

Permit Application and Notification for Lead Abatement and Renovation

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.

Property Owner or Manager Information: Enter the name, address and contact information for the property owner or manager 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.

Lead Abatement Contractor: Enter the name, address, license number, and contact information for the contractor hired to remove the lead-based paint.

Renovation Firm: Enter the name, address, and contact information for the firm hired to conduct the lead-based paint renovation. **EPA Renovator Certification is required for all non-abatement renovation activities in target housing and/or child-occupied facilities.**

Facility Information: Enter the name, address, and city where the building is located. Also needed the location(s) in the building where the lead-based paint project will take place, e.g. “basement”, “room number”, “throughout building”, “floor number”, etc. Enter the size of the building in square feet, number of floors in the building, and age of the building

Put an “X” in the box that best describes the current use of the facility.

Work Schedules: Enter the lead-based paint abatement/renovation start date and projected finish date. The start date should be the first day that lead-based paint hazard remediation will begin. **This notification is required to be submitted at least 20 calendar 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.

Amount of Lead-Based Paint to be Affected: Indicate the procedure used to detect and determine the presence of lead-based paint. List the name and license number of the lead inspector or risk assessor.

List the amount of lead-based paint that will be removed, encapsulated or otherwise disturbed during the abatement or renovation project.

Work Procedures: Put an “X” in the box that describes the work that will be performed. Check all that apply.

Describe the work practices and engineering controls that will be used to prevent lead emissions for this lead-based abatement or renovation project. Check all that apply.

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. Complete all requested information, describe the sudden unexpected event, and explain what caused the unsafe condition. A signed statement by the property owner

or manager 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 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 Virginia Department of Labor and Industry prior to the requested start date.

Ordered Lead-Based Paint Abatement: If the abatement is under an order of a State or local government agency, complete all requested information.

Waste Transporter and Disposal Site: Enter the name, address, and contact information for the company hired to transport the lead-based paint waste to the landfill.

Enter the name, address, and contact information for the permitted landfill that has agreed to accept the lead-based paint waste.

Fees: Put an "X" in the box that indicates the appropriate lead-based paint 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