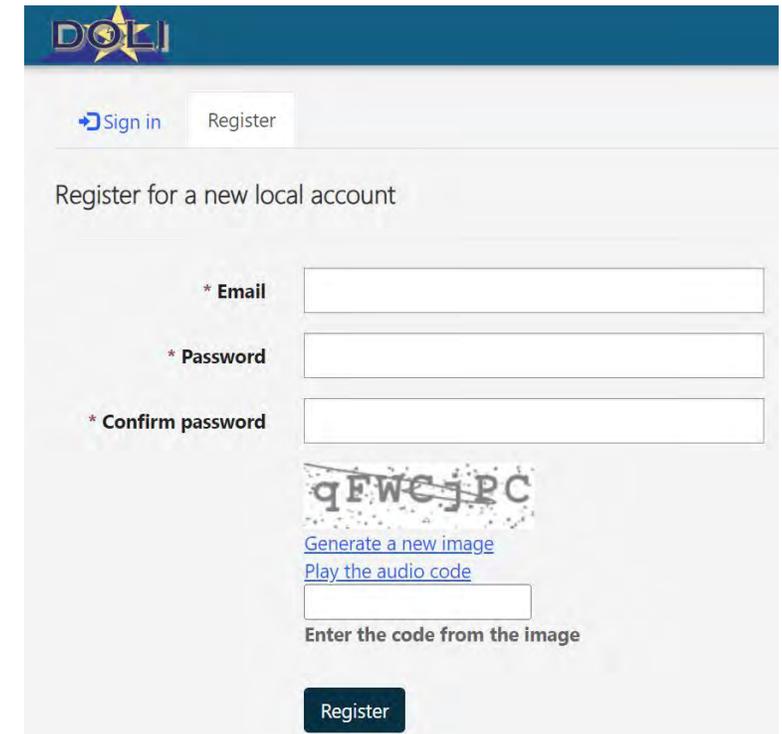


Registration Process

2. Click the 'Register' button and observe the Registration page displays:
 - Complete fields: 'Email', 'Password' and 'Confirm Password'
 - Enter code from image
 - Click 'Register'



The screenshot shows the DOLI login page. At the top left is the DOLI logo. Below it is a message: "If you are a new customer, please select Register to create an account. If you are a returning customer, please continue to login." There are two buttons: "Sign in" and "Register". The "Register" button is circled in red. Below the buttons is the text "Sign in with a local account". There are two input fields: "Email" and "* Password". Below the password field is a checkbox labeled "Remember me?". At the bottom are two buttons: "Sign in" and "Forgot your password?".



The screenshot shows the DOLI registration page. At the top left is the DOLI logo. Below it are two buttons: "Sign in" and "Register". Below the buttons is the text "Register for a new local account". There are three input fields: "* Email", "* Password", and "* Confirm password". Below the password fields is a CAPTCHA image showing the code "qFWCJPC". Below the CAPTCHA are two links: "Generate a new image" and "Play the audio code". Below the links is an input field for the CAPTCHA code. Below the input field is the text "Enter the code from the image". At the bottom is a "Register" button.



Registration Process

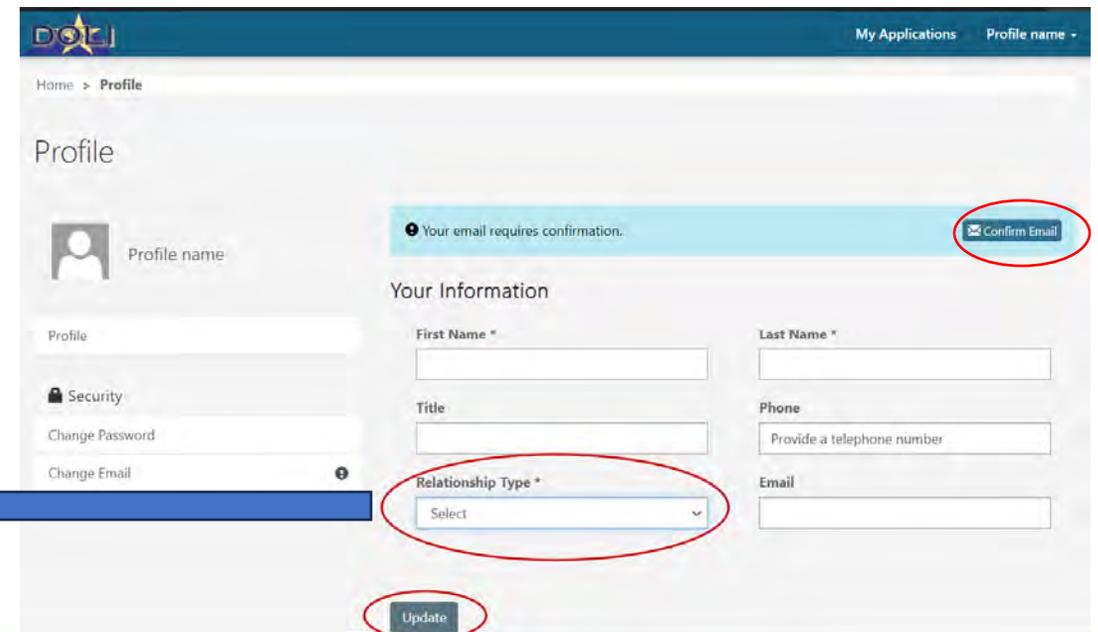
3. User will be directed to the 'Profile page'

- The first step is to confirm email, this will trigger a confirmation link sent to your email.
- Once your email is confirmed complete the required fields: 'First Name', 'Last Name'.
- Select 'Relationship Type' for desired role
 - Drop down for 'Contractor Information' section will display, select the appropriate response

Relationship Type *

Select

- Select
- Youth Employment Certificate Employer
- Wage Claim Requester
- Asbestos & Lead Abatement Contractor
- Asbestos Abatement Contractor
- Lead Abatement Contractor
- Demolition Contractor
- Owner/Operator

The screenshot shows the 'Profile' page with the following elements:

- Header:** DOLI logo, 'My Applications', and 'Profile name'.
- Profile Section:** 'Home > Profile', a profile picture placeholder, and 'Profile name'.
- Confirmation:** A blue banner with 'Your email requires confirmation.' and a 'Confirm Email' button circled in red.
- Your Information:**
 - Profile: text input field
 - Security: Change Password, Change Email
 - First Name *: text input field
 - Title: text input field
 - Relationship Type *: dropdown menu circled in red, with a blue arrow pointing to the expanded dropdown in the adjacent image.
 - Last Name *: text input field
 - Phone: text input field with placeholder 'Provide a telephone number'
 - Email: text input field
- Update:** An 'Update' button circled in red at the bottom.

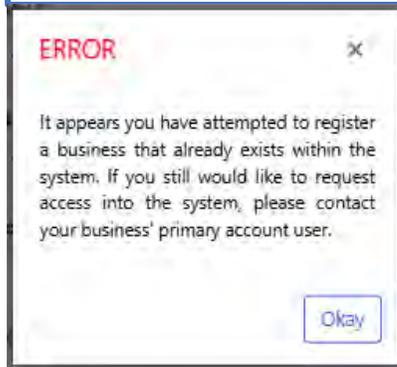


Registration Process

4. Complete required fields under 'Contractor Information' section:

- 'Company Name', 'EIN', License Numbers, 'Street 1', 'City', 'State', 'Postal Code', 'Company Phone', 'Company Email'
- Click 'Update'

Should you receive a duplicate error on EIN (example below) or wish to register multiple users to a single account, please contact DOLI. Contact information listed on final slide.



Contractor Information

Company Name *

EIN *

Asbestos Abatement License Number *

Lead Abatement License Number *

Street 1 *

Street 2

City *

State *

Postal Code *

Company Phone *

Company Email *

Update

Note: If you receive this message and still need to access to the system, you will need to contact DOLI as your profile will need to be built and added from DOLI and the LAPS Support team.

You will need to provide your name and email.

Registration Process – Multiple Users for Single Account



If your business has an active account within the LAPS system and you need multiple users to have access, you will need to reach out to the DOLI LAPS team and provide them with the required information to add multiple users.

The information required is: First Name, Last Name, Email Address



Registration Process – Unique Accounts

A user can only be associated with a single account.



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DOLI Quick Start – Portal Guide for Asbestos Application Process



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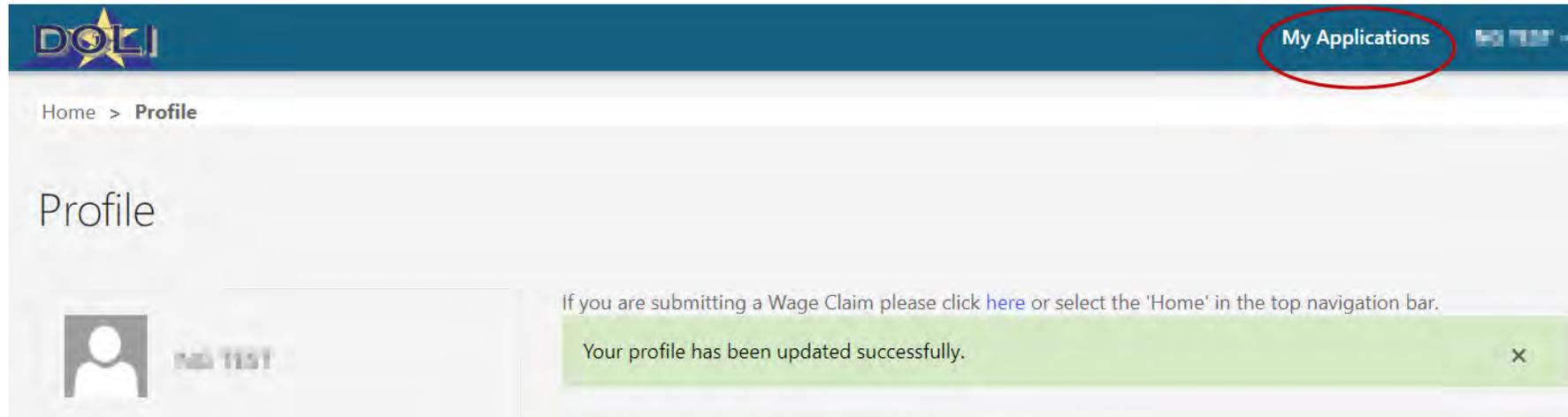
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Lead Application Process

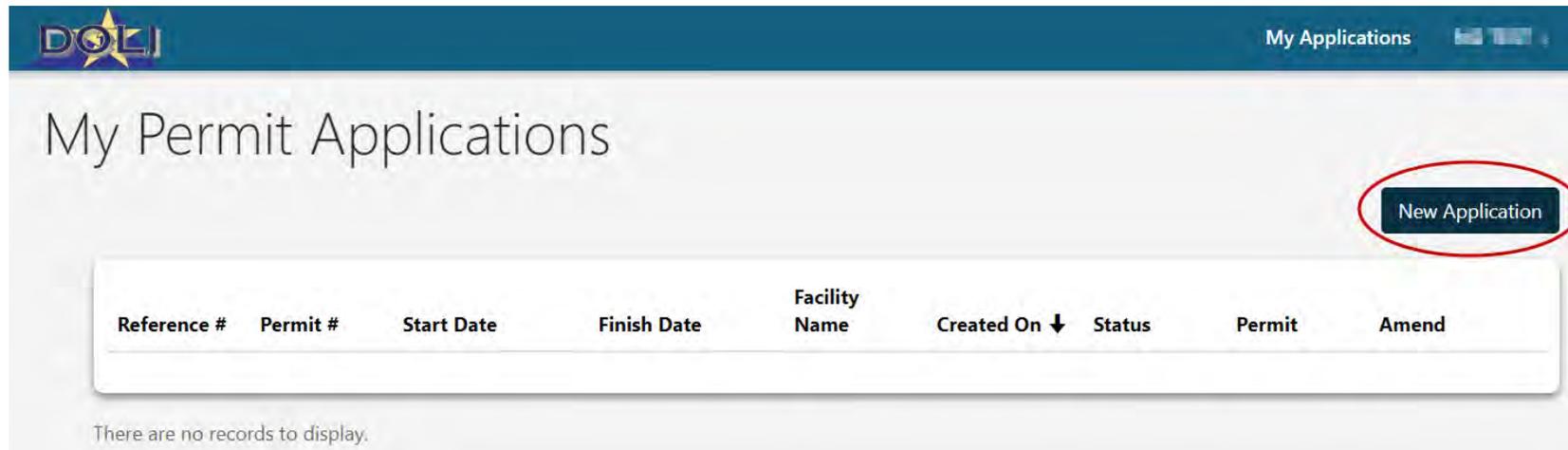
1. After completing account registration process, click 'My Applications'





Application Process

2. 'My Permit Applications' page displays all existing applications under the profile.
 - Click 'New Application'



My Applications

My Permit Applications

[New Application](#)

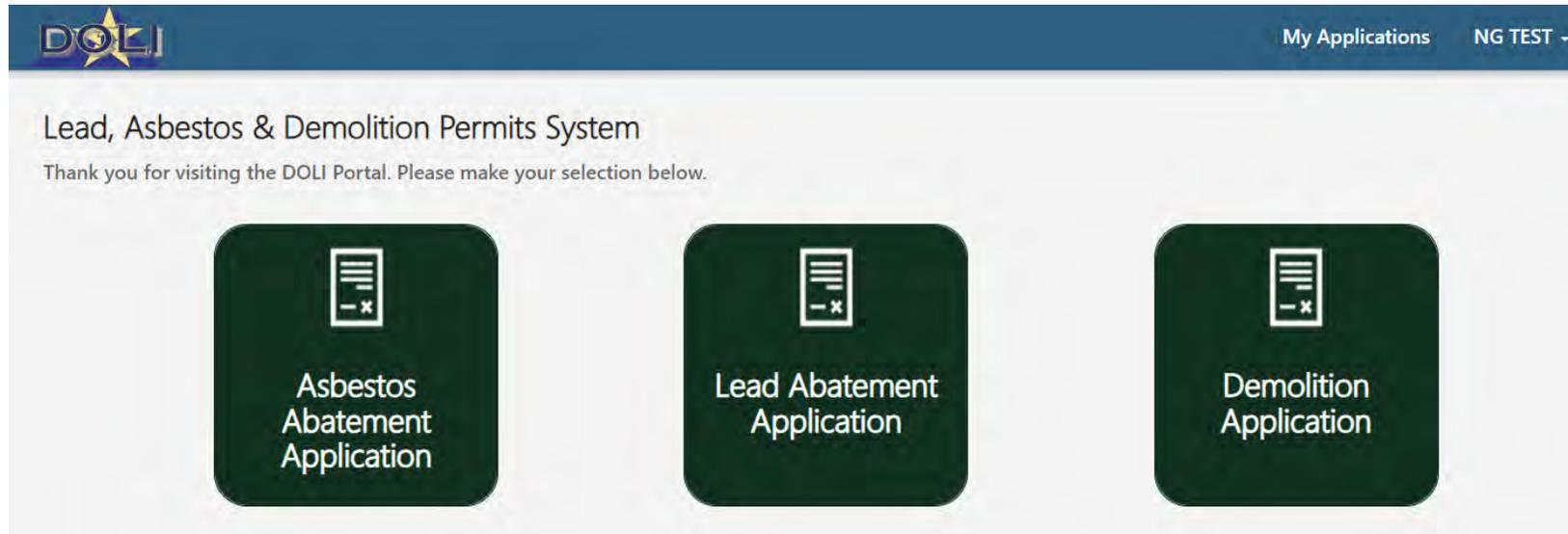
Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On ↓	Status	Permit	Amend
-------------	----------	------------	-------------	---------------	--------------	--------	--------	-------

There are no records to display.



