



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



Department Of
Labor And Industry

Boiler Safety

Labor Law

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Department of
Labor and Industry

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



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Registration Process

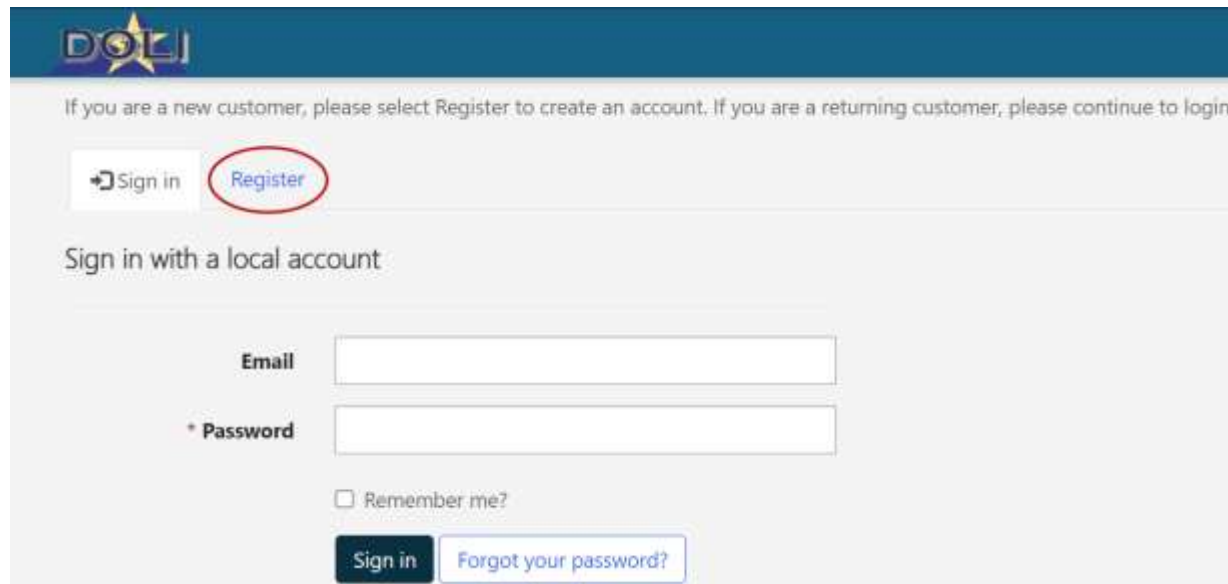
1. To create a Lead, Asbestos or Demolition application, the user must first register an account:
 - Access DOLI Customer Service Portal
 - Click Login/Register button





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'



DOLI

If you are a new customer, please select Register to create an account. If you are a returning customer, please continue to login.

[Sign in](#) [Register](#)

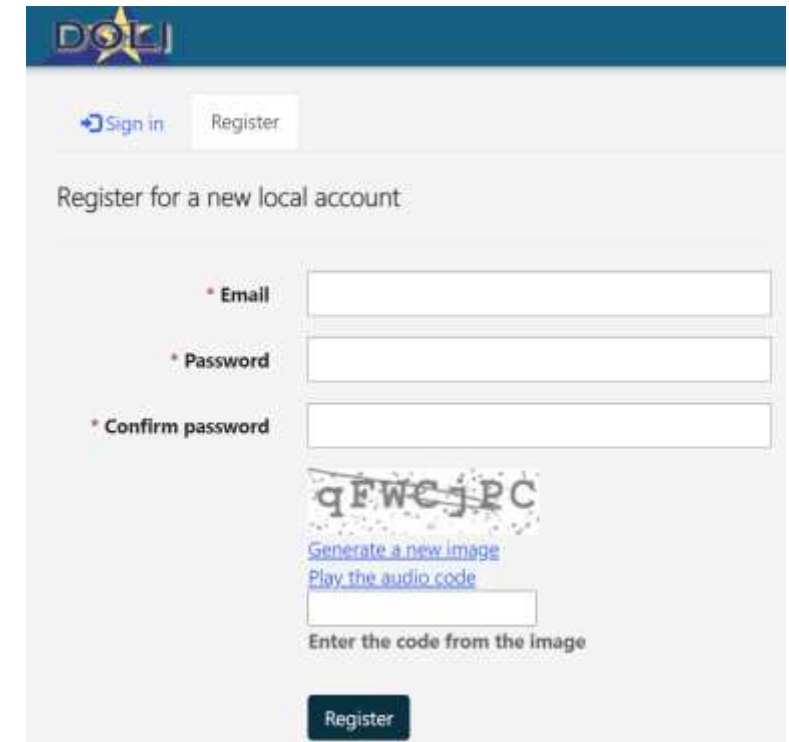
Sign in with a local account

Email

* Password

☐ Remember me?

[Sign in](#) [Forgot your password?](#)



DOLI

[Sign in](#) [Register](#)

Register for a new local account

* Email

* Password

* Confirm password


[Generate a new image](#)
[Play the audio code](#)

Enter the code from the image

[Register](#)



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 or Owner/Operator

Home > Profile

My Applications Profile name

Profile

Profile name

Your email requires confirmation. [Confirm Email](#)

Your Information

First Name *

Last Name *

Title

Phone

Provide a telephone number

Email

Relationship Type *

Select

Update



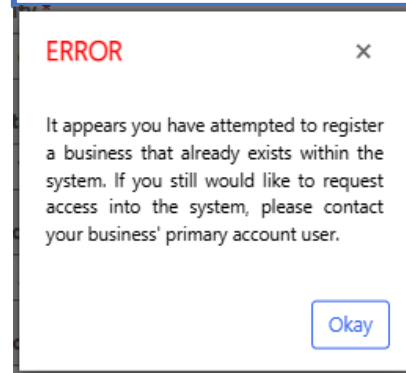


Registration Process

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 *

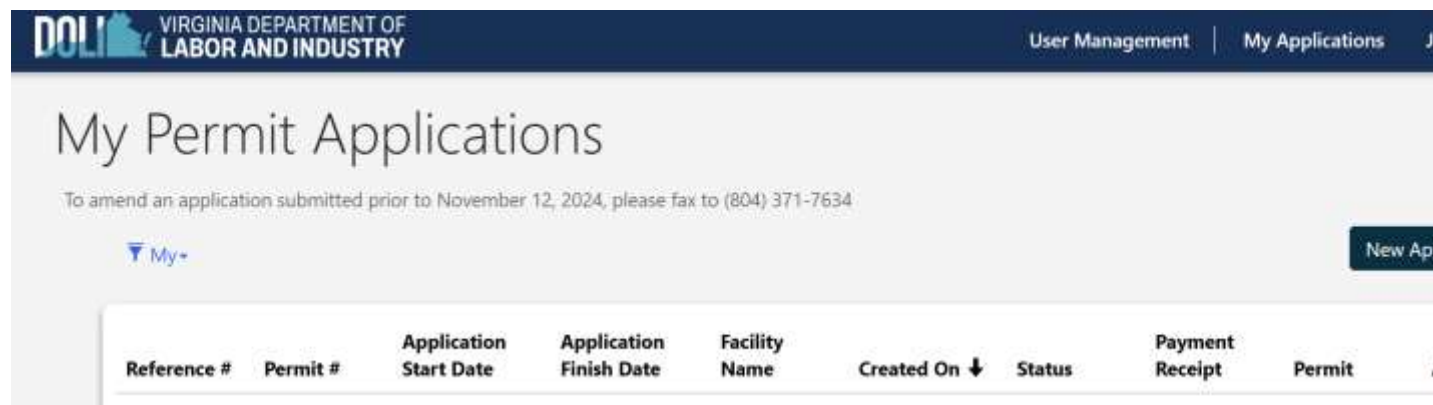
Update

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 – Adding Users to a Single Contractor Account

The first user to create a contractor account in the DOLI LAPS portal will be an Organization Administrator, or Org Admin for the contractor. Click the “User Management” button to invite and manage additional users. The Org Admin is able to indicate that an invited user can also be an Org Admin. A contractor can have up to three Org Admins, and must have at least one.



Added users are able to submit applications on the contractor's behalf.



Registration Process – Unique Accounts

A user can only be associated with a single contractor account.



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DOLI Quick Start – Portal Guide for Asbestos Application Process



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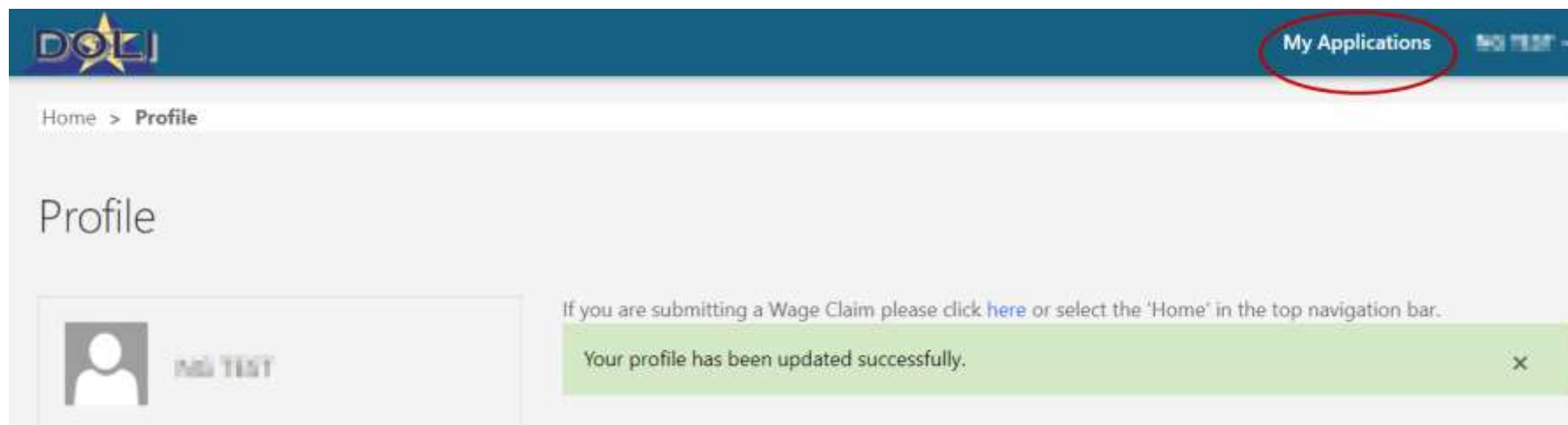
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Lead Application Process

