

Permit Application and Notification for Asbestos Removal and Demolition

General Instructions for Filling Out the Form

Type of Notification: Put an “X” in the appropriate box.

Type of Project: Put an “X” in the box that applies to your project.

Facility Owner Information: Enter the name, address and contact information for the owner of the building. If the building owner has designated a person as a contact for the project, list the designated person’s contact information and their affiliation with the building owner.

Asbestos Removal Contractor: Enter the name, address, license number, and contact information for the contractor hired to remove the asbestos-containing material.

Demolition Contractor: Enter the name, address, and contact information for the contractor hired to demolish the building.

Facility Information: Enter the name, address, and city where the building is located. Also needed is the area of the building where the removal will take place, e.g. “roof”, “basement”, “crawl space”, “throughout building”, “room number”, etc. Enter the size of the building in square feet, number of floors in the building, age of the building, present use, and prior use of the building.

Work Schedules: For asbestos removal projects, enter the removal start date and projected finish date. The start date should be the first day that asbestos removal will occur. Removal includes any activity, such as site preparation that would break up, dislodge, or similarly disturb asbestos-containing material. **This notification is required to be submitted at least 20 calendar days prior to the start date.**

For building demolition projects, the start date of the demolition and the projected end date will be filled in. **This notification is required to be submitted at least 10 working days prior to the start date.**

Enter the day(s) of the week and the hours of operation that the asbestos removal and/or demolition will occur.

Asbestos-Containing Material to be Removed: If removal of asbestos-containing materials is going to take place, the amount of material to be removed needs to be listed.

If Category I and/or Category II non-friable asbestos-containing material will not be removed prior to demolition, enter the amount.

Work Procedures: Indicate the analytical method used to detect the presence of asbestos. List the name of the Virginia licensed inspector who performed the asbestos inspection.

Put an “X” in the box that describes the work practices and engineering controls that will be used to prevent emissions of asbestos at the renovation site.

If this is a demolition operation, put an “X” in the box that describes the method of demolition.

If procedures other than approved methods will be used, a detailed account of how the asbestos-containing material will be removed is required.

List the procedures that will be followed in the event that unexpected asbestos-containing material is encountered during the renovation or demolition operation.

Emergency Waiver Request: Notification of less than 20 days may be allowed in the case of an emergency involving protection of life, health, or property. A signed statement by the facility owner explaining the circumstances that prevented the timely notification of the project and specific hardships that would be created by the required notification should accompany the notification.

Permits granting the request for a waiver will normally be processed and mailed prior to the requested start date when possible. The request can be considered approved unless contacted by the Department of Labor and Industry prior to the requested start date.

Ordered Demolition: If the facility is being demolished under an order of a State or local government agency because it is structurally unsound and in danger of imminent collapse, complete all requested information.

Waste Transporter and Disposal Site: Enter the name, address, and contact information for the company hired to transport the asbestos-containing material to the landfill.

For asbestos removal projects, enter the name, address, and contact information for the permitted landfill that has agreed to accept the asbestos-containing waste.

For demolition projects, enter the name, address, and contact information for the disposal site that will be taking any materials other than asbestos-containing materials including but not limited debris generated from the building demolition.

Fees: Put an "X" in the box that indicates the appropriate asbestos project permit fee.

If the permit fee is paid by check or money, make payable to the **Treasurer of Virginia**.

If the permit fee is paid by credit card (VISA or MASTERCARD only), complete that attached Credit Card Authorization Form.

Certification: The signature of the owner or operator is required to show that the information provided is correct to the best of the person's knowledge.

Submission: Send the completed permit application and notification form to:

Virginia Department of Labor and Industry
Attention: Accounting/Finance
6606 West Broad Street
Richmond, VA 23230
FAX (804) 371-7634

For additional information concerning the completion of this form, please contact the Virginia Department of Labor and Industry Lead and Asbestos Program at (804) 786-9865.