Application Process

3. Upon click of 'New Application', available application types will display.
 - Note: Available application types are dependent on the profile 'Relationship Type'
 - Select 'Asbestos Abatement Application'





Application Process

4. Complete all Asbestos Qualifying Question's

- Click 'Submit'
- Note: Pop-up will appear if application is not required based on answers

Qualification

Is this a residential property?

No

Is the material being abated non-friable roofing, flooring or siding?^①

No

Is the asbestos to be abated 10 linear feet and/or 10 square feet or more?

Yes



Application Process

- Complete all fields on 'Facility' page
 - Click 'Next'

LAPS Permits Reference No: 8001574

Save & Close Cancel Draft

LAPS Permit Form

- Project Type
- Facility**
- Procedures
- ACM to be Removed
- Certification
- Summary

Facility

Facility Owner *

Street 1 *

Street 2

City *

State *

Postal Code *

Contact *

Contact Phone *

Application Fee

\$0.00

Need Help?

Contact us at (804) 786-9865 or LAPSAdmin@doli.virginia.gov

Facility Details

Facility Name *

Same as the facility owner address

Street 1 *

Street 2

City/County *

State *

Zip Code *

Site Description ⓘ

Number of Floors

Building Size ⓘ

Building Age ⓘ

Present Use *

Prior Use *

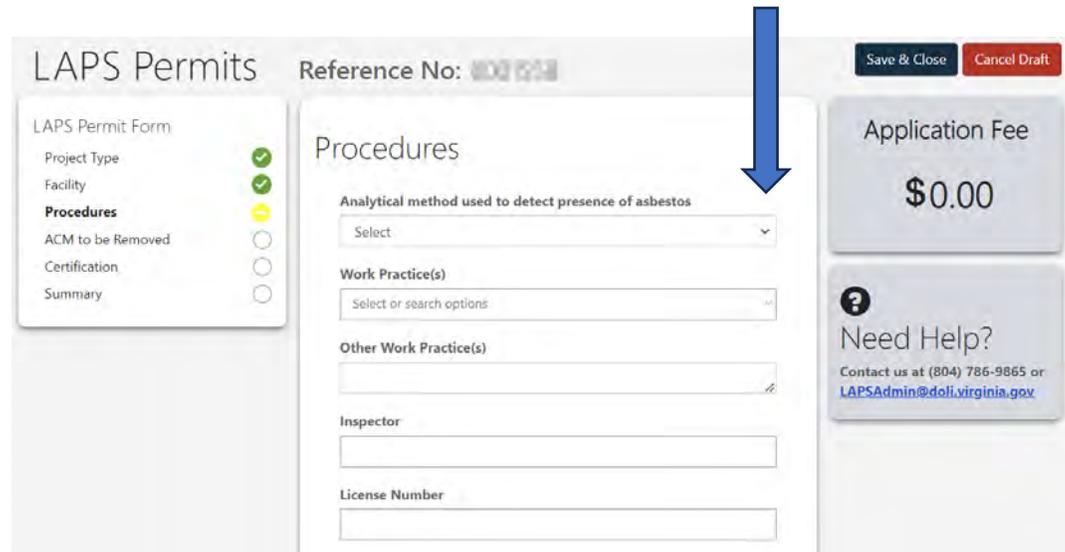
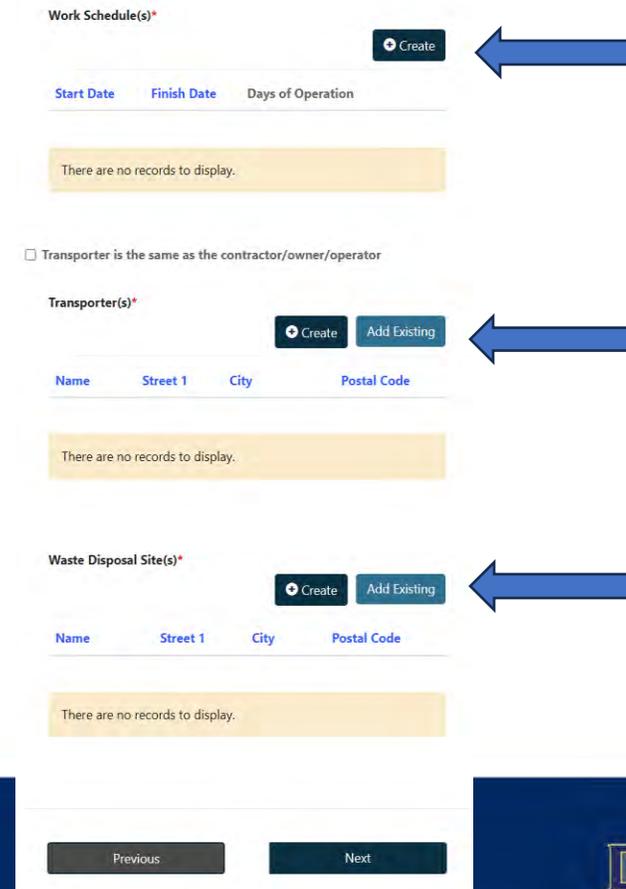
Previous Next



Application Process

4. Complete all fields on 'Procedures' page

- Click 'Create' to add a 'Work Schedule'
- Click 'Create' or 'Add Existing' to add 'Transporters' and 'Waste Disposal Sites'
- Click 'Next'

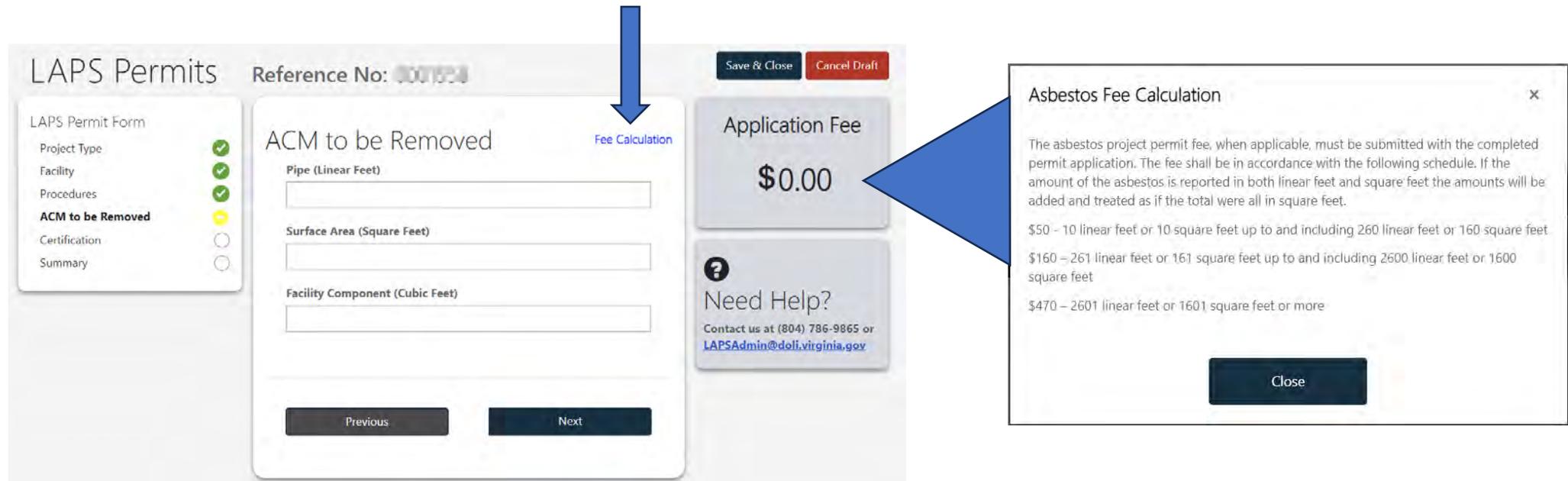





Application Process

4. Enter amount(s) on 'ACM to be Removed' page

- Note: Entry required in minimum of one field to calculate application fee
- Click 'Next'

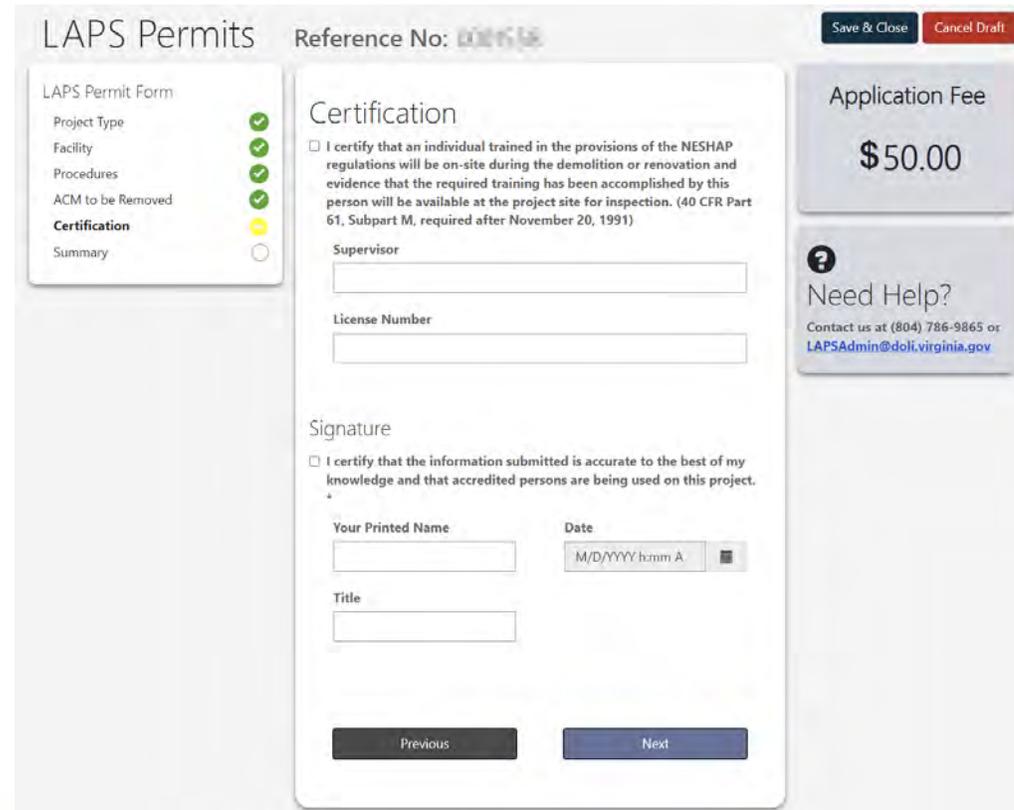


The screenshot displays the 'LAPS Permits' application interface. On the left, a sidebar lists the application steps: Project Type, Facility, Procedures, **ACM to be Removed**, Certification, and Summary. The 'ACM to be Removed' step is highlighted with a yellow circle. The main form area is titled 'ACM to be Removed' and contains three input fields: 'Pipe (Linear Feet)', 'Surface Area (Square Feet)', and 'Facility Component (Cubic Feet)'. A blue arrow points to the 'Fee Calculation' link next to the 'ACM to be Removed' title. To the right, the 'Application Fee' is displayed as '\$0.00'. Below this, there is a 'Need Help?' section with contact information: '(804) 786-9865 or LAPSAdmin@doli.virginia.gov'. A 'Close' button is visible at the bottom of the 'Need Help?' section. A blue arrow points from the '\$0.00' application fee to a pop-up window titled 'Asbestos Fee Calculation'. The pop-up window contains the following text: 'The asbestos project permit fee, when applicable, must be submitted with the completed permit application. The fee shall be in accordance with the following schedule. If the amount of the asbestos is reported in both linear feet and square feet the amounts will be added and treated as if the total were all in square feet. \$50 - 10 linear feet or 10 square feet up to and including 260 linear feet or 160 square feet \$160 - 261 linear feet or 161 square feet up to and including 2600 linear feet or 1600 square feet \$470 - 2601 linear feet or 1601 square feet or more'. A 'Close' button is located at the bottom of the pop-up window.