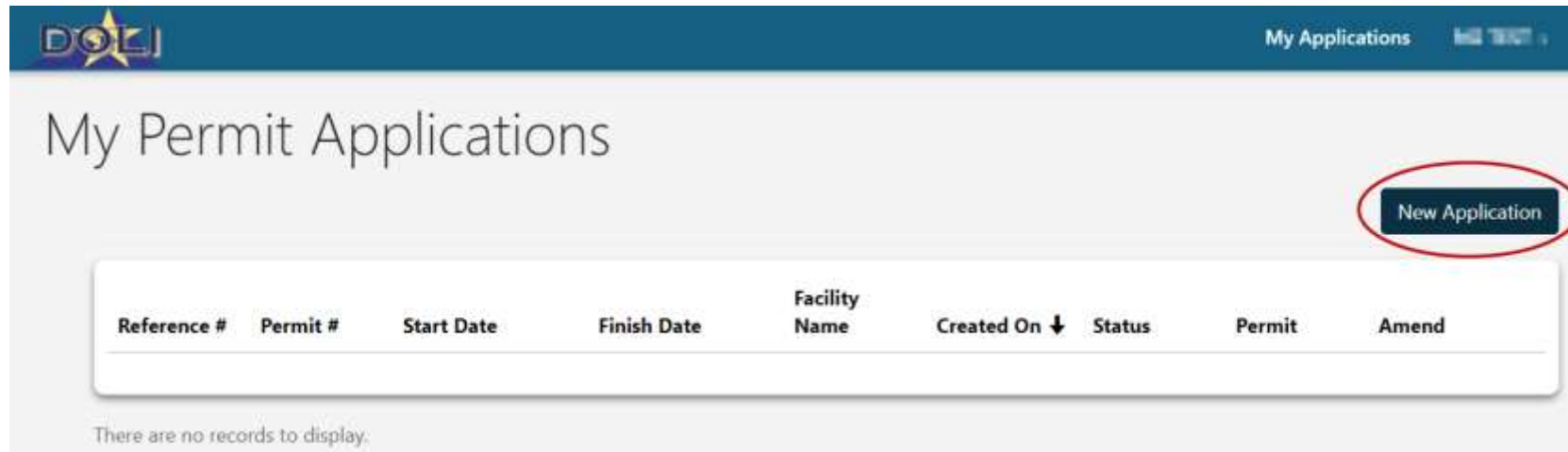
1. After completing account registration process, click 'My Applications'





Application Process

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



My Applications

My Permit Applications

New Application

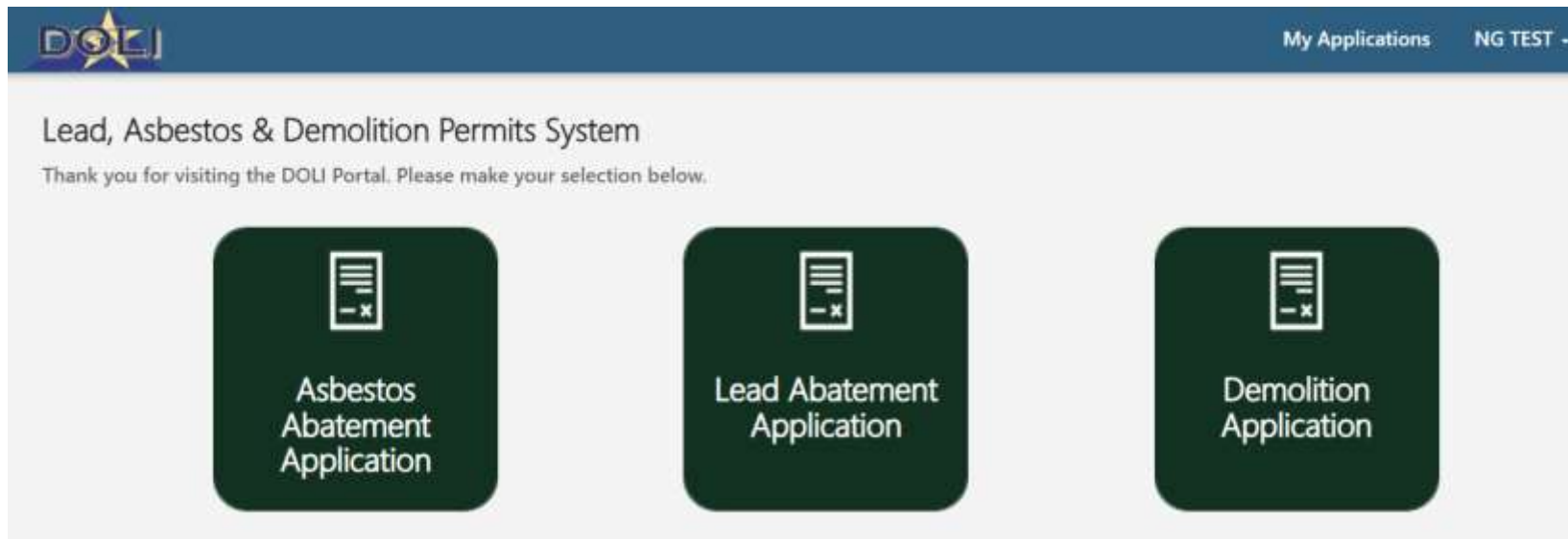
Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On ↓	Status	Permit	Amend
-------------	----------	------------	-------------	---------------	--------------	--------	--------	-------

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?

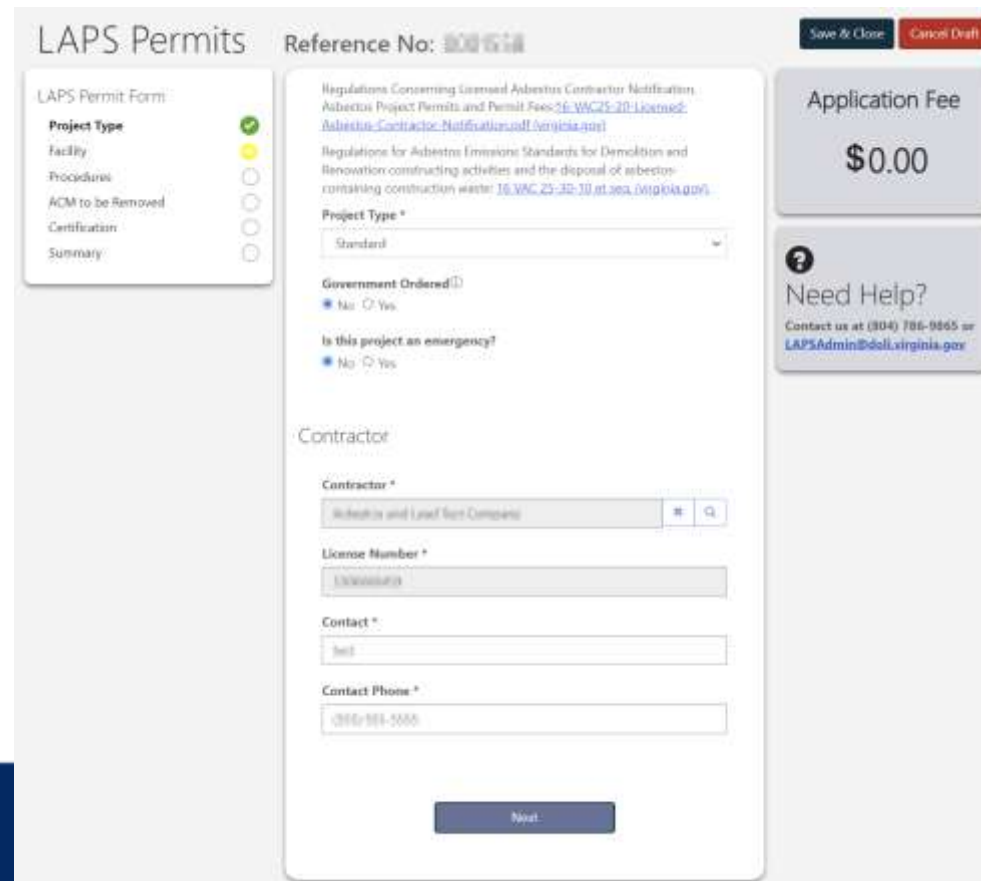
Yes

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 *



The screenshot shows the 'LAPS Permits' application form. At the top, it displays 'Reference No: 00000000' and buttons for 'Save & Close' and 'Cancel Draft'. On the left, a sidebar lists the form sections: 'Project Type' (checked with a green checkmark), 'Facility', 'Procedure', 'ACM to be Removed', 'Certification', and 'Summary'. The main form area contains the following fields and options:

- Regulations:** Two links are provided: 'Regulations Concerning Licensed Asbestos Contractor Notification, Asbestos Project Permits and Permit Fees: 26 VAC 25-20-1 Licensed Asbestos Contractor Notification.pdf (virginia.gov)' and 'Regulations for Asbestos Emissions Standards for Demolition and Renovation/constructing activities and the disposal of asbestos-containing construction waste: 16 VAC 25-32-10 at aea.virginia.gov'.
- Project Type ***: A dropdown menu with 'Standard' selected.
- Government Ordered**: Radio buttons for 'No' (selected) and 'Yes'.
- Is this project an emergency?**: Radio buttons for 'No' (selected) and 'Yes'.
- Contractor**: A section with the following fields:
 - Contractor ***: A text input field containing 'Robertson and Lutz Inc Company'.
 - License Number ***: A text input field containing '1300000000'.
 - Contact ***: A text input field containing 'Bob'.
 - Contact Phone ***: A text input field containing '(800) 555-5555'.

At the bottom of the form is a 'Next' button. On the right side of the form, there are two boxes: 'Application Fee \$0.00' and a 'Need Help?' section with contact information: 'Contact us at (804) 786-9865 or LAPSAdmin@doli.virginia.gov'.



Application Process

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

LAPS Permits Reference No: 00000000000000000000

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 *

Provide a telephone number

Application Fee

\$0.00

Need Help?