Application Process

4. Complete all required fields on 'Certification' page
 - Click 'Next'

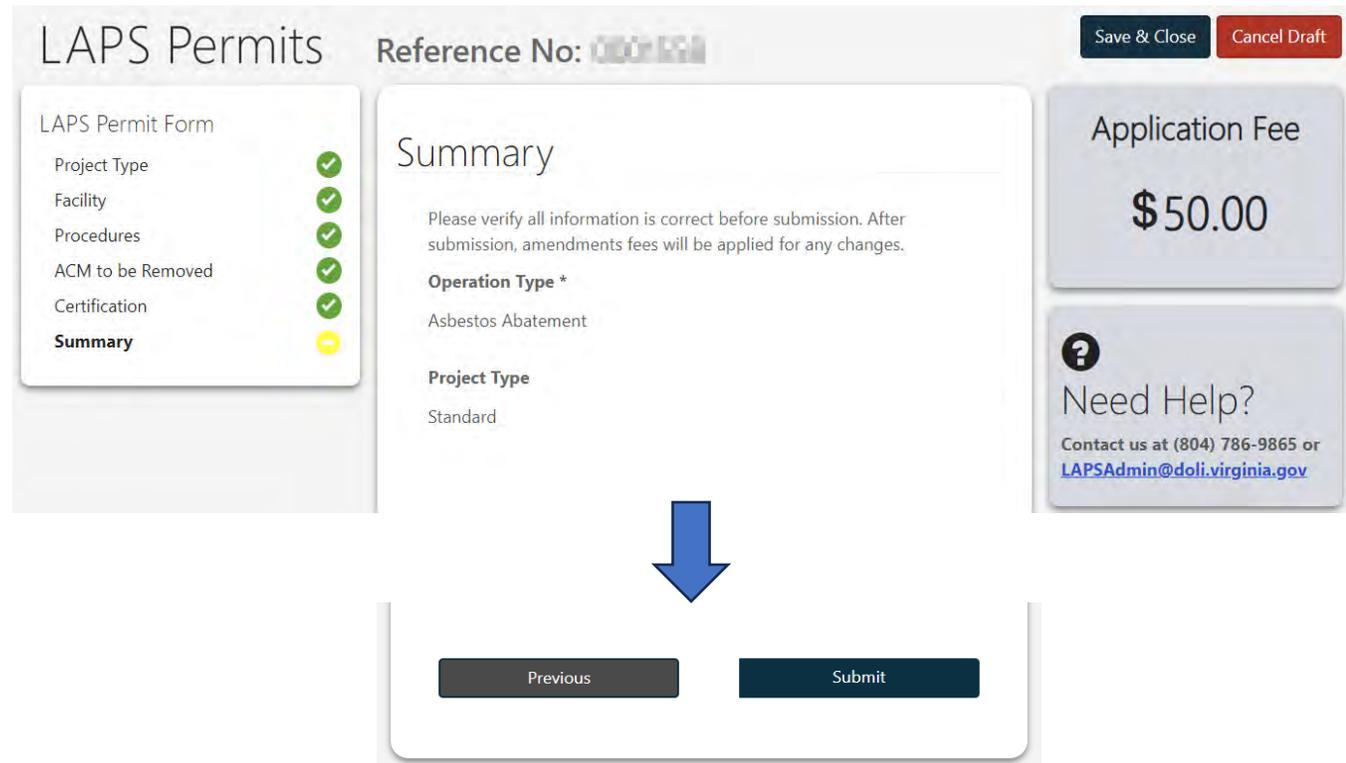


The screenshot shows the 'LAPS Permits' application interface. At the top, it displays 'Reference No: 002538' and buttons for 'Save & Close' and 'Cancel Draft'. On the left, a sidebar lists the application steps: 'LAPS Permit Form', 'Project Type', 'Facility', 'Procedures', 'ACM to be Removed', 'Certification', and 'Summary'. The 'Certification' step is currently active, indicated by a yellow circle. The main content area is titled 'Certification' and contains a checkbox for certifying that an individual trained in NESHAP regulations will be on-site. Below this are input fields for 'Supervisor' and 'License Number'. A 'Signature' section follows, with a checkbox for certifying the accuracy of the information, and input fields for 'Your Printed Name', 'Date' (with a date picker), and 'Title'. At the bottom are 'Previous' and 'Next' navigation buttons. On the right side, there is a box for 'Application Fee' of '\$50.00' and a 'Need Help?' section with contact information: '(804) 786-9865 or LAPSAdmin@dol.virginia.gov'.



Application Process

- 4. Review 'Summary' page
 - Click 'Submit'

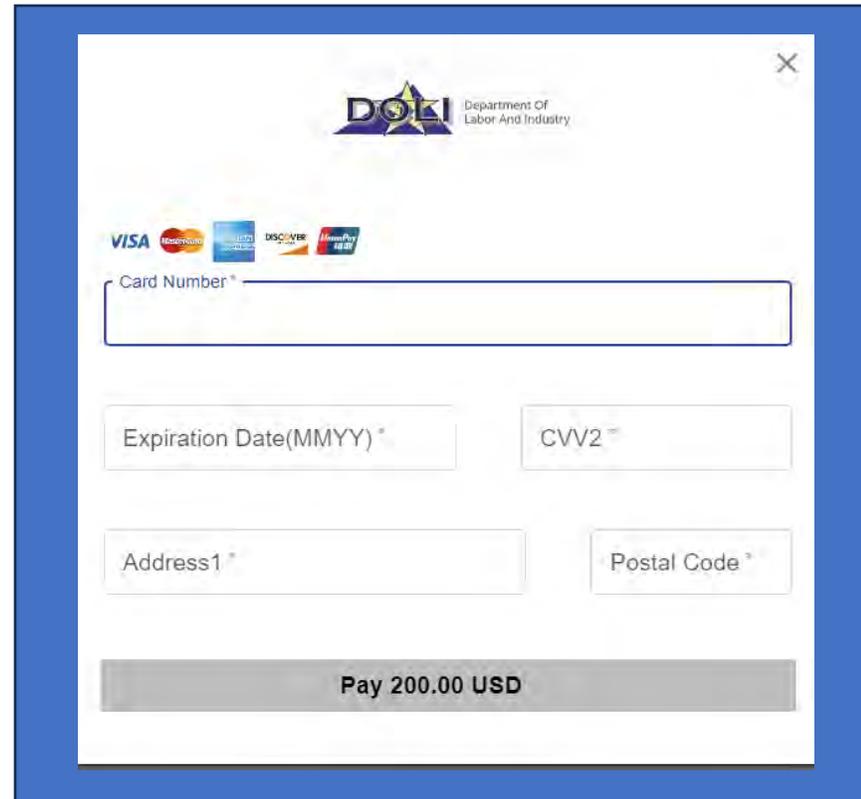


The screenshot shows the 'LAPS Permits' application interface. At the top, it displays 'Reference No: 08001234' and two buttons: 'Save & Close' and 'Cancel Draft'. On the left, a sidebar titled 'LAPS Permit Form' lists several sections with status indicators: 'Project Type' (green check), 'Facility' (green check), 'Procedures' (green check), 'ACM to be Removed' (green check), 'Certification' (green check), and 'Summary' (yellow circle with a question mark). The main content area is titled 'Summary' and contains a warning message: 'Please verify all information is correct before submission. After submission, amendments fees will be applied for any changes.' Below this, it shows 'Operation Type *' as 'Asbestos Abatement' and 'Project Type' as 'Standard'. To the right, there are two boxes: 'Application Fee' for '\$50.00' and a 'Need Help?' section with contact information: '(804) 786-9865 or LAPSAdmin@doli.virginia.gov'. At the bottom, a blue arrow points down to a navigation bar with 'Previous' and 'Submit' buttons.



Application Process

4. Complete application payment information
 - Click 'Pay' button



The screenshot shows a payment form with the following fields and elements:

- Logo: DOLI Department Of Labor And Industry
- Payment Method Logos: VISA, MasterCard, American Express, DISCOVER, and PayPal
- Card Number * (input field)
- Expiration Date(MMYY) * (input field)
- CVV2 * (input field)
- Address1 * (input field)
- Postal Code * (input field)
- Pay 200.00 USD (button)



Application Process

4. After payment processes the permit will be available for download
 - To download permit, click the download icon below the Permit column

My Permit Applications New Application

Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On	Status ↑	Permit	Amend
[REDACTED]	[REDACTED]			Test	9/23/2024 1:30 PM	Approved	↓	✎
[REDACTED]	[REDACTED]			Test	9/20/2024 3:26 PM	Approved	↓	✎





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DOLI Quick Start – Portal Guide for Lead Application Process



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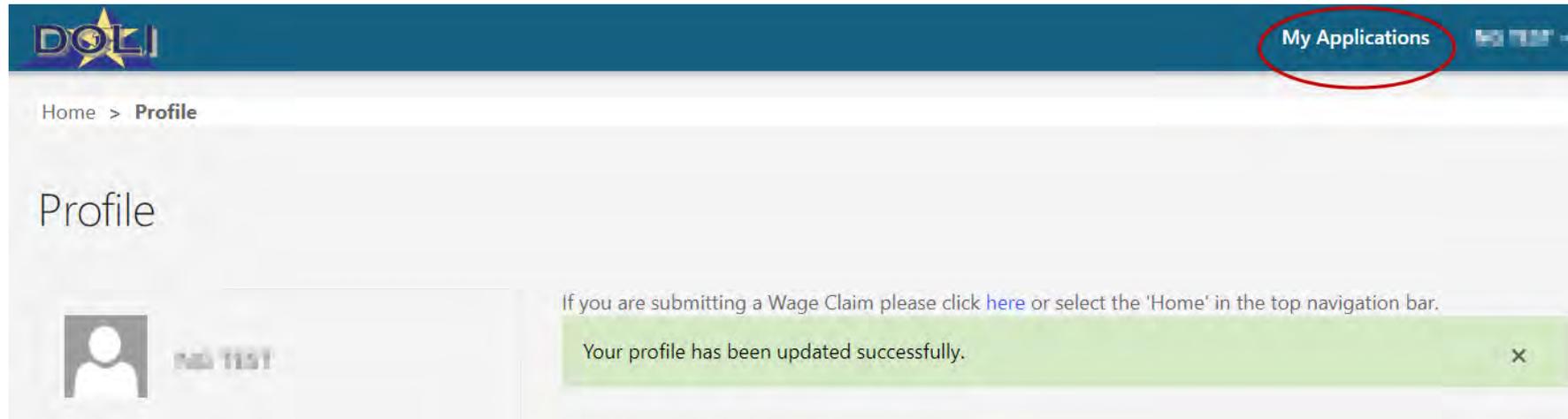
VA-DOLI





Lead Application Process

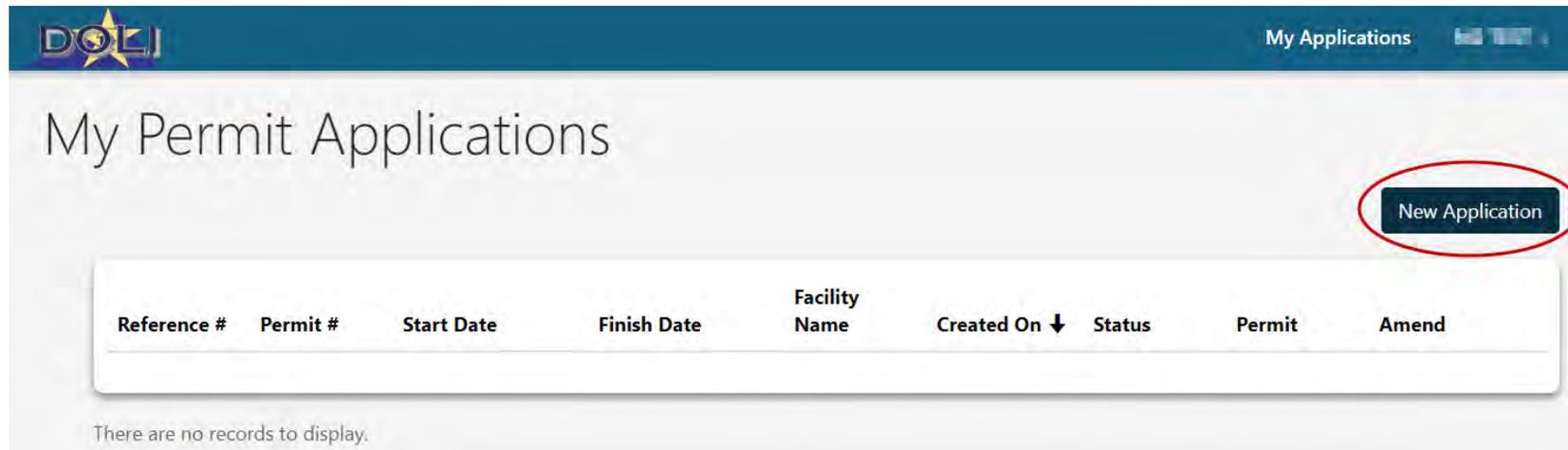
1. After completing account registration process, click 'My Applications'





Application Process

2. 'My Permit Applications' page displays all existing applications under the profile.
 - Click 'New Application'



My Applications

My Permit Applications

[New Application](#)

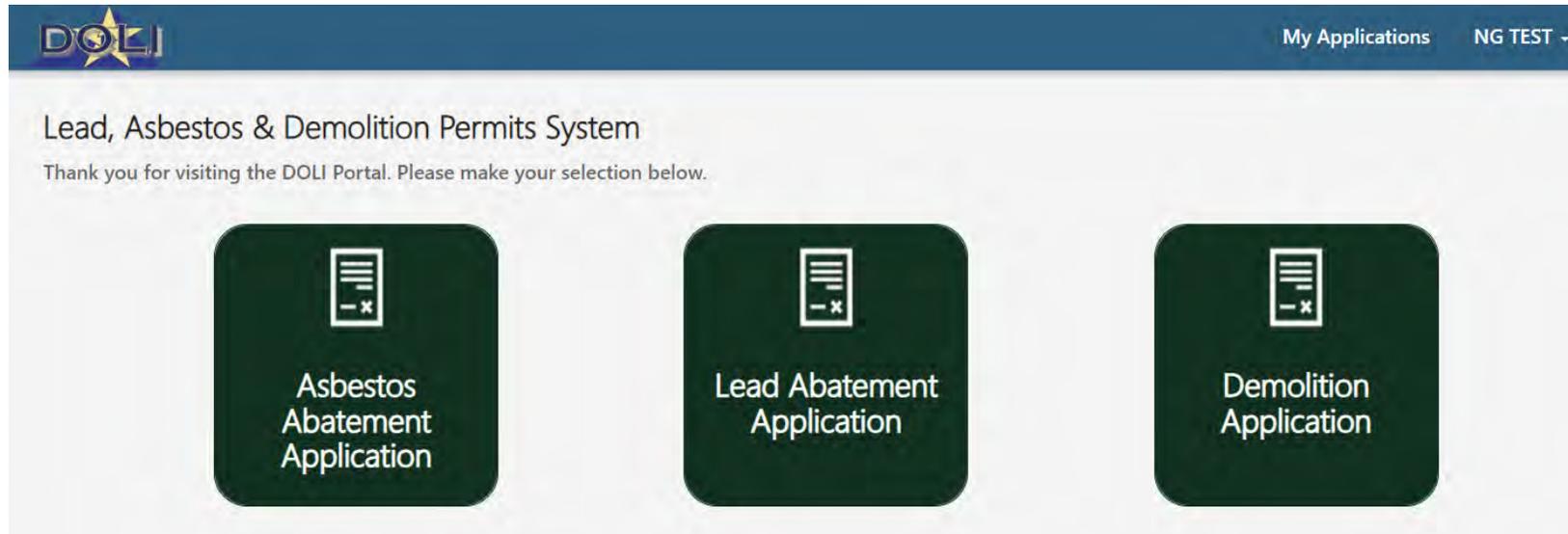
Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On ↓	Status	Permit	Amend
-------------	----------	------------	-------------	---------------	--------------	--------	--------	-------

There are no records to display.



Application Process

3. Upon click of 'New Application', available application types will display.
 - Note: Available application types are dependent on the profile 'Relationship Type'
 - Select 'Lead Abatement Application'





Application Process

4. Complete all Lead Qualifying Question's

- Click 'Submit'
- Note: Pop-up will appear if application is not required based on answers

Qualification

Is this a child occupied facility? ⓘ *

Yes

Is the property residential with 4 or fewer units?

No

Submit



Application Process

4. The newly created draft application will display with a Reference Number.
 - Complete all fields on 'Project Type' page
 - Click 'Next' to save and proceed to next page of application form
 - Note: All required fields are indicated by a red *

LAPS Permits
Reference No: 0001556
Save & Close Cancel Draft

LAPS Permit Form

- Project Type** ●
- Facility ○
- Procedures ○
- Lead Based Paint Affected ○
- Certification ○
- Summary And Payments ○

Regulation Concerning Certified Lead Contractors Notification, Lead Project Permits and Permit Fees: [FCBMS \(16VAC25-35\)\(virginia.gov\)](#).

Project Type

Select ▼

Government Ordered Ⓢ

No Yes

Is this project an emergency?

No Yes

Contractor

Contractor *

License Number *

Contact *

Contact Phone *

Contract Details

Contract Document

[Choose File](#) No file selected

Contract Price [Fee Calculation](#)

[Next](#)

Application Fee

\$0

Need Help?

Contact us at (804) 786-9865 or LAPSAdmin@doli.virginia.gov

Lead Fee Calculation ✕

Written notification of any lead project shall be made to the department. The lead project permit fee must be submitted with the completed permit application. The lead project fee shall be in accordance with the following schedule.

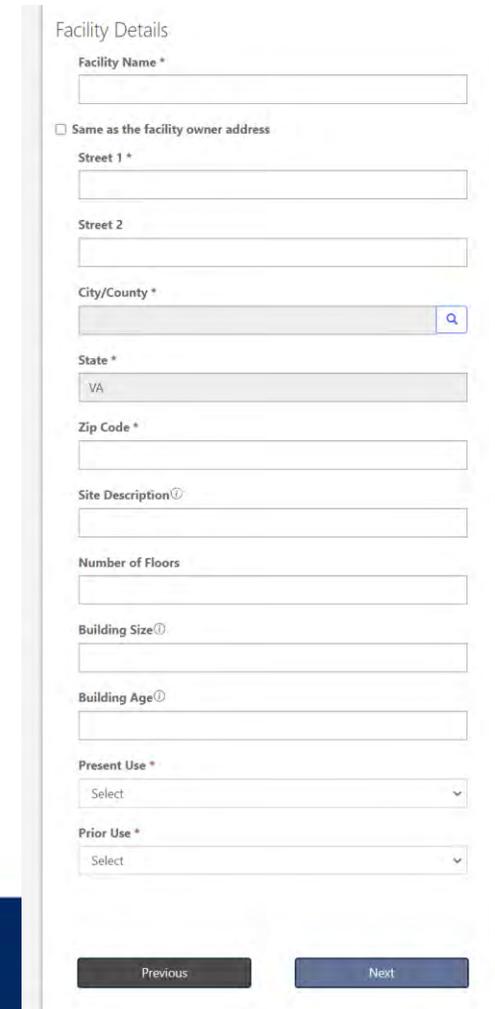
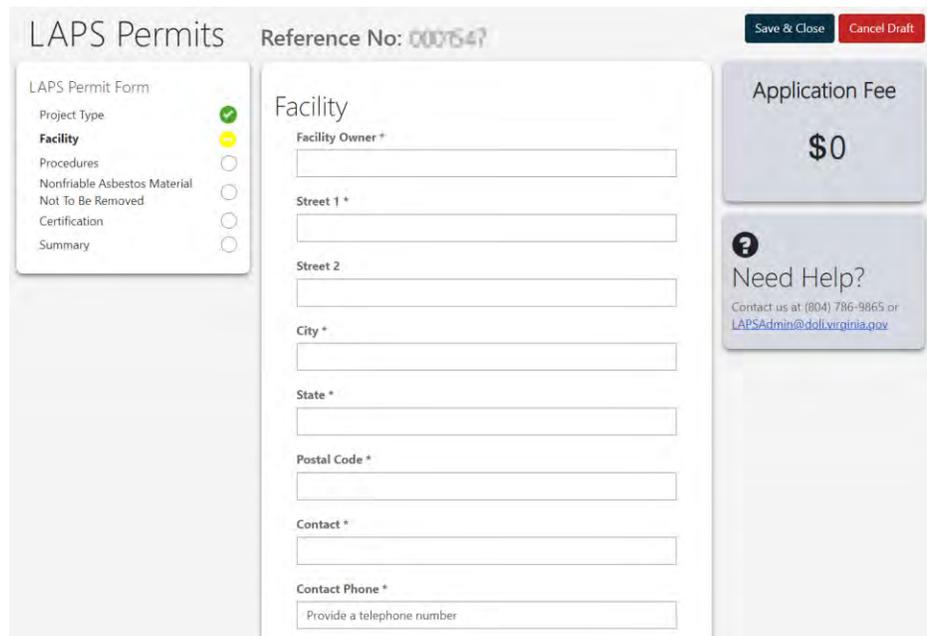
The greater of \$100 or 1% of the contract price, with the maximum of \$500. Include a copy of the contract showing the dollar amount for this project.

[Close](#)



Application Process

- 4. Complete all fields on 'Facility' page
 - Click 'Next'

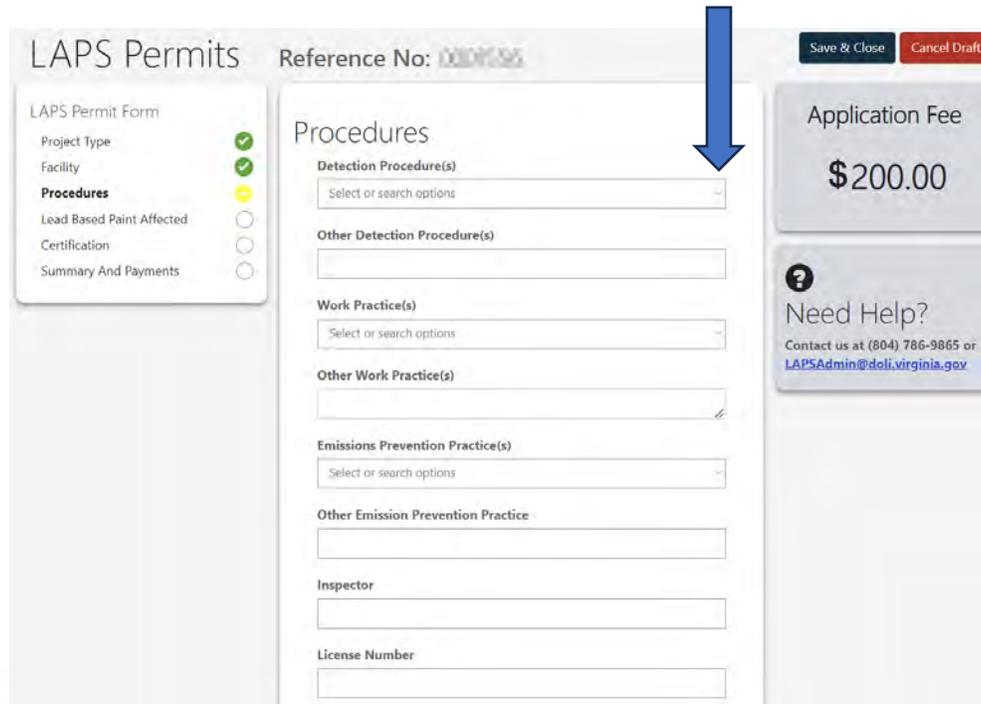
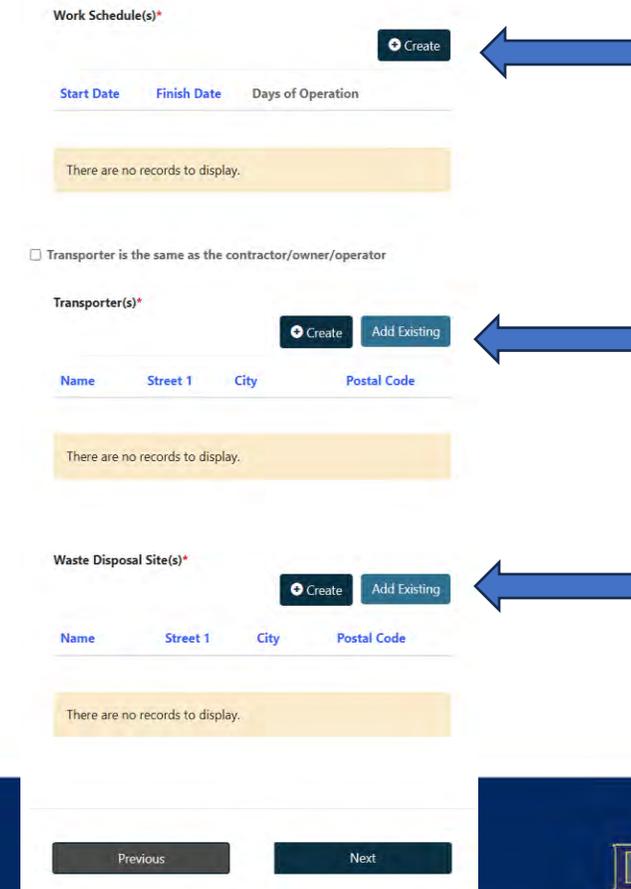




Application Process

4. Complete all fields on 'Procedures' page

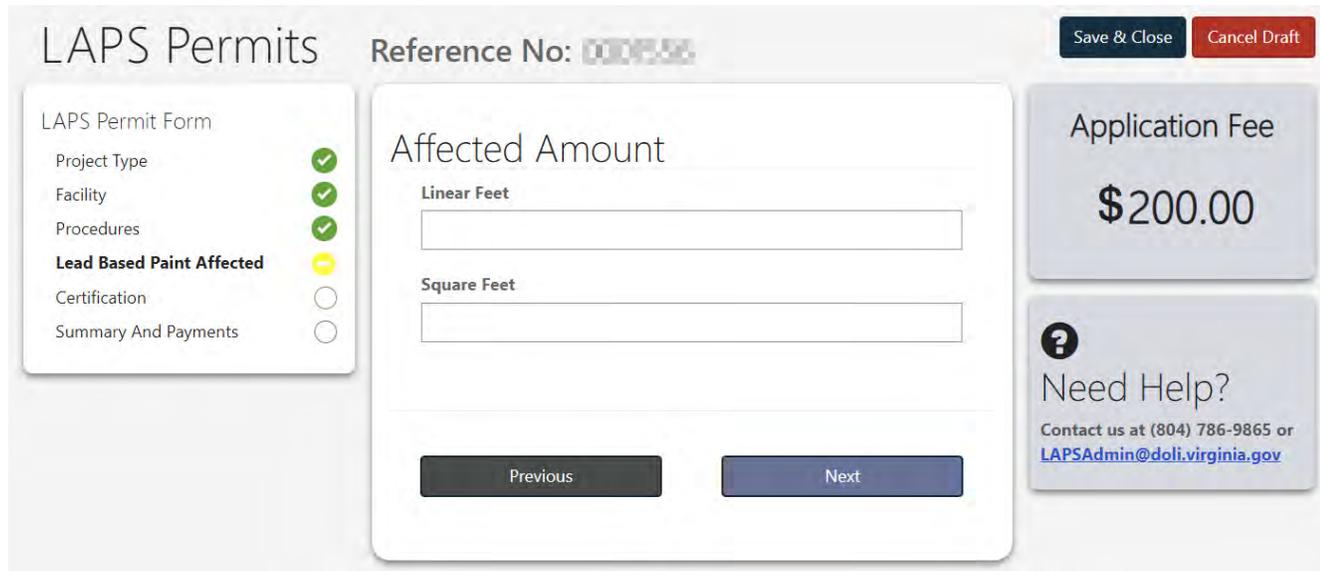
- Click 'Create' to add a 'Work Schedule'
- Click 'Create' or 'Add Existing' to add 'Transporters' and 'Waste Disposal Sites'
- Click 'Next'