Contact us at (804) 786-9045 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 *

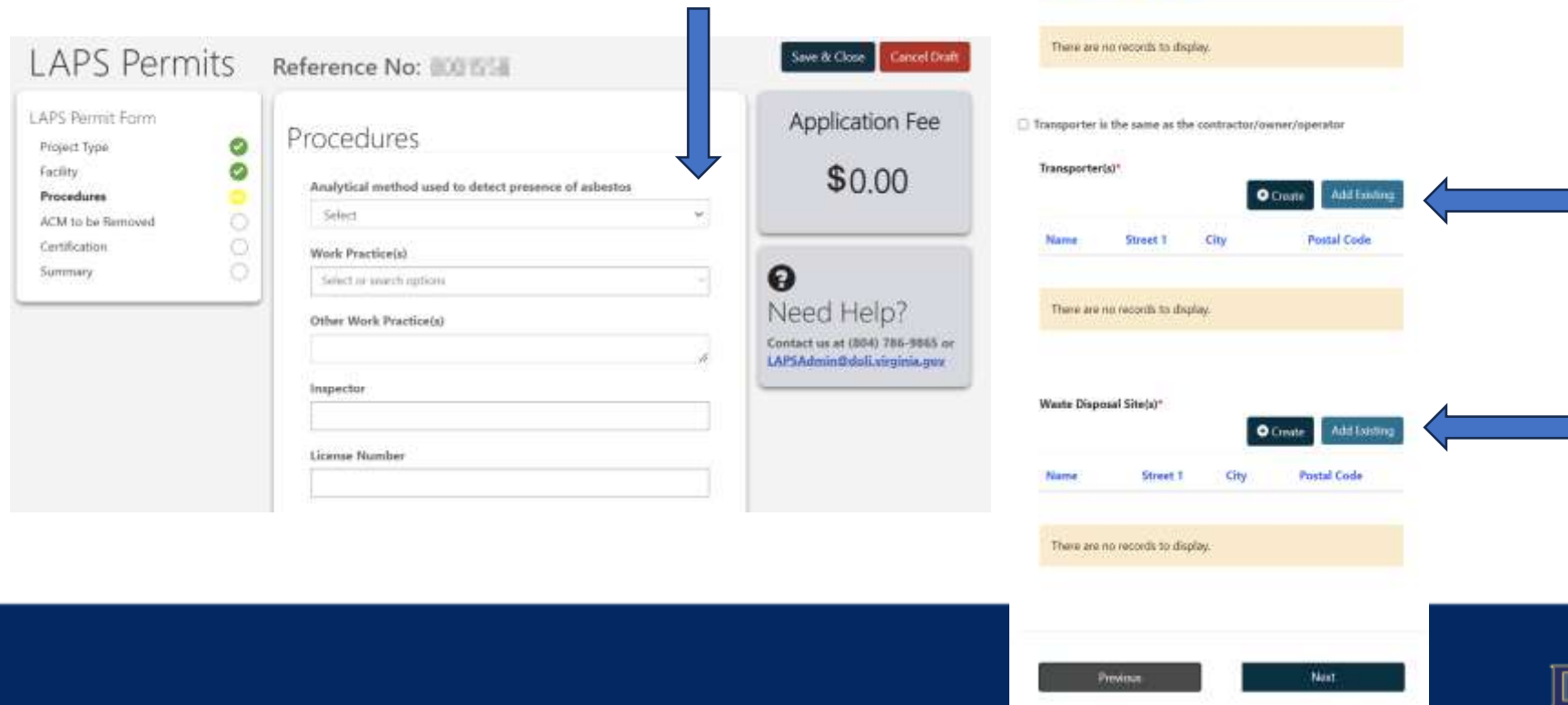
Previous Next



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'

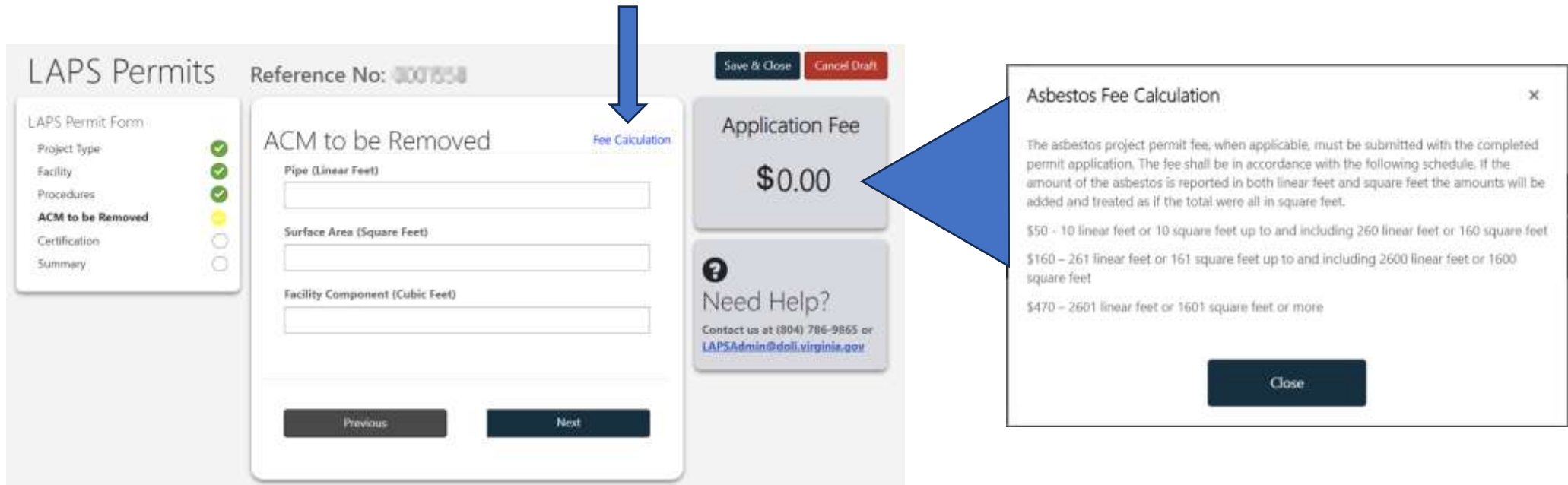


The screenshot shows the 'LAPS Permits' application interface. On the left is a sidebar with a 'LAPS Permit Form' menu containing 'Project Type', 'Facility', 'Procedures' (highlighted in yellow), 'ACM to be Removed', 'Certification', and 'Summary'. The main area is titled 'Procedures' and includes a 'Reference No.' field. Below this are several input fields: 'Analytical method used to detect presence of asbestos', 'Work Practice(s)', 'Other Work Practice(s)', 'Inspector', and 'License Number'. To the right of these fields is a box for 'Application Fee' showing '\$0.00' and a 'Need Help?' section with contact information. At the bottom of the main area are 'Save & Close' and 'Cancel Draft' buttons. On the right side of the interface, there are three sections: 'Work Schedule(s)*' with a 'Create' button, 'Transporter(s)*' with 'Create' and 'Add Existing' buttons, and 'Waste Disposal Site(s)*' with 'Create' and 'Add Existing' buttons. Each of these three sections has a table with columns for 'Name', 'Street 1', 'City', and 'Postal Code', and a message 'There are no records to display.' Below these sections are 'Previous' and 'Next' buttons. Blue arrows point from the 'Create' button in the 'Work Schedule(s)*' section, the 'Create' button in the 'Transporter(s)*' section, and the 'Create' button in the 'Waste Disposal Site(s)*' section.



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 shows the progress of the application: Project Type (checked), Facility (checked), Procedures (checked), **ACM to be Removed** (highlighted with a yellow circle), Certification (unchecked), and Summary (unchecked). The main 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 is a 'Need Help?' section with contact information: '(804) 786-9865 or LAPSAdmin@doli.virginia.gov'. A 'Close' button is located at the bottom right of the 'Asbestos Fee Calculation' pop-up window.

Asbestos Fee Calculation

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

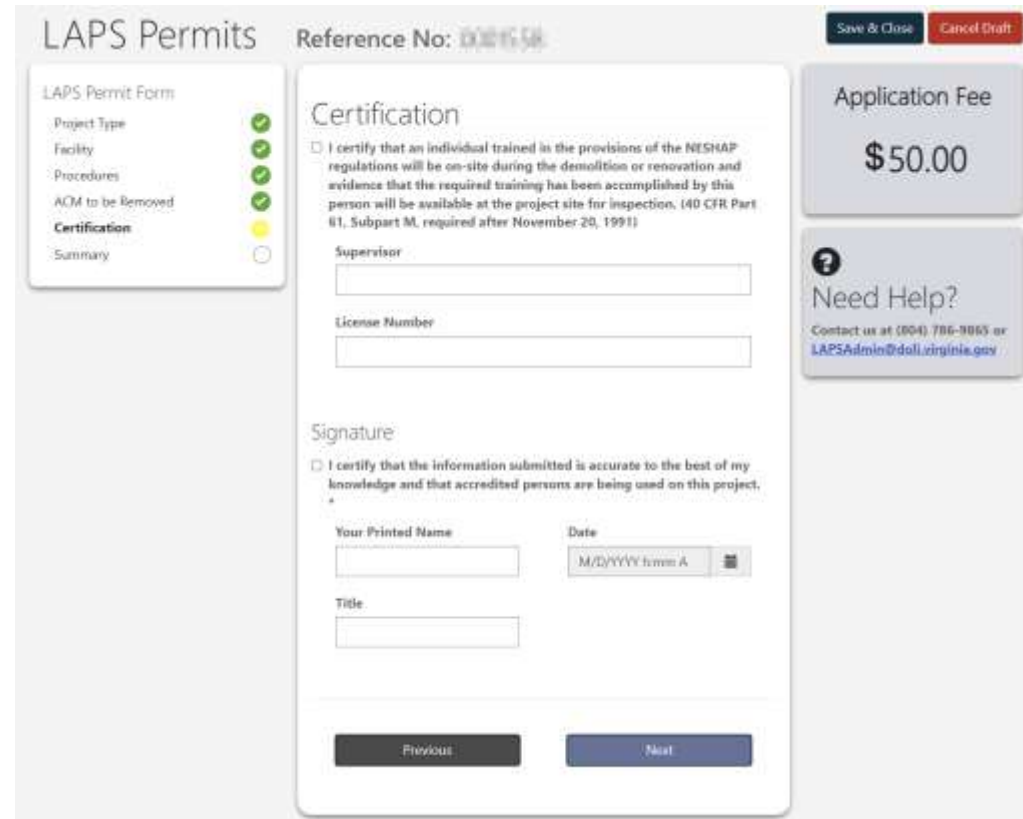
\$470 - 2601 linear feet or 1601 square feet or more

Close



Application Process

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



The screenshot shows 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 'Certification' step is currently selected and highlighted in yellow. 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 submitted information. Below the signature checkbox are input fields for 'Your Printed Name', 'Date' (with a date picker), and 'Title'. At the bottom of the main content area are 'Previous' and 'Next' buttons. On the right side of the interface, there are two boxes: 'Application Fee' showing '\$50.00' and a 'Need Help?' section with contact information for LAPSAdmin@doll.virginia.gov. At the top right of the main content area are 'Save & Close' and 'Cancel Draft' buttons.

Application Process

LAPS Permits

Reference No: **00000000**

LAPS Permit Form

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

Summary

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

Operation Type *
Asbestos Abatement

Project Type
Standard

Application Fee

\$50.00

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

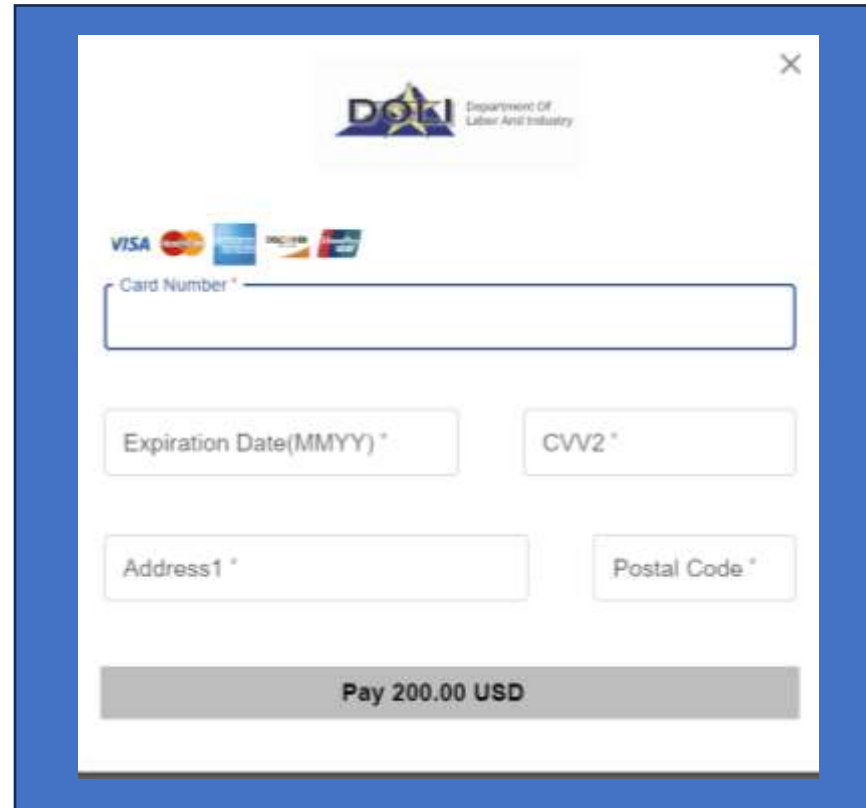
Previous

Submit



Application Process

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



Payment form interface for the Department of Labor and Industry (DOLI). The form includes the following fields and buttons:

- Card Number *
- Expiration Date(MMYY) *
- CVV2 *
- Address1 *
- Postal Code *
- Pay 200.00 USD



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 Lead Application Process



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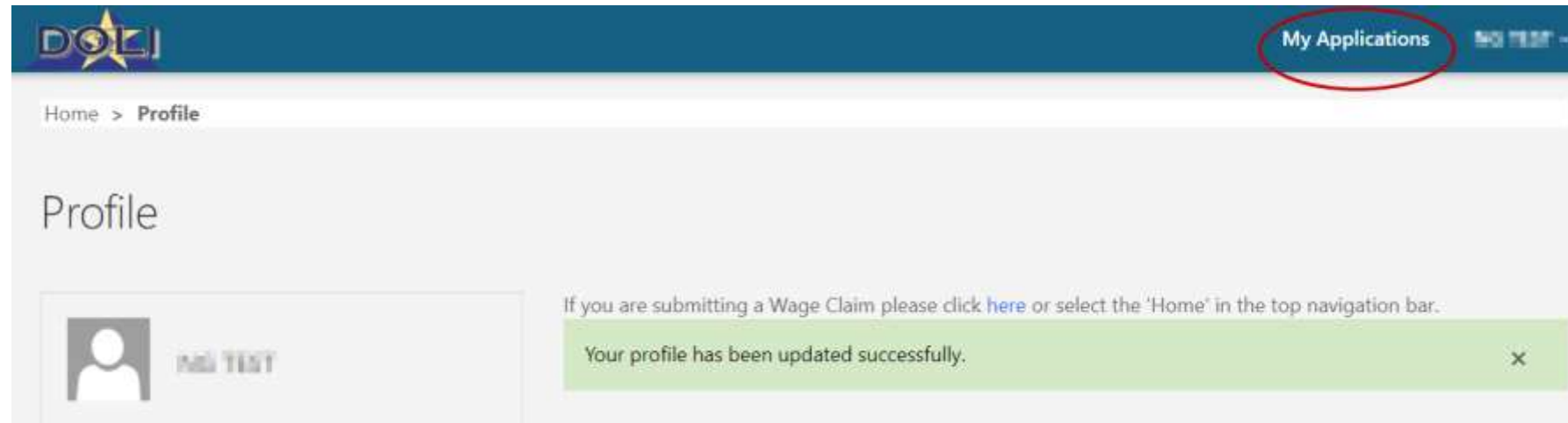
VA-DOLI





Lead Application Process

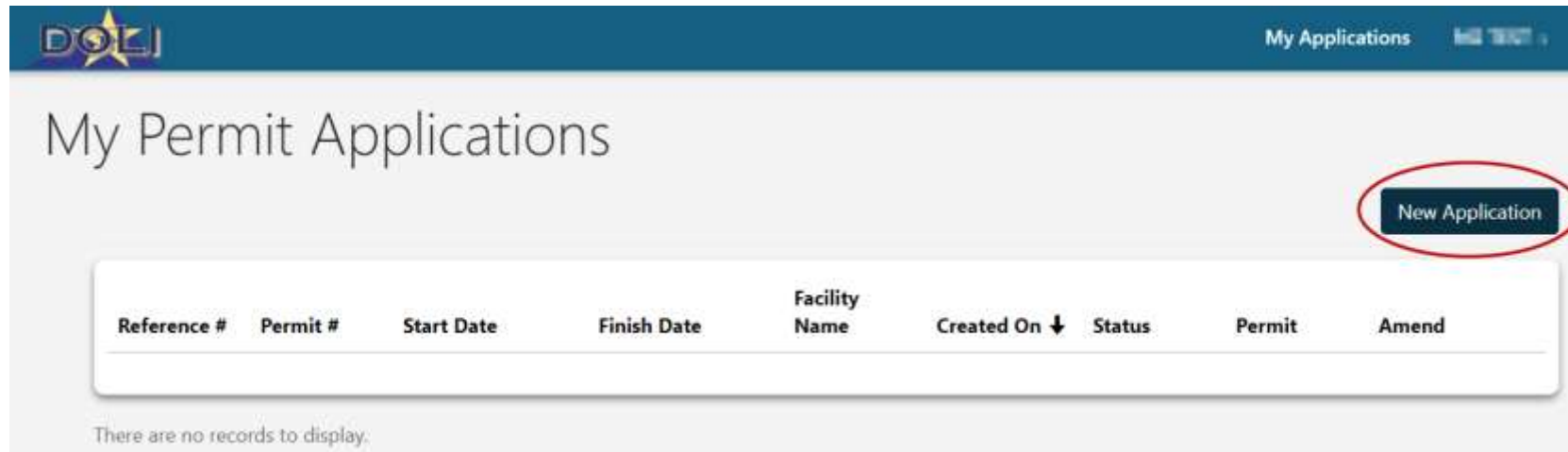
1. After completing account registration process, click 'My Applications'





Application Process

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



My Applications

My Permit Applications

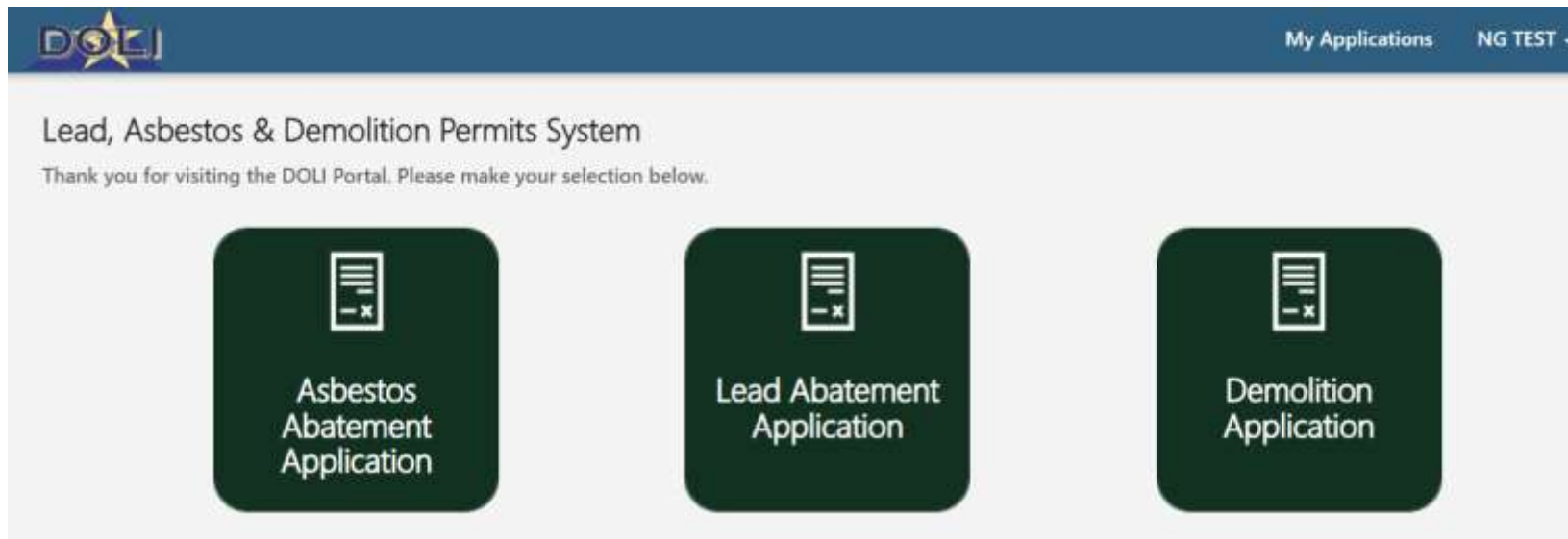
New Application

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?

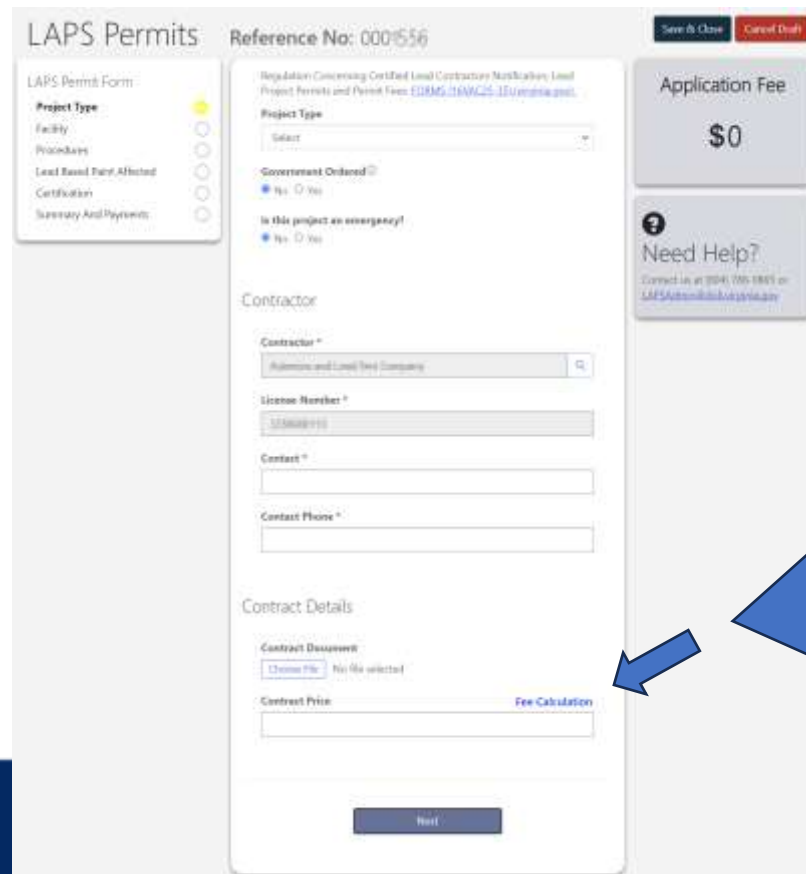
No

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 *




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'