Application Process

4. Answer question on 'Affected Amount' page
 - Note: Entry required in either 'Linear Feet' or 'Square Feet'
 - Click 'Next'



LAPS Permits Reference No: 0000558

Save & Close Cancel Draft

LAPS Permit Form

- Project Type
- Facility
- Procedures
- Lead Based Paint Affected**
- Certification
- Summary And Payments

Affected Amount

Linear Feet

Square Feet

Previous Next

Application Fee
\$200.00

? Need Help?
Contact us at (804) 786-9865 or
LAPSAdmin@doli.virginia.gov



Application Process

4. Complete all required fields on 'Certification' page
 - Click 'Next'

LAPS Permits Reference No: 0001556 Save & Close Cancel Draft

LAPS Permit Form

- Project Type
- Facility
- Procedures
- Lead Based Paint Affected
- Certification**
- Summary And Payments

Certification

I certify that an individual trained in the provisions of the Department of Professional and Occupational Regulation (DPOR) requirements for licensure will be on-site during the abatement/renovation and evidence that the required training has been accomplished by this person will be available at the project site for inspection. *

Supervisor

License Number

Signature

I certify that the information submitted is accurate to the best of my knowledge and that accredited persons are being used on this project. *

Name Date

Title

Previous Next

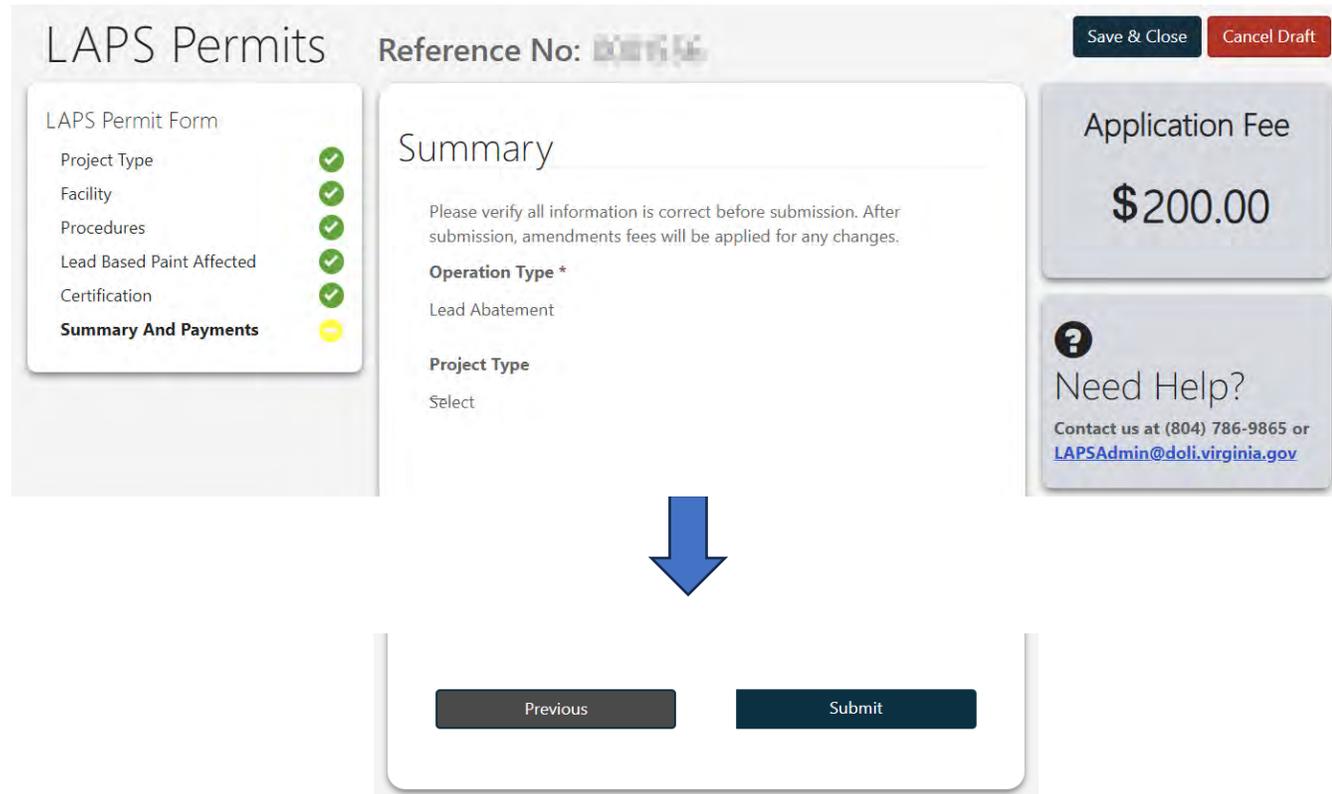
Application Fee
\$200.00

? Need Help?
Contact us at (804) 786-9865 or LAPSAdmin@doli.virginia.gov



Application Process

- 4. Review 'Summary' page
 - Click 'Submit'



LAPS Permits Reference No: 20200105 046

Save & Close Cancel Draft

LAPS Permit Form

- Project Type ✓
- Facility ✓
- Procedures ✓
- Lead Based Paint Affected ✓
- Certification ✓
- Summary And Payments** ⚠

Summary

Please verify all information is correct before submission. After submission, amendments fees will be applied for any changes.

Operation Type *
Lead Abatement

Project Type
Select

Application Fee
\$200.00

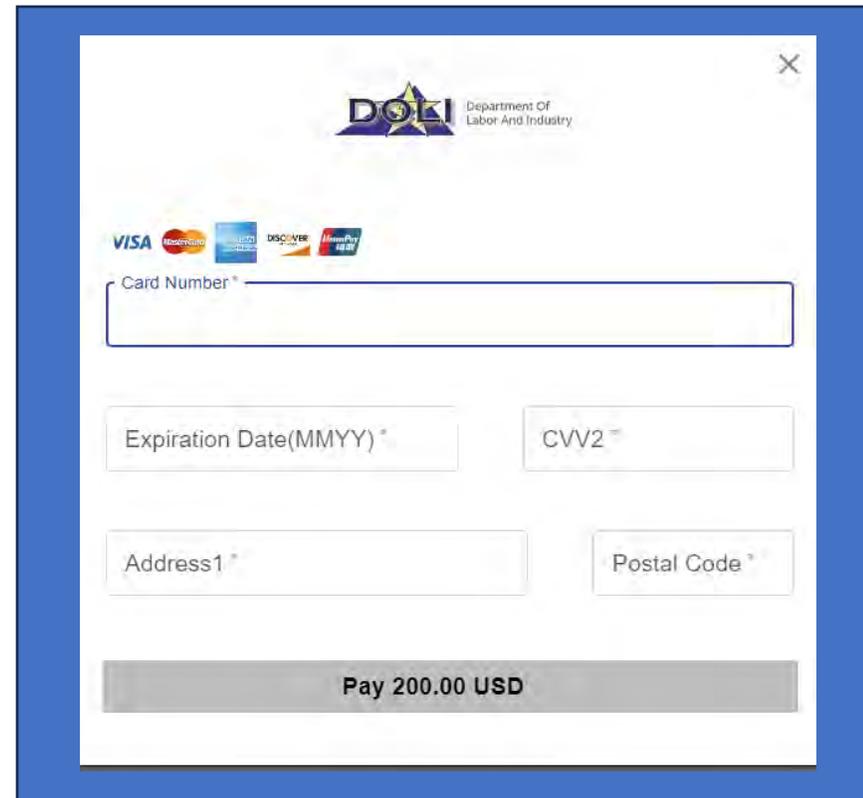
Need Help?
Contact us at (804) 786-9865 or LAPSAdmin@doli.virginia.gov

Previous Submit



Application Process

4. Complete application payment information
 - Click 'Pay'



The screenshot shows a payment form with the following fields and elements:

- Logo: DOLI Department Of Labor And Industry
- Accepted Payment Methods: VISA, MasterCard, American Express, DISCOVER, and PayPal.
- Card Number * (input field)
- Expiration Date(MMYY) * (input field)
- CVV2 * (input field)
- Address1 * (input field)
- Postal Code * (input field)
- Pay 200.00 USD (button)



Application Process

4. After payment processes the permit will be available for download.
 - To download permit, click the download icon below the Permit column

My Permit Applications New Application

Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On	Status ↑	Permit	Amend
██████	██████			Test	9/23/2024 1:30 PM	Approved	↓	✎
██████	██████			Test	9/20/2024 3:26 PM	Approved	↓	✎





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DOLI Quick Start – Portal Guide for Demolition Application Process



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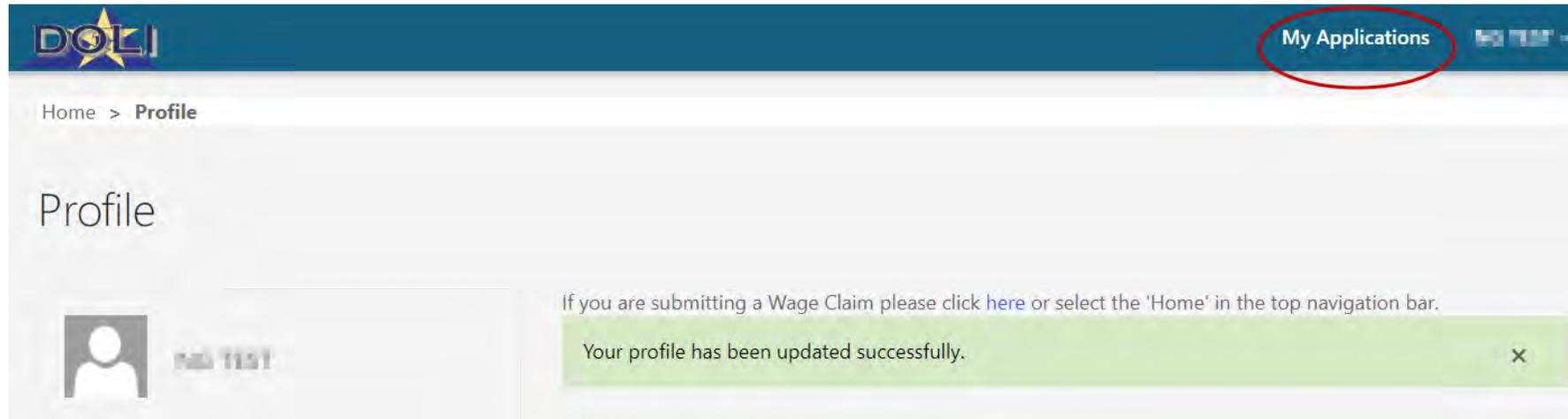
VA-DOLI





Demolition Application Process

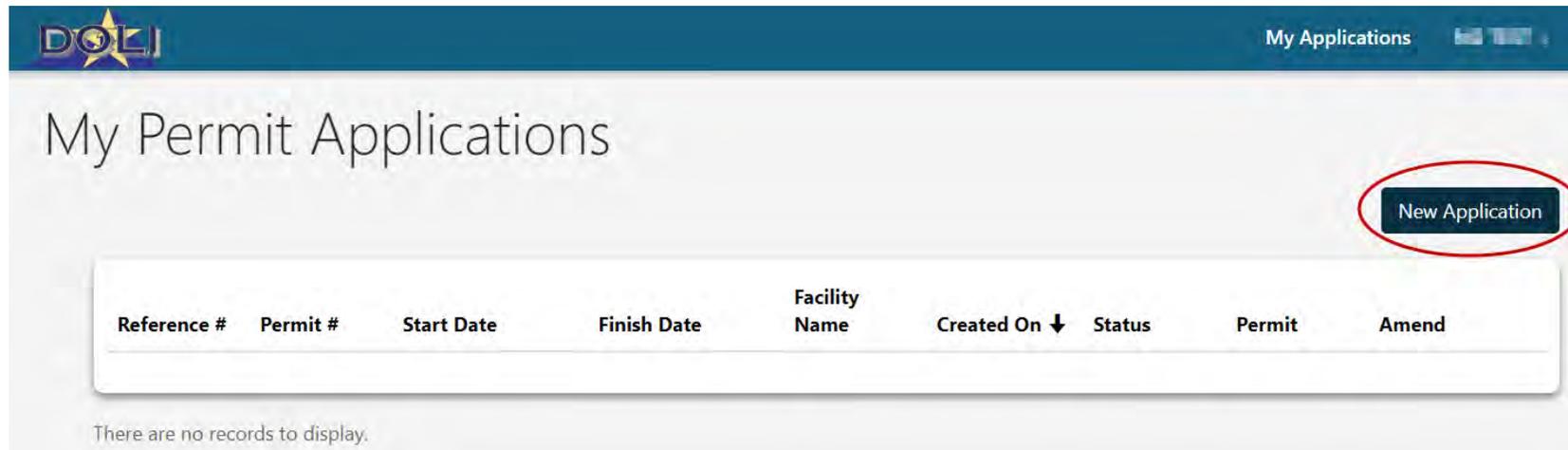
1. After completing account registration process, click 'My Applications'





Application Process

2. 'My Permit Applications' page displays all existing applications under the profile.
 - Click 'New Application'



My Applications

My Permit Applications

[New Application](#)

Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On ↓	Status	Permit	Amend
-------------	----------	------------	-------------	---------------	--------------	--------	--------	-------

There are no records to display.



Application Process

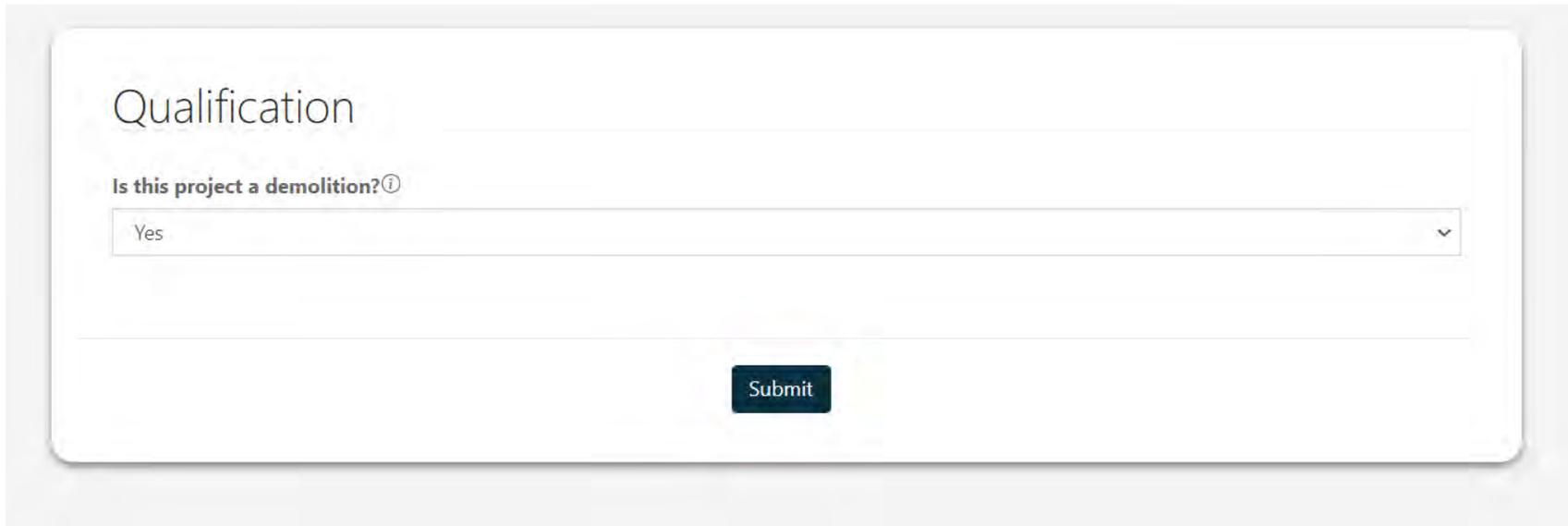
3. Upon click of 'New Application', available application types will display.
 - Note: Available application types are dependent on the profile 'Relationship Type'
 - Select 'Demolition Application'





Application Process

4. Select 'Yes' to Demolition Qualifying Question
 - Click 'Submit'



Qualification

Is this project a demolition?ⁱ

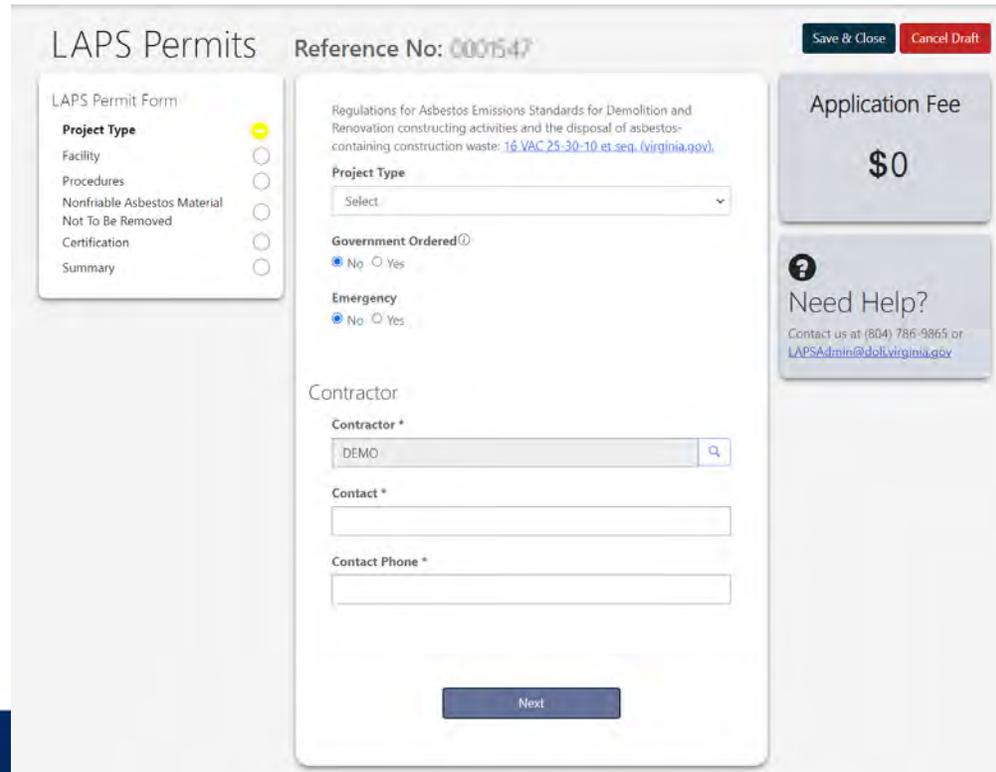
Yes

Submit



Application Process

4. The newly created draft application will display with a Reference Number.
- Complete all fields on 'Project Type' page
 - Click 'Next' to save and proceed to next page of application form
 - Note: All required fields are indicated by a red *



LAPS Permits Reference No: 0001547

Save & Close Cancel Draft

LAPS Permit Form

- Project Type
- Facility
- Procedures
- Nonfriable Asbestos Material
- Not To Be Removed
- Certification
- Summary

Regulations for Asbestos Emissions Standards for Demolition and Renovation constructing activities and the disposal of asbestos-containing construction waste: [16 VAC 25.30-10 et seq. \(virginia.gov\)](#).

Project Type
Select

Government Ordered No Yes

Emergency No Yes

Contractor

Contractor *
DEMO

Contact *

Contact Phone *

Next

Application Fee
\$0

Need Help?
Contact us at (804) 786-9865 or LAPSAAdmin@doli.virginia.gov



Application Process

4. Complete all fields on 'Facility' page
 - Click 'Next'

LAPS Permits Reference No: 0007647 Save & Close Cancel Draft

LAPS Permit Form

- Project Type
- Facility**
- Procedures
- Nonfriable Asbestos Material Not To Be Removed
- Certification
- Summary

Facility

Facility Owner *

Street 1 *

Street 2

City *

State *

Postal Code *

Contact *

Contact Phone *

Provide a telephone number

Application Fee

\$0

? Need Help?

Contact us at (804) 786-9865 or LAPSAdmin@doli.virginia.gov

Facility Details

Facility Name *

Same as the facility owner address

Street 1 *

Street 2

City/County *

State *

Zip Code *

Site Description

Number of Floors

Building Size

Building Age

Present Use *

Prior Use *

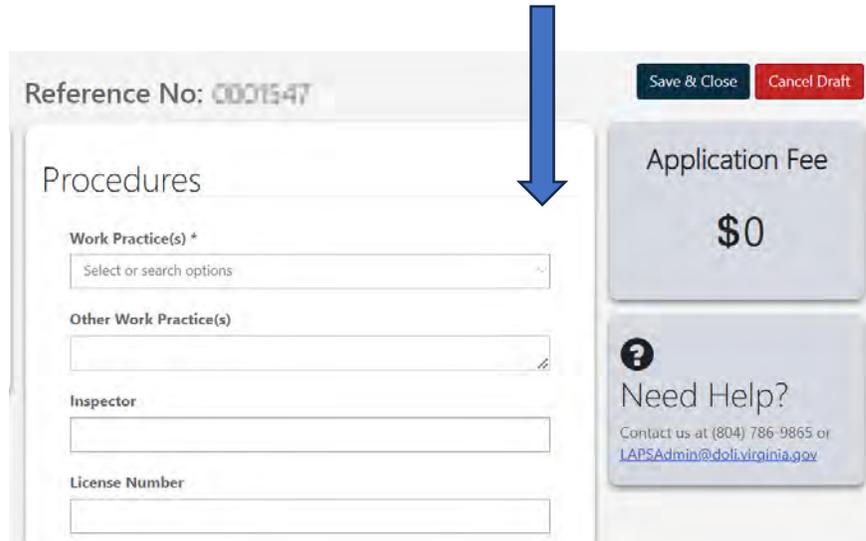
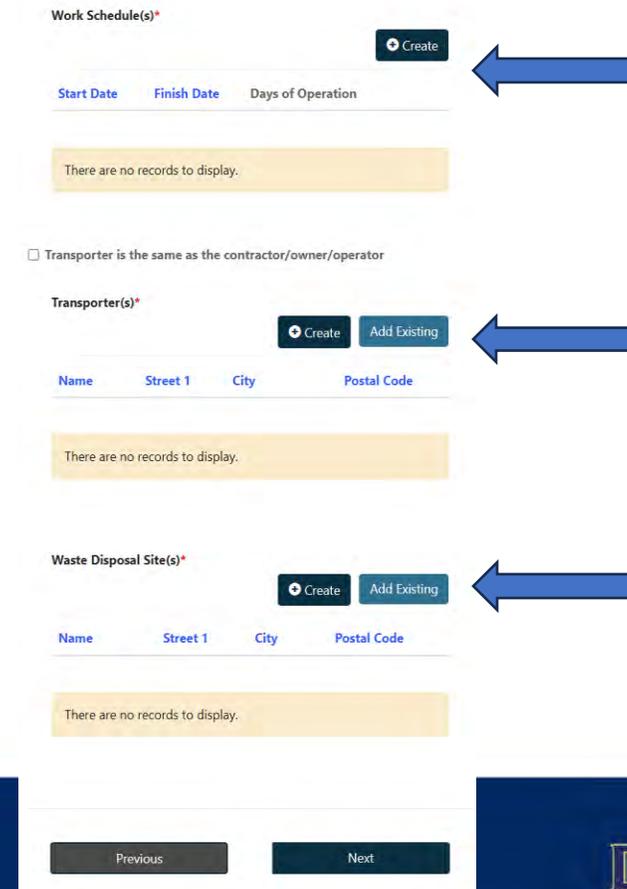
Previous Next



Application Process

4. Complete all fields on 'Procedures' page

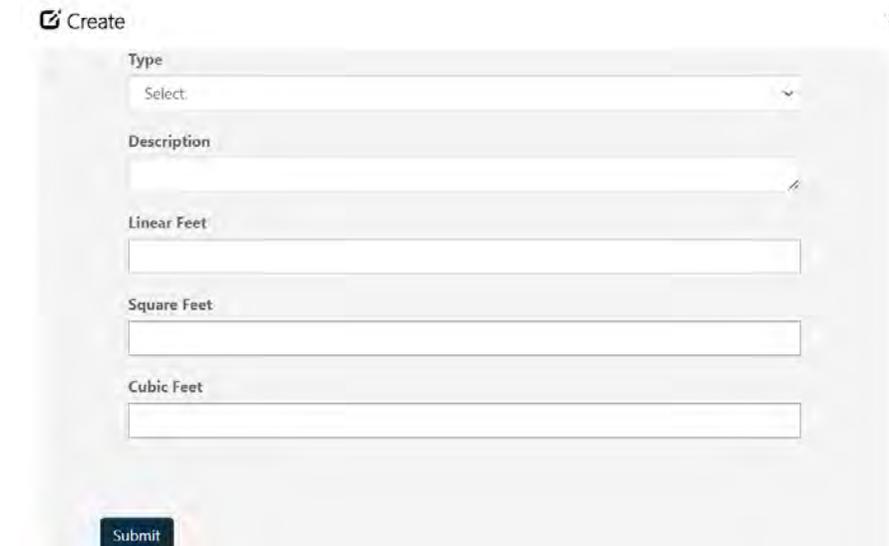
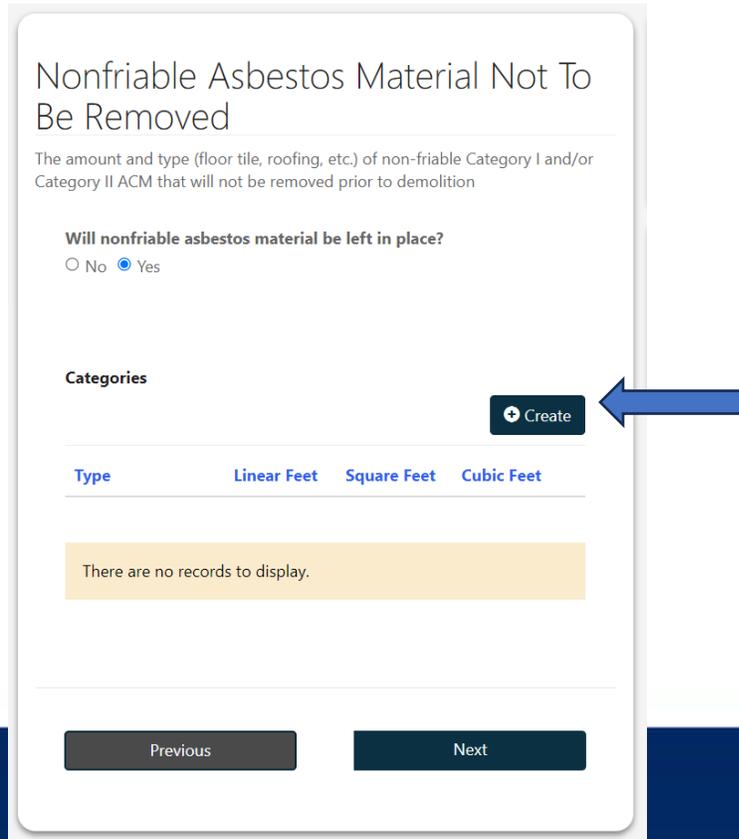
- Click 'Create' to add a 'Work Schedule'
- Click 'Create' or 'Add Existing' to add 'Transporters' and 'Waste Disposal Sites'
- Click 'Next'