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 ☐

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) 786-9665 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 *

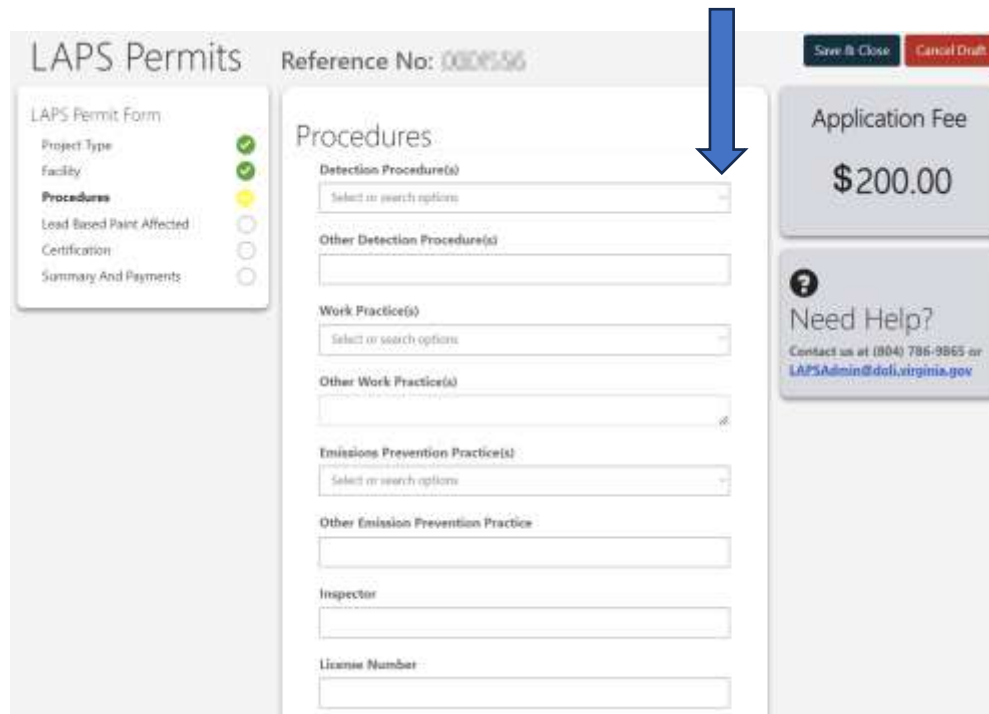
Previous Next



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'



LAPS Permits Reference No: 00001536

LAPS Permit Form

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

Procedures

Detection Procedure(s)
Select or search options

Other Detection Procedure(s)
Select or search options

Work Practice(s)
Select or search options

Other Work Practice(s)
Select or search options

Emissions Prevention Practice(s)
Select or search options

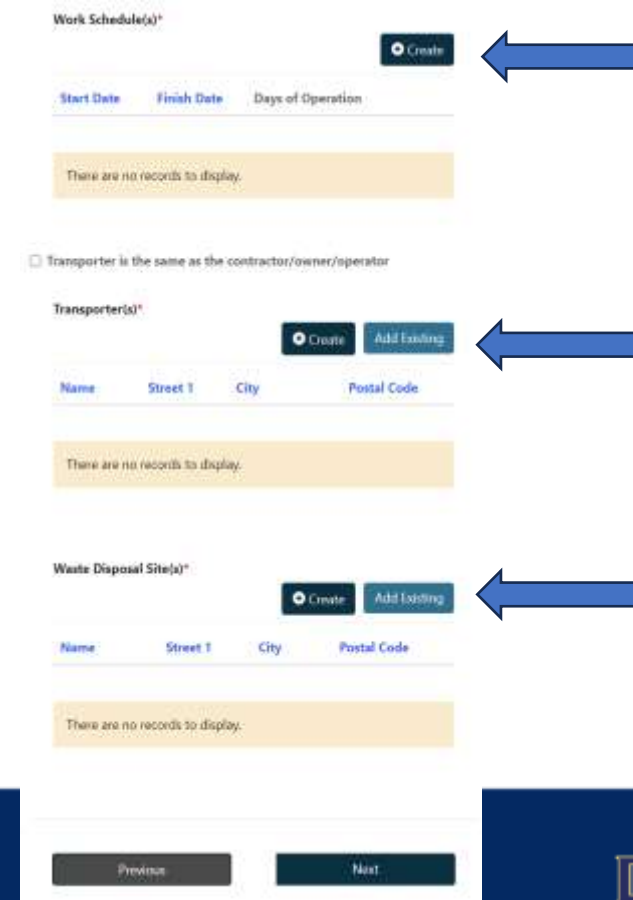
Other Emission Prevention Practice
Select or search options

Inspector
Select or search options

License Number
Select or search options

Application Fee
\$200.00

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



Work Schedule(s)*

Create

Start Date Finish Date Days of Operation

There are no records to display.

☐ Transporter is the same as the contractor/owner/operator

Transporter(s)*

Create Add Existing

Name Street 1 City Postal Code

There are no records to display.

Waste Disposal Site(s)*

Create Add Existing

Name Street 1 City Postal Code

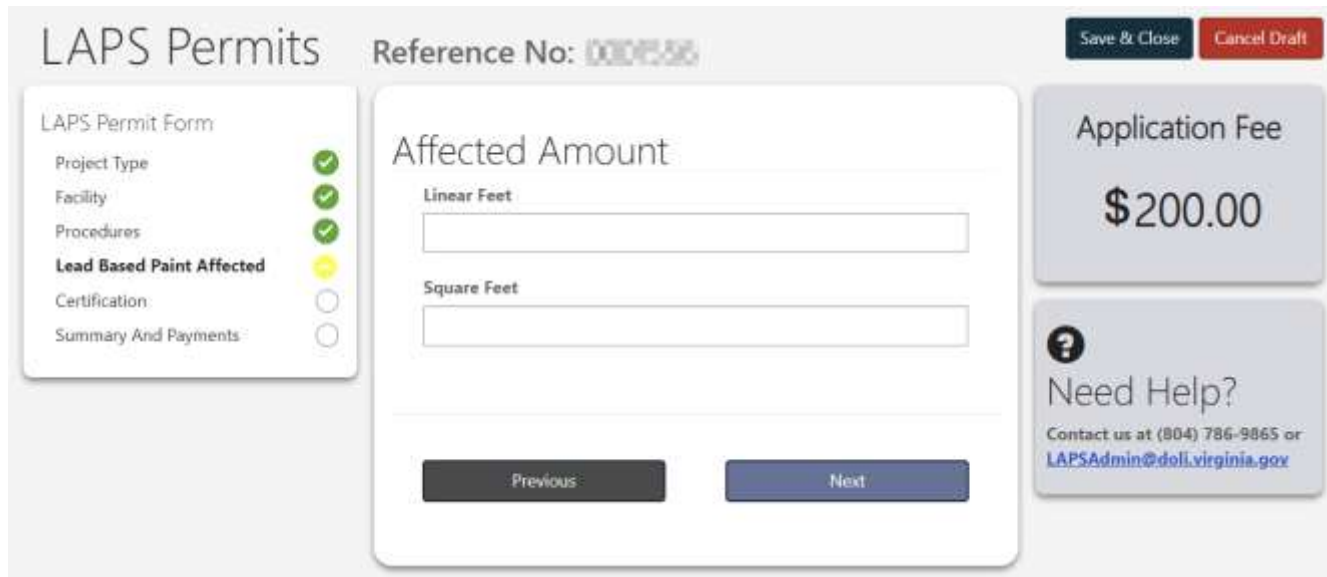
There are no records to display.

Previous Next



Application Process

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

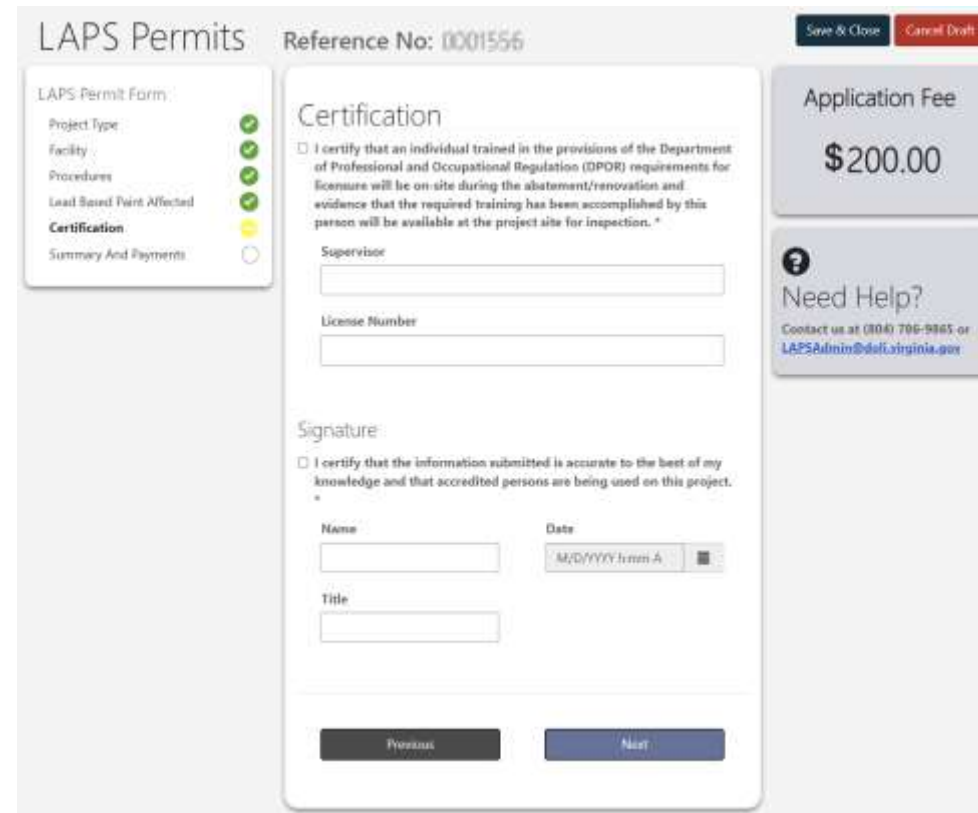


The screenshot shows the 'LAPS Permits' application interface. At the top, it says 'Reference No: 0004536'. On the left, a sidebar lists the application steps: 'LAPS Permit Form', 'Project Type' (checked), 'Facility' (checked), 'Procedures' (checked), 'Lead Based Paint Affected' (highlighted in yellow), 'Certification' (unchecked), and 'Summary And Payments' (unchecked). The main area is titled 'Affected Amount' and contains two input fields: 'Linear Feet' and 'Square Feet'. At the bottom of this section are 'Previous' and 'Next' buttons. On the right, there are two boxes: 'Application Fee' showing '\$200.00' and a 'Need Help?' section with contact information: '(804) 786-9865 or LAPSAdmin@doli.virginia.gov'. At the very top right of the form are 'Save & Close' and 'Cancel Draft' buttons.