Application Process

4. Answer question on 'Nonfriable Asbestos Material Not To Be Removed' page
 - If 'No', click 'Next'
 - If 'Yes', click 'Create' to complete form on type of material that will not be removed
 - Click 'Submit' to save form
 - Click 'Next'





Application Process

4. Complete all required fields on 'Certification' page
 - Click 'Next'

Certification

I certify that an individual trained in the provisions of the NESHAP regulations will be on-site during the demolition or renovation and evidence that the required training has been accomplished by this person will be available at the project site for inspection. (40 CFR Part 61, Subpart M, required after November 20, 1991) *

Supervisor *

License Number

Signature

I certify that the information submitted is accurate to the best of my knowledge and that accredited persons are being used on this project. *

Name *	Date
<input type="text"/>	<input type="text" value="M/D/YYYY h:mm A"/> 
Title *	
<input type="text"/>	

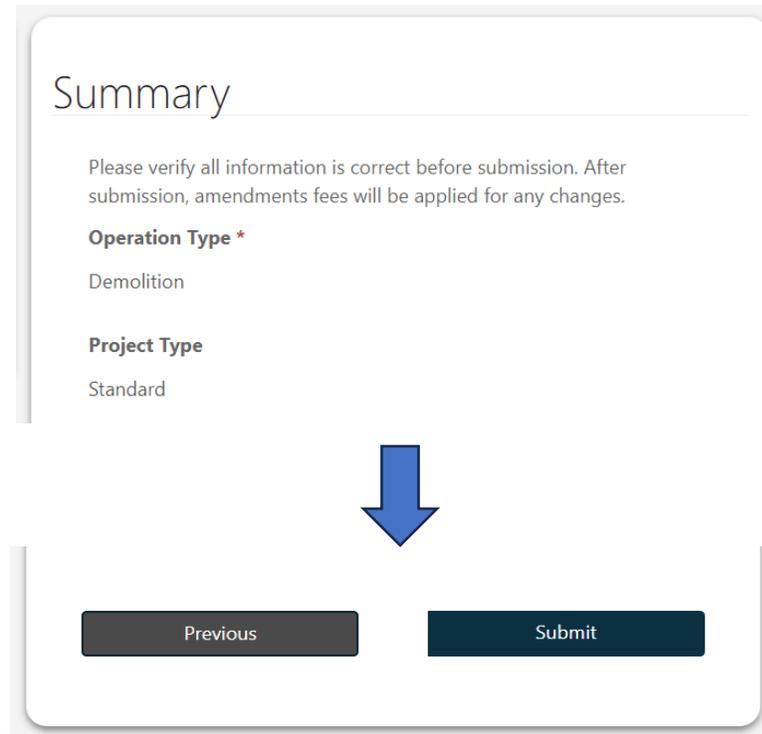
Previous Next



Application Process

4. Review 'Summary' page

- Click 'Submit'
- Note: No application fee required for Demolition applications



Summary

Please verify all information is correct before submission. After submission, amendments fees will be applied for any changes.

Operation Type *
Demolition

Project Type
Standard

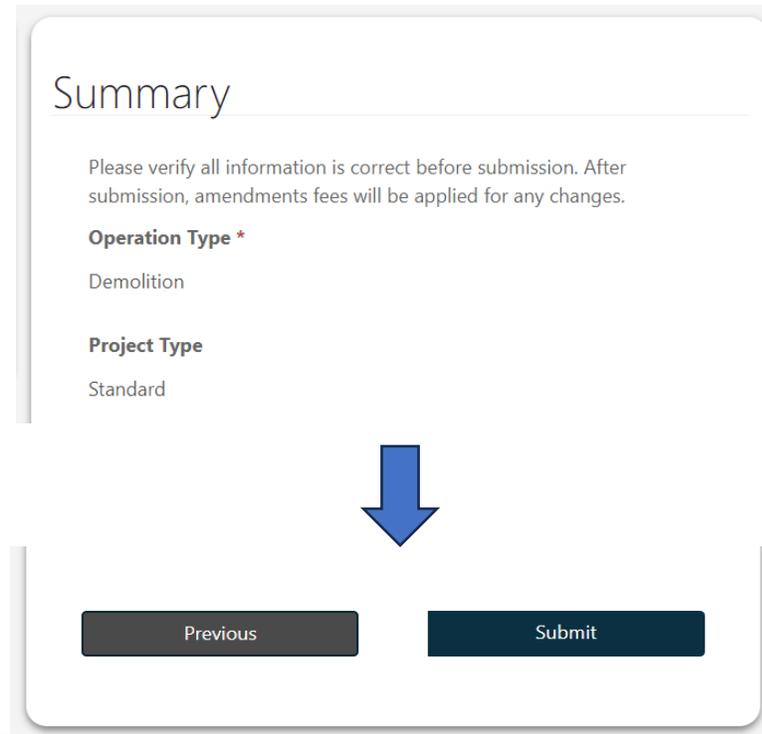
Previous Submit



Application Process

4. Review 'Summary' page

- Click 'Submit'
- Note: No application fee required for Demolition applications



Summary

Please verify all information is correct before submission. After submission, amendments fees will be applied for any changes.

Operation Type *
Demolition

Project Type
Standard

Previous Submit



Application Process

4. After submission, the permit will be available for download.
 - To download permit, click the download icon below the Permit column



Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On	Status ↑	Permit	Amend
000000	00000000			Test	1/11/2024 1:30 PM	Approved	↓	✎
000000	00000000			Test	5/20/2024 3:26 PM	Approved	↓	✎



Department of
Labor and Industry

DOLI Quick Start – LAPS Application Portal Guide for Permit Cancellations and Refund Requests



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VA_LABORINDUSTRY



VIRGINIADOLI



VA-DOLI





Cancellation Process

1. When a user would like to have a refund on their application, the user must first cancel the application:

- User must identify which application will need to be cancelled.
- User selects the 'Amend' icon.

My Permit Applications

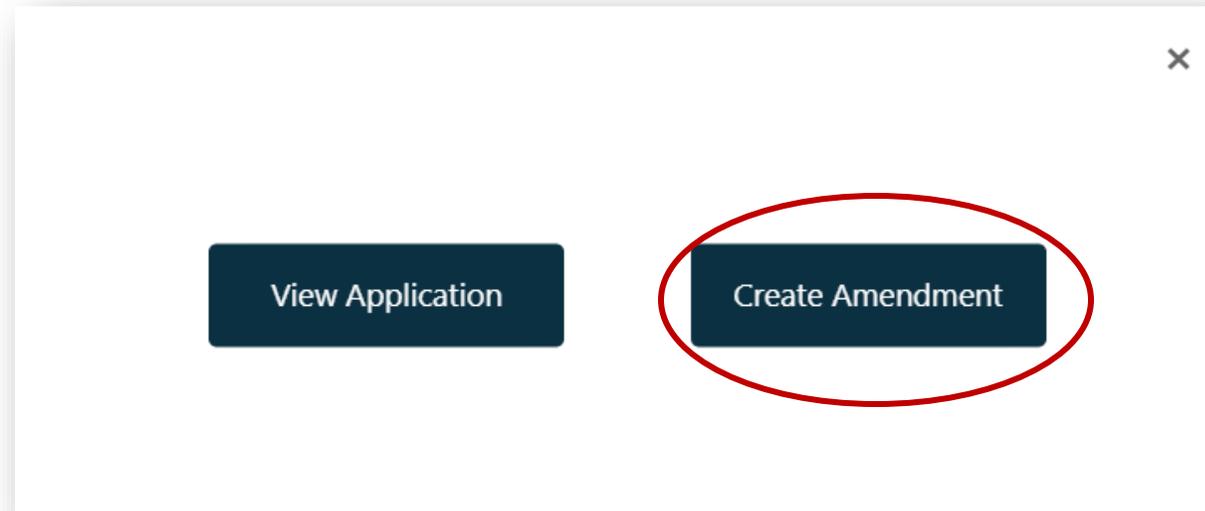
[New Application](#)

Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On ↓	Status	Permit	Amend
0001418	VALD000191			Property Owner	9/4/2024 8:08 AM	Approved 	↓	



Cancellation Process

2. After the user selects the 'Amend' icon, a pop-up window displays:
 - User selects 'Create Amendment' button

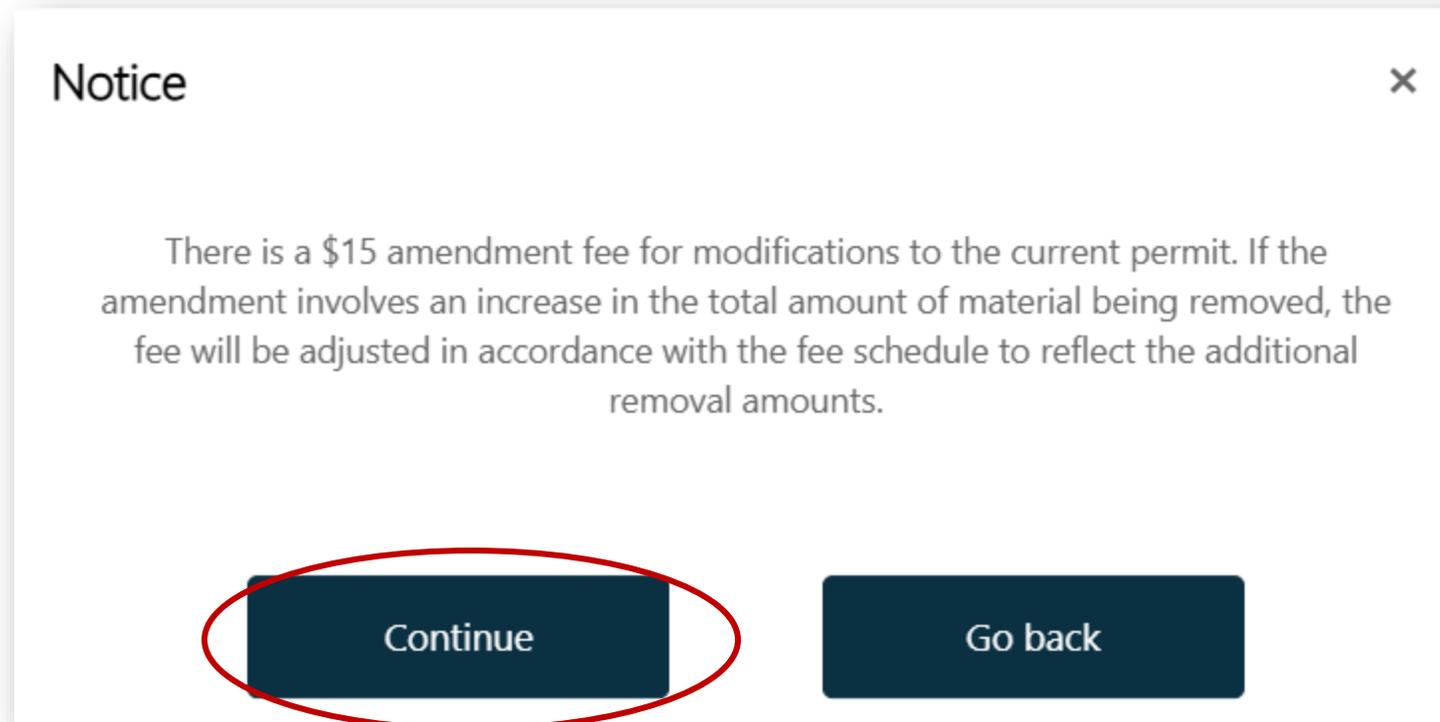




Cancellation Process

3. After selecting the 'Create Amendment' button:

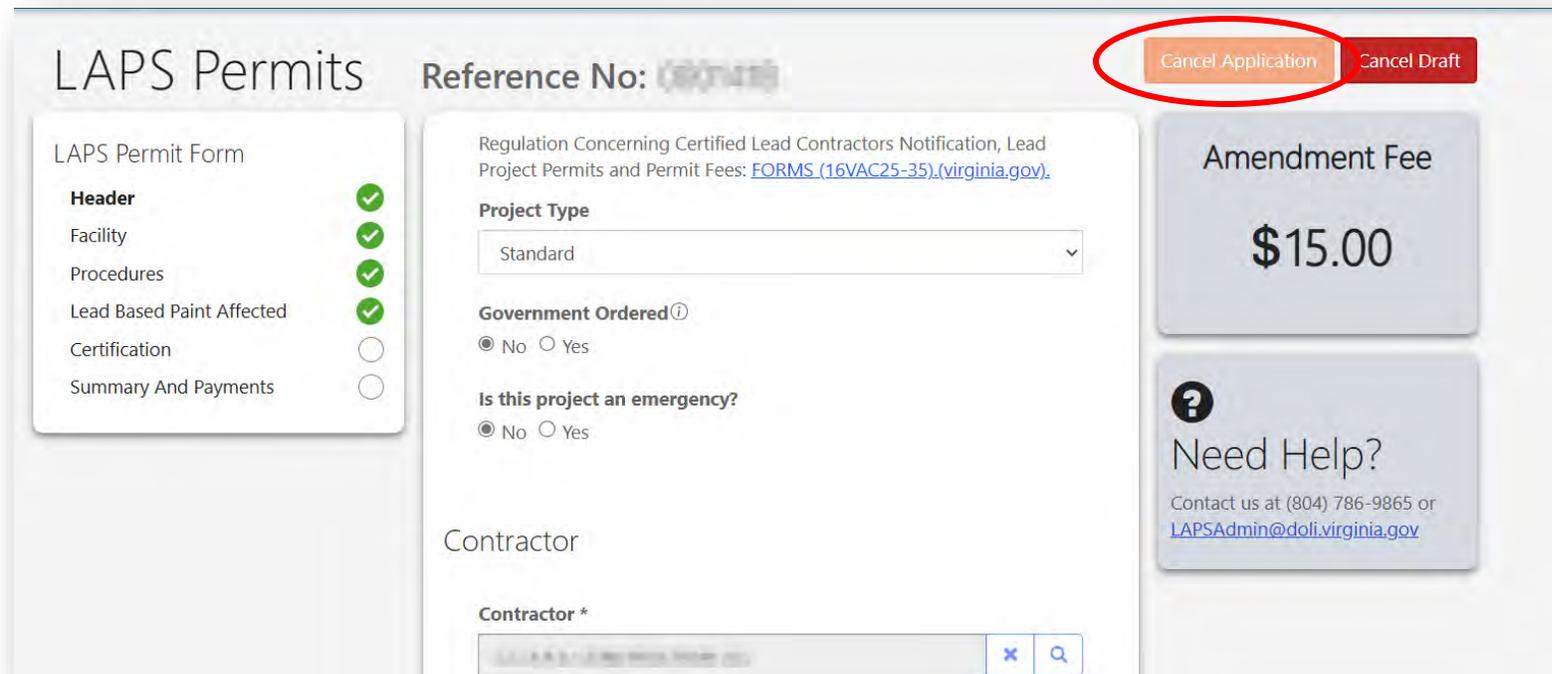
- A pop-up notice window displays stating the amendment fee and other conditions, user selects 'Continue' to proceed





Cancellation Process

4. After clicking the 'Continue' button,
- The user should see their desired application.
 - Then the user selects the 'Cancel Application' button to pay the cancellation fee.