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

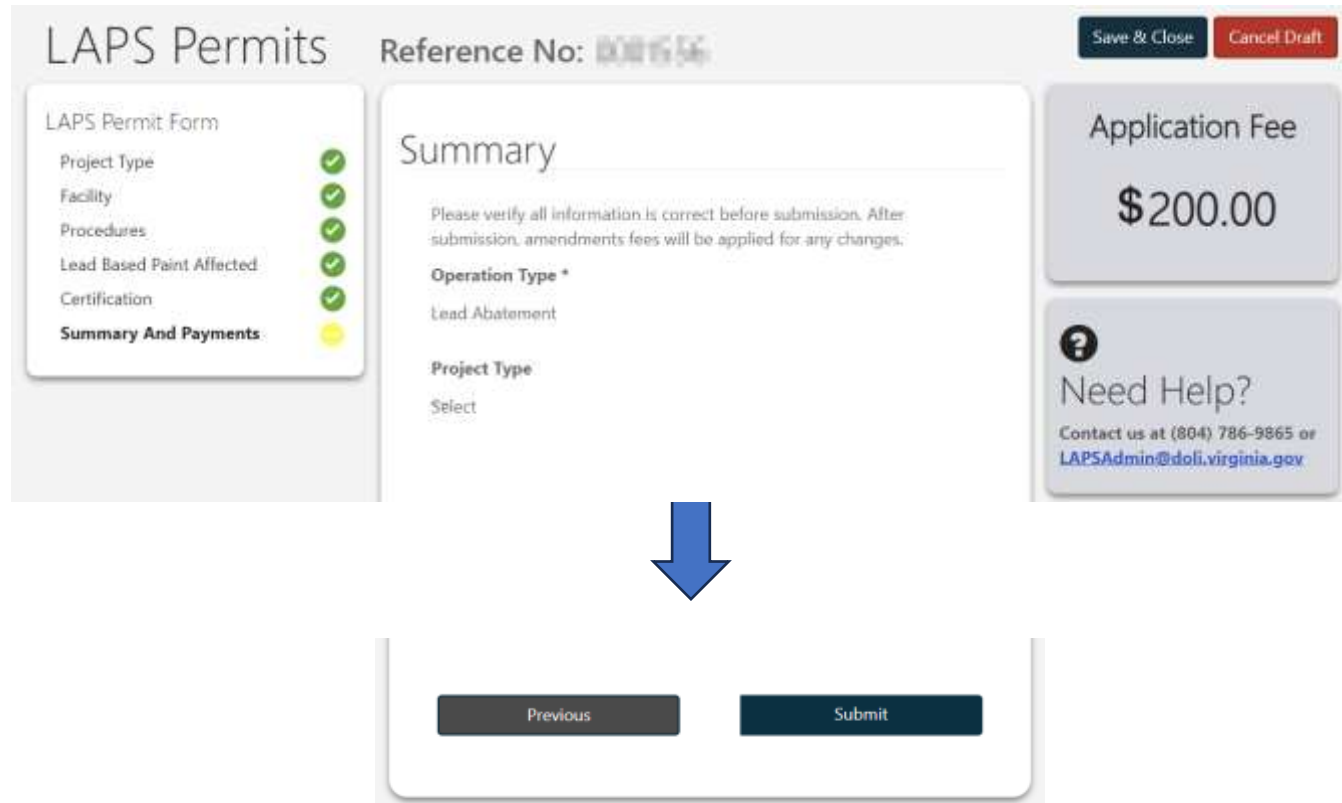
Application Fee \$200.00

Need Help?
Contact us at (804) 796-9965 or LAPSAdmin@doli.virginia.gov



Application Process

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



LAPS Permits Reference No: 10011556

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

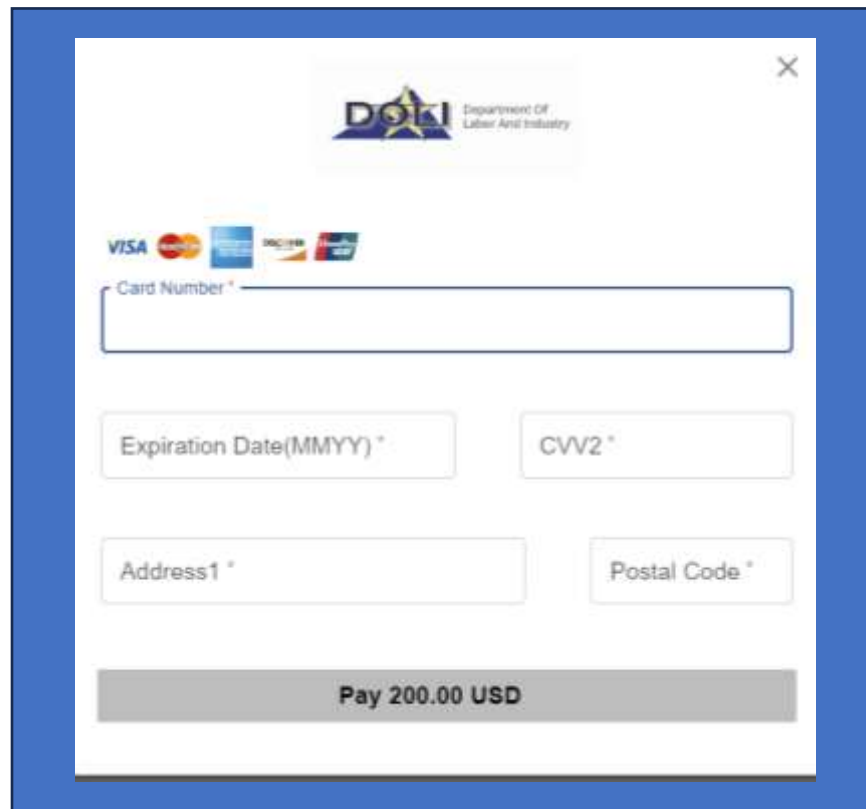
Need Help?
Contact us at (804) 786-9865 or LAPSAdmin@doli.virginia.gov

Previous Submit



Application Process

4. Complete application payment information
 - Click 'Pay'



The screenshot shows a payment form with the following elements:

- Logo: DOLI Department Of Labor And Industry
- Payment Method Icons: VISA, Mastercard, American Express, Discover, and UnionPay.
- Form Fields:
 - Card Number *
 - Expiration Date(MMYY) *
 - CVV2 *
 - Address1 *
 - Postal Code *
- Payment Button: Pay 200.00 USD



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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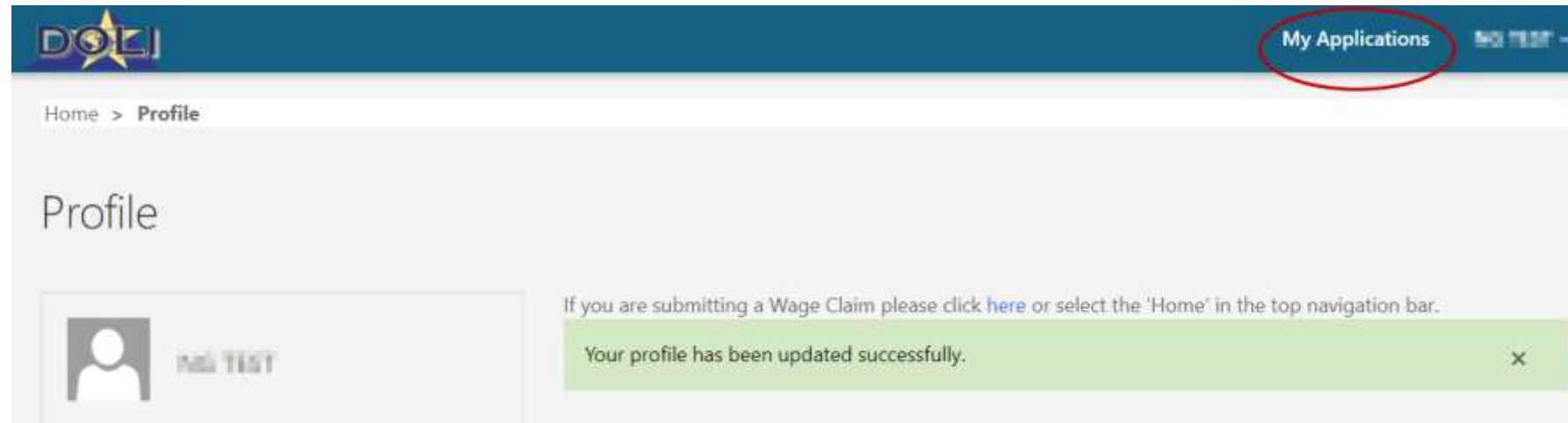
VA-DOLI





Demolition Application Process

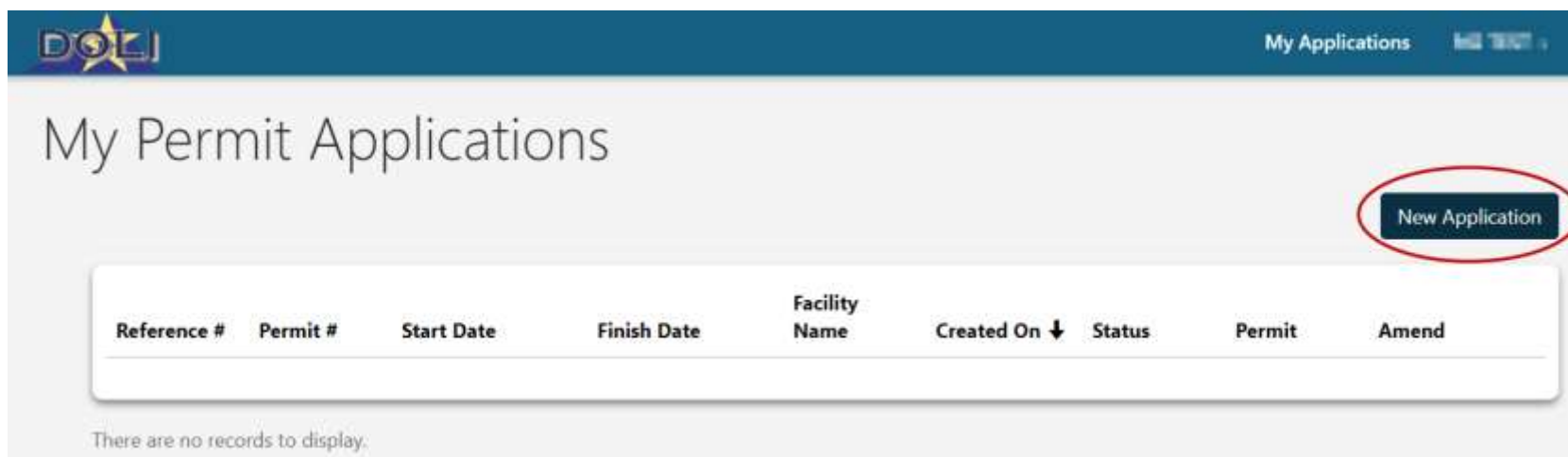
1. After completing account registration process, click 'My Applications'





Application Process

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



My Applications

My Permit Applications

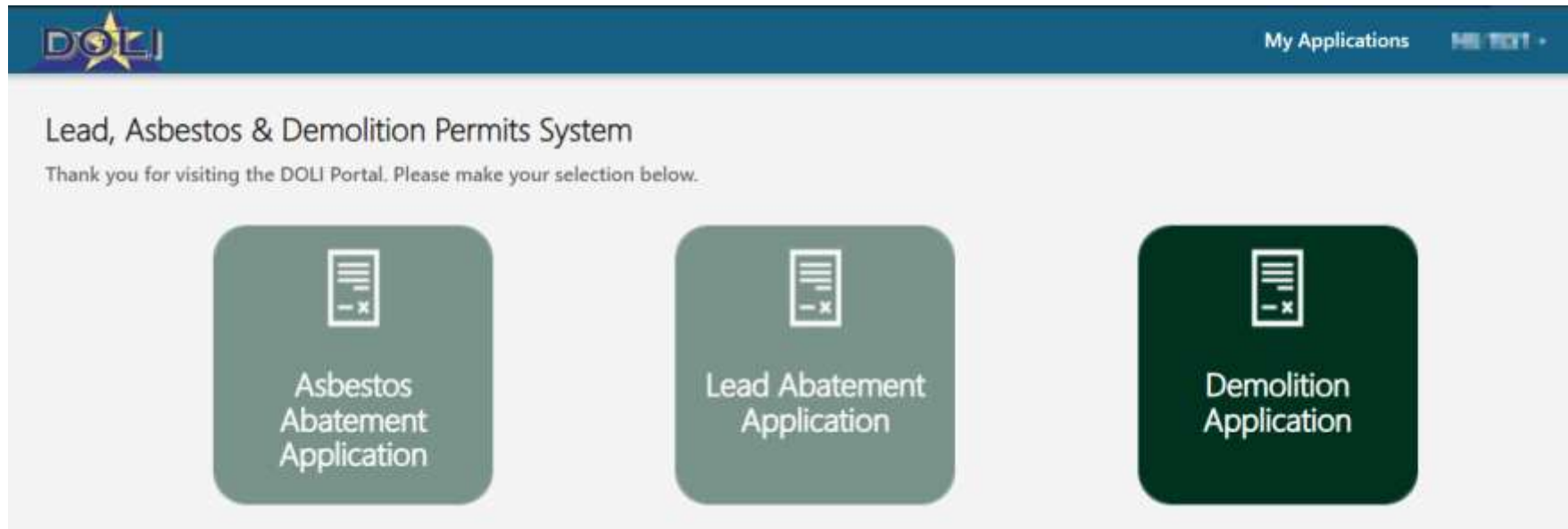
[New Application](#)

Reference #	Permit #	Start Date	Finish Date	Facility Name	Created On ↓	Status	Permit	Amend
There are no records to display.								



Application Process

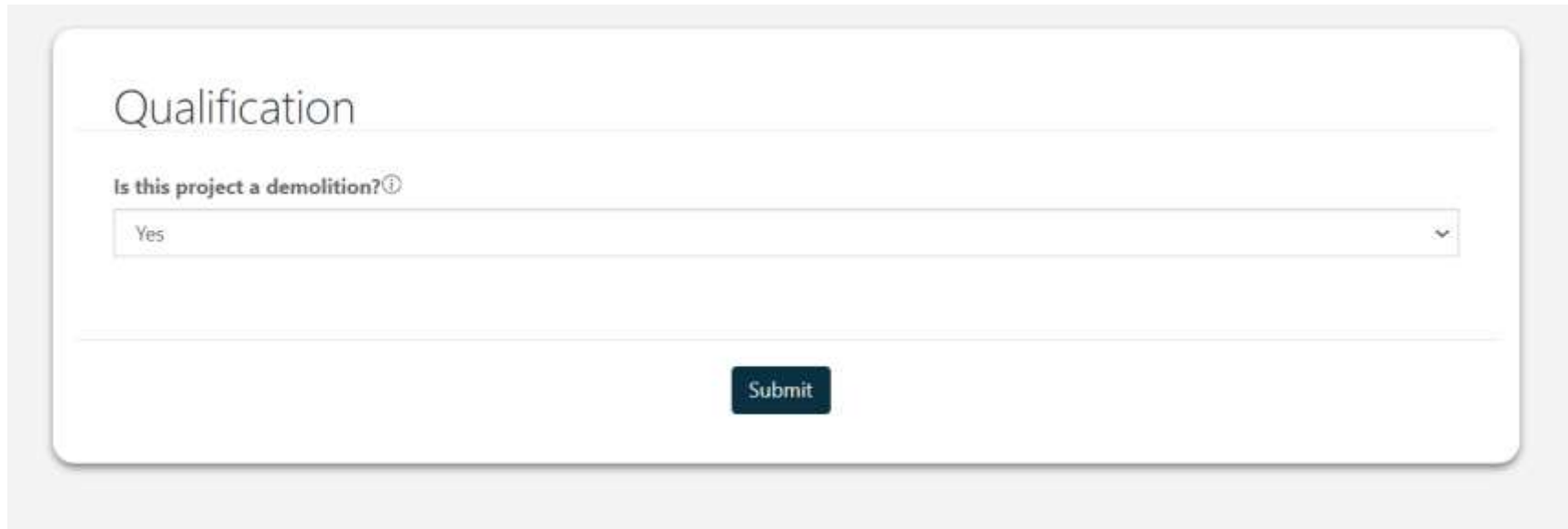
3. Upon click of 'New Application', available application types will display.
 - Note: Available application types are dependent on the profile 'Relationship Type'
 - Select 'Demolition Application'





Application Process

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

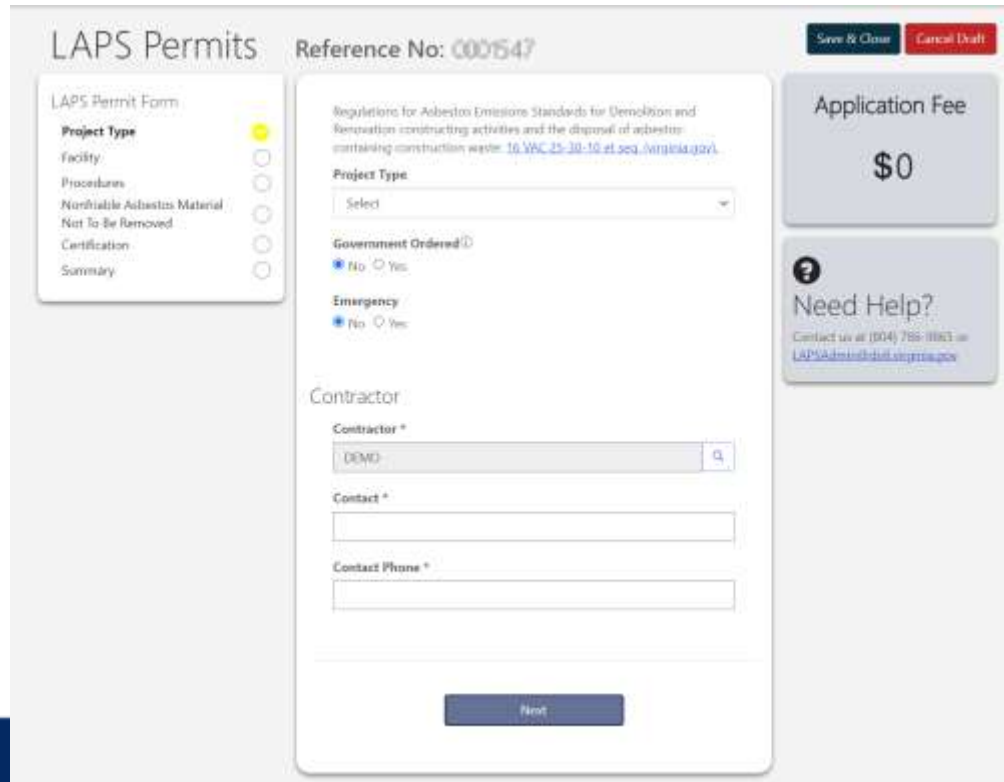


The screenshot shows a web form titled "Qualification". Below the title is a question: "Is this project a demolition?" followed by an information icon. Below the question is a dropdown menu with "Yes" selected. At the bottom of the form is a dark blue "Submit" button.



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 *



The screenshot displays the 'LAPS Permits' application interface. At the top, it shows 'Reference No: 000547' and buttons for 'Save & Close' and 'Cancel Draft'. A sidebar on the left lists the application steps: 'Project Type' (highlighted with a yellow circle), 'Facility', 'Procedures', 'Nonhazardous Asbestos Material', 'Not To Be Removed', 'Certification', and 'Summary'. The main form area contains the following fields:

- Regulations:** 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:** A dropdown menu currently showing 'Select'.
- Government Ordered:** Radio buttons for 'No' (selected) and 'Yes'.
- Emergency:** Radio buttons for 'No' (selected) and 'Yes'.
- Contractor:**
 - Contractor *:** A text input field containing 'DEMO' with a search icon.
 - Contact *:** An empty text input field.
 - Contact Phone *:** An empty text input field.

At the bottom of the form is a 'Next' button. To the right of the form, there is a box for 'Application Fee' showing '\$0' and a 'Need Help?' section with contact information: 'Contact us at (804) 786-1863 or [LAPSAdmin@del.state.va.gov](#)'.