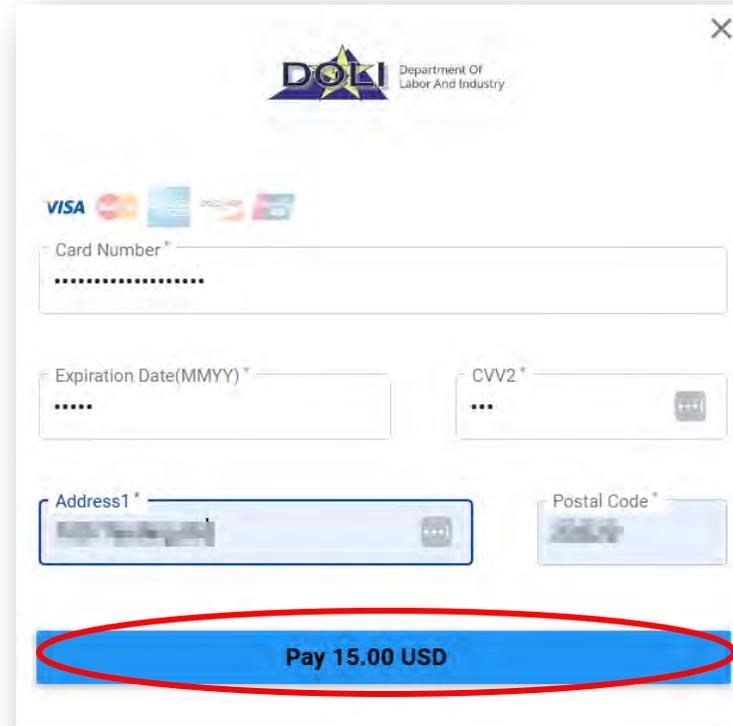


The screenshot shows the 'LAPS Permits' application interface. At the top right, there are two buttons: 'Cancel Application' (highlighted with a red circle) and 'Cancel Draft'. The main form area is divided into three columns. The left column, titled 'LAPS Permit Form', lists several sections with status indicators: 'Header' (green checkmark), 'Facility' (green checkmark), 'Procedures' (green checkmark), 'Lead Based Paint Affected' (green checkmark), 'Certification' (white circle), and 'Summary And Payments' (white circle). The middle column, titled 'Reference No: (807148)', contains a link to 'Regulation Concerning Certified Lead Contractors Notification, Lead Project Permits and Permit Fees: FORMS (16VAC25-35), (virginia.gov)', a 'Project Type' dropdown menu set to 'Standard', 'Government Ordered' radio buttons (selected 'No'), and 'Is this project an emergency?' radio buttons (selected 'No'). Below this is a 'Contractor' field with a search box. The right column shows an 'Amendment Fee' of '\$15.00' and a 'Need Help?' section with contact information: '(804) 786-9865 or LAPSAdmin@doli.virginia.gov'.



Cancellation Process

5. After selecting the 'Cancel Application' button,
 - Displays the payment pop-up window for the user to enter their Credit/Debit Card information.
 - After entering the payment information, user selects the 'Pay 15. USD' to submit payment.



The screenshot shows a payment pop-up window with the following fields and elements:

- Logo: DOLI Department Of Labor And Industry
- Payment Method: VISA, Mastercard, American Express, Discover, and other logos.
- Card Number*: A text input field with a masked value (dots).
- Expiration Date(MMYY)*: A text input field with a masked value (dots).
- CVV2*: A text input field with a masked value (dots) and a small icon.
- Address1*: A text input field with a masked value (dots) and a small icon.
- Postal Code*: A text input field with a masked value (dots).
- Payment Button: A blue button labeled "Pay 15.00 USD" is highlighted with a red oval.



Cancellation Process

6. Once the user submits their payment, the user is directed back to the 'My Permit Application' screen and the desired applied status has been changed from Approved to Cancelled.

My Permit Applications

[New Application](#)

Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On ↓	Status	Permit	Amend
0001418	VALD000191			Property Owner	9/4/2024 8:08 AM	Cancelled 		 



Refund Process

1. The user identifies which application to receive a refund.
 - Once identified, select the 'Amend' icon.

My Permit Applications

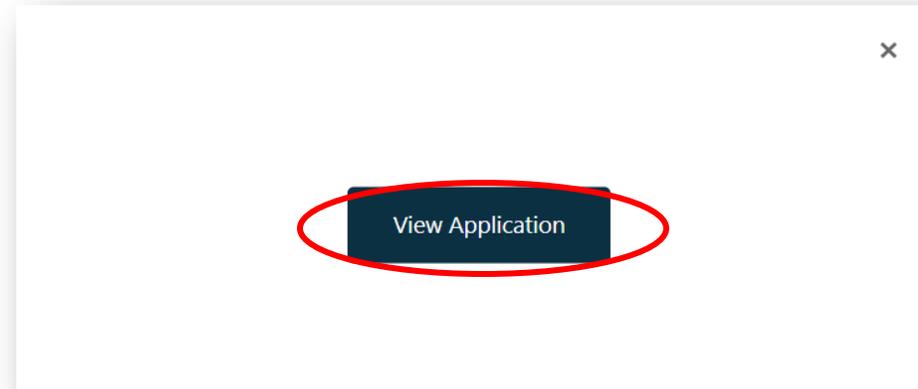
[New Application](#)

Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On ↓	Status	Permit	Amend
0001418	VALD000191			Property Owner	9/4/2024 8:08 AM	Cancelled 		 



Refund Process

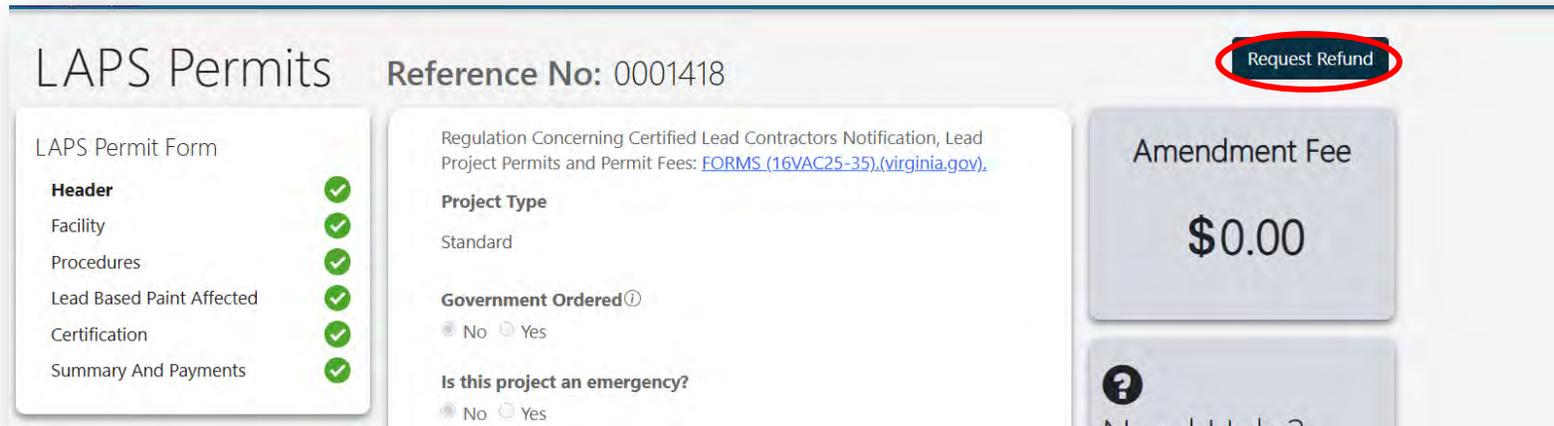
2. After the user selects the 'Amend' icon, a pop-up window displays:
 - User selects 'View Application' button





Refund Process

3. After the user selects the 'Create Amendment' button:
 - Displays the application, the user selects the 'Request Refund' button.

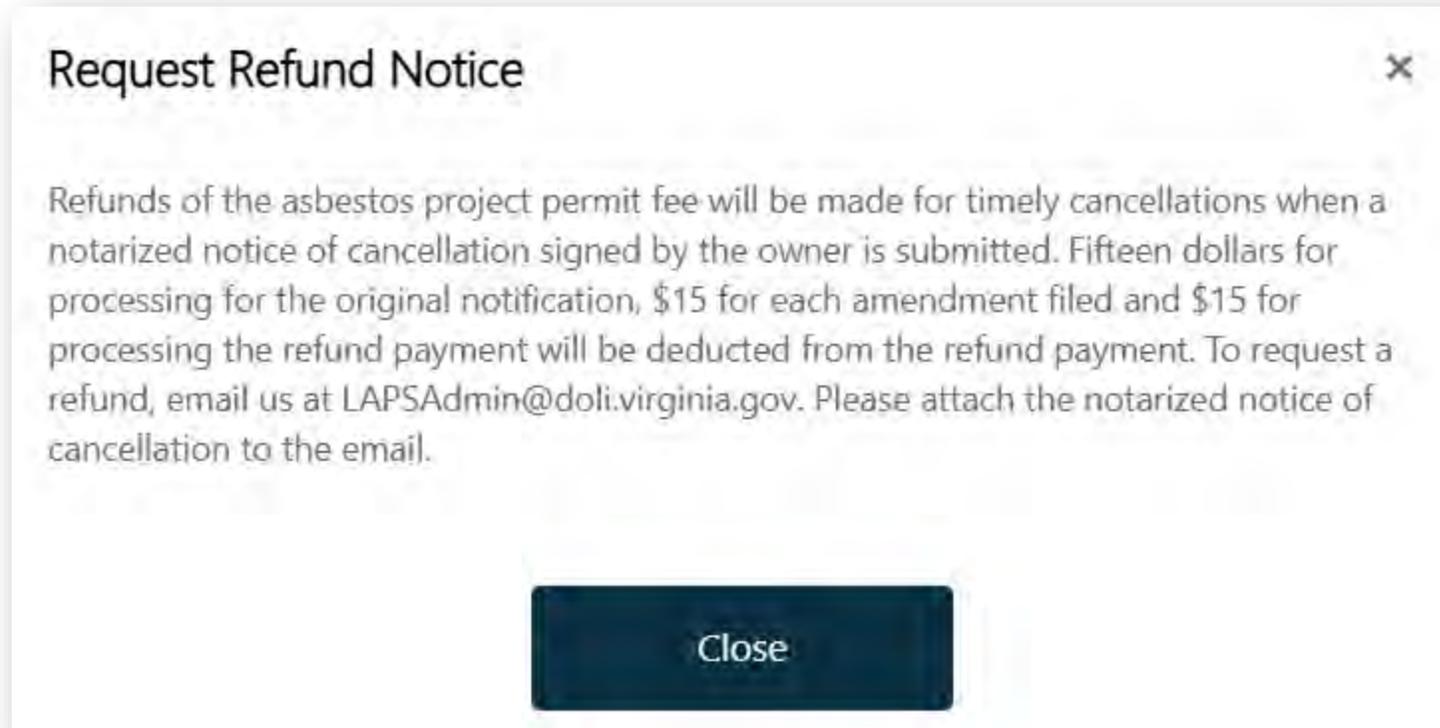


The screenshot shows a web application interface for 'LAPS Permits'. At the top right, there is a 'Request Refund' button circled in red. Below the header, there are several sections: a checklist on the left with green checkmarks, a central form area with fields for 'Project Type' (Standard), 'Government Ordered' (No), and 'Is this project an emergency?' (No), and a right-hand panel showing 'Amendment Fee' as '\$0.00' and a partially visible 'Need Help?' button.



Refund Process

4. After selecting the 'Request Refund' button, a pop-up notice window appears stating the process of receiving a refund.



Request Refund Notice ×

Refunds of the asbestos project permit fee will be made for timely cancellations when a notarized notice of cancellation signed by the owner is submitted. Fifteen dollars for processing for the original notification, \$15 for each amendment filed and \$15 for processing the refund payment will be deducted from the refund payment. To request a refund, email us at LAPSAdmin@doli.virginia.gov. Please attach the notarized notice of cancellation to the email.

Close

Contact Us



804.786.9865



LAPSAAdmin@doli.virginia.gov



Department Of
Labor And Industry

Boiler Safety

Labor Law

VO