Application Process

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

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 ☐

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) 786-9665 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 *

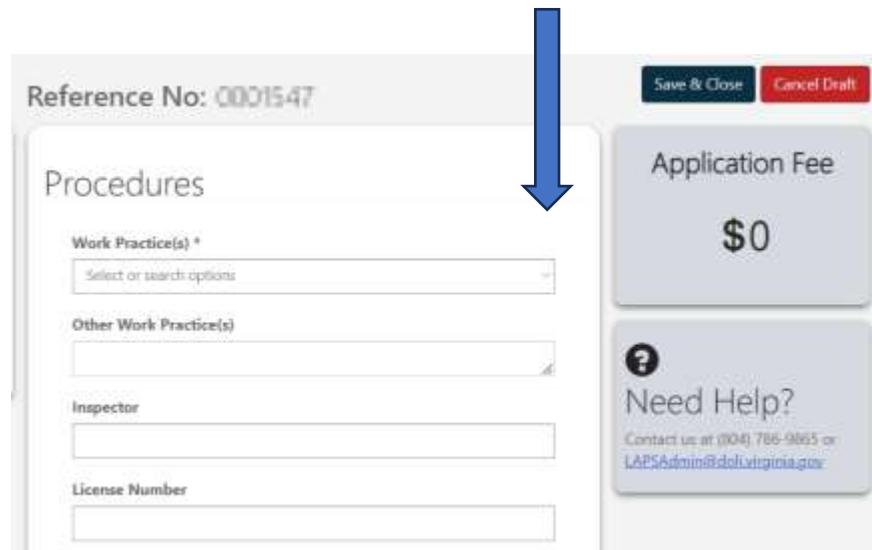
Prior Use *

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'



Reference No: 0001547

Procedures

Work Practice(s) *

Select or search options

Other Work Practice(s)

Inspector

License Number

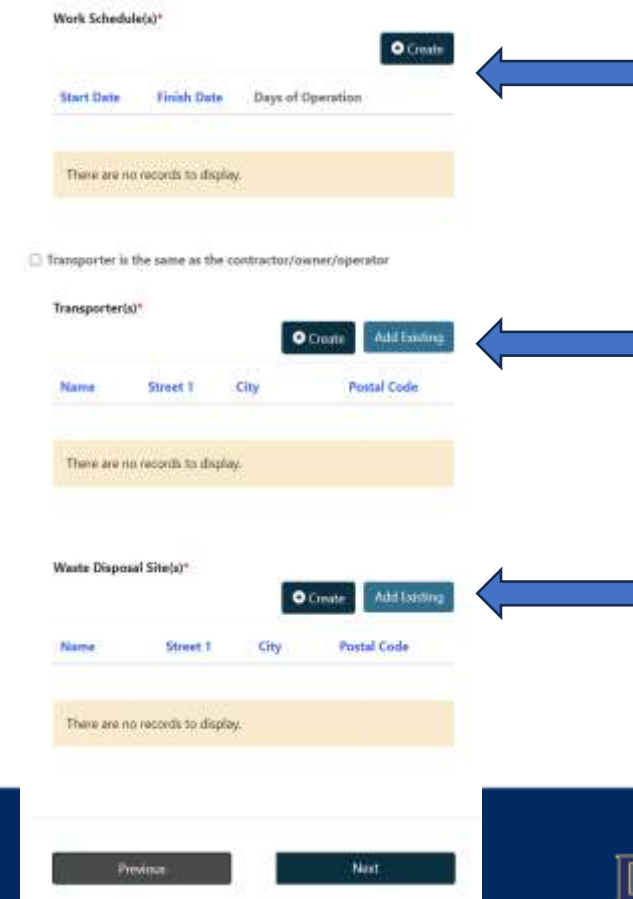
Save & Close Cancel Draft

Application Fee

\$0

Need Help?

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



Work Schedule(s) *

Create

Start Date Finish Date Days of Operation

There are no records to display.

☐ Transporter is the same as the contractor/owner/operator

Transporter(s) *

Create Add Existing

Name Street 1 City Postal Code

There are no records to display.

Waste Disposal Site(s) *

Create Add Existing

Name Street 1 City Postal Code

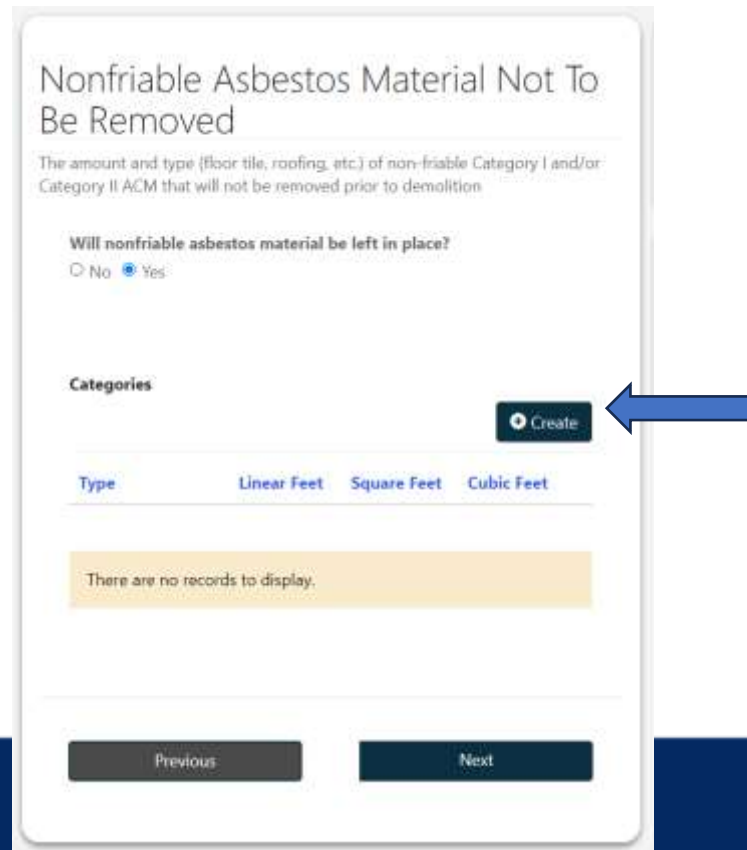
There are no records to display.

Previous 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'



Nonfriable Asbestos Material Not To Be Removed

The amount and type (floor tile, roofing, etc.) of non-friable Category I and/or Category II ACM that will not be removed prior to demolition

Will nonfriable asbestos material be left in place?

☐ No ☒ Yes

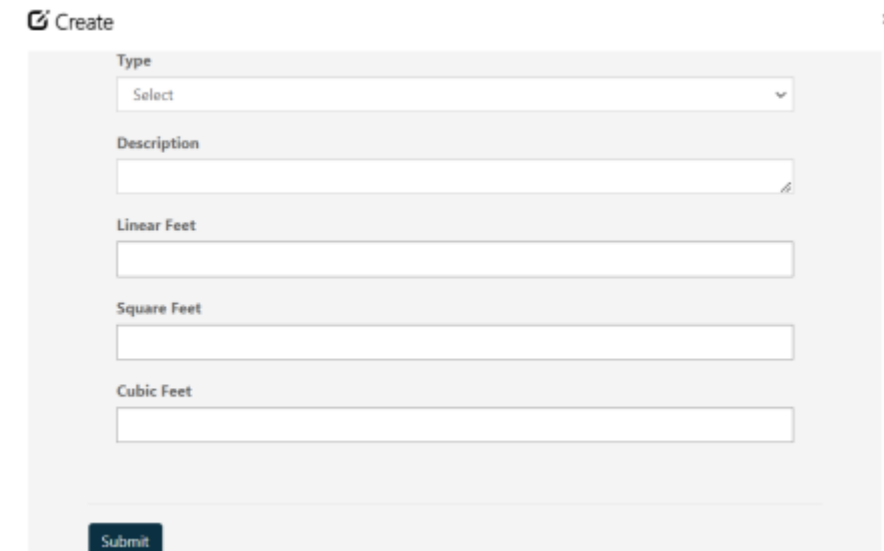
Categories

Create

Type Linear Feet Square Feet Cubic Feet

There are no records to display.

Previous Next



Create

Type

Select

Description

Linear Feet

Square Feet

Cubic Feet

Submit



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



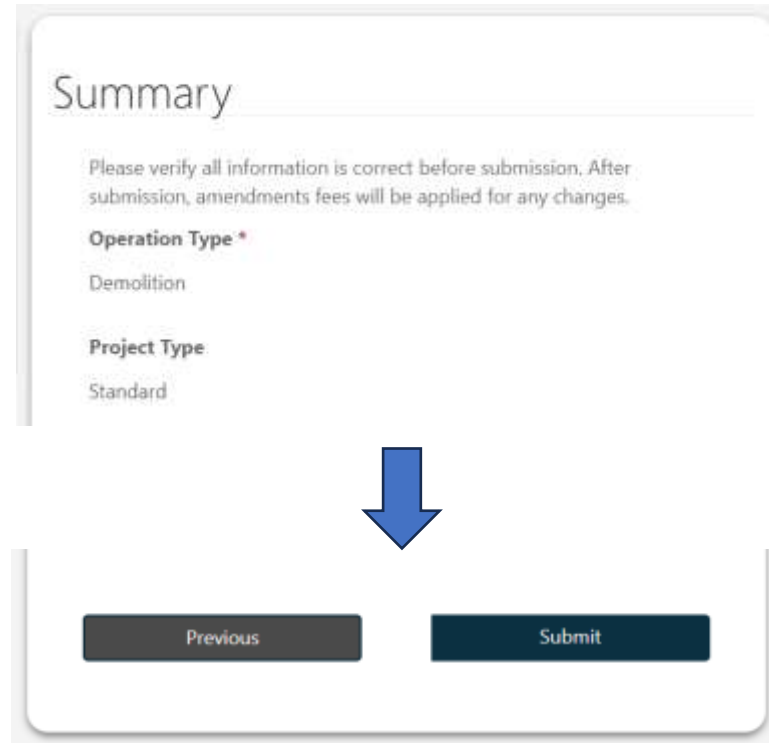
Title *

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

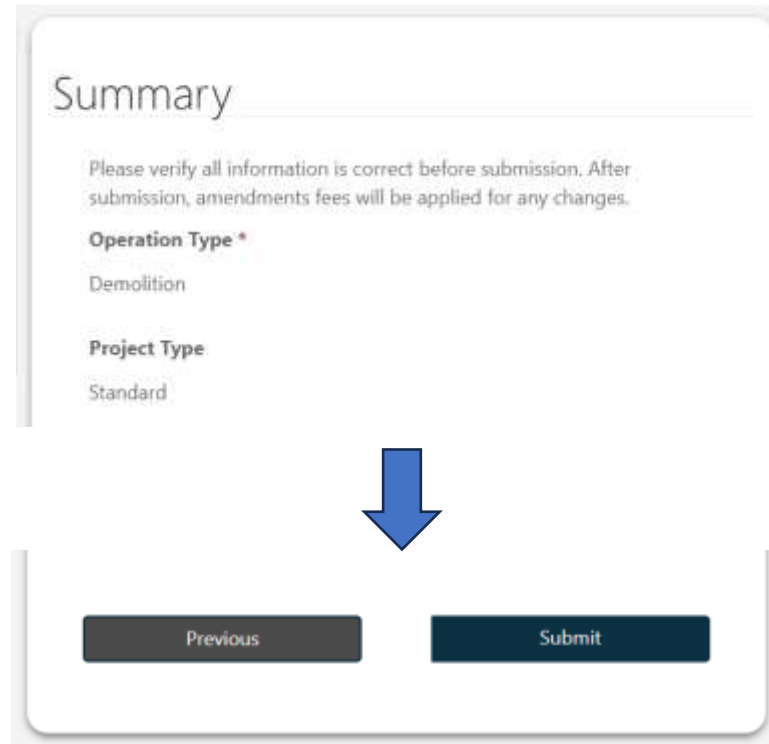
Project Type

Standard

Previous Submit

Application Process

4. Review 'Summary' page
 - Click 'Submit'
 - Note: No application fee required for Demolition applications





Application Process

4. After submission, 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
123456789	123456789			Test	9/23/2024 1:30 PM	Approved		
123456789	123456789			Test	9/20/2024 3:26 PM	Approved		





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



VIRGINIADOLI



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.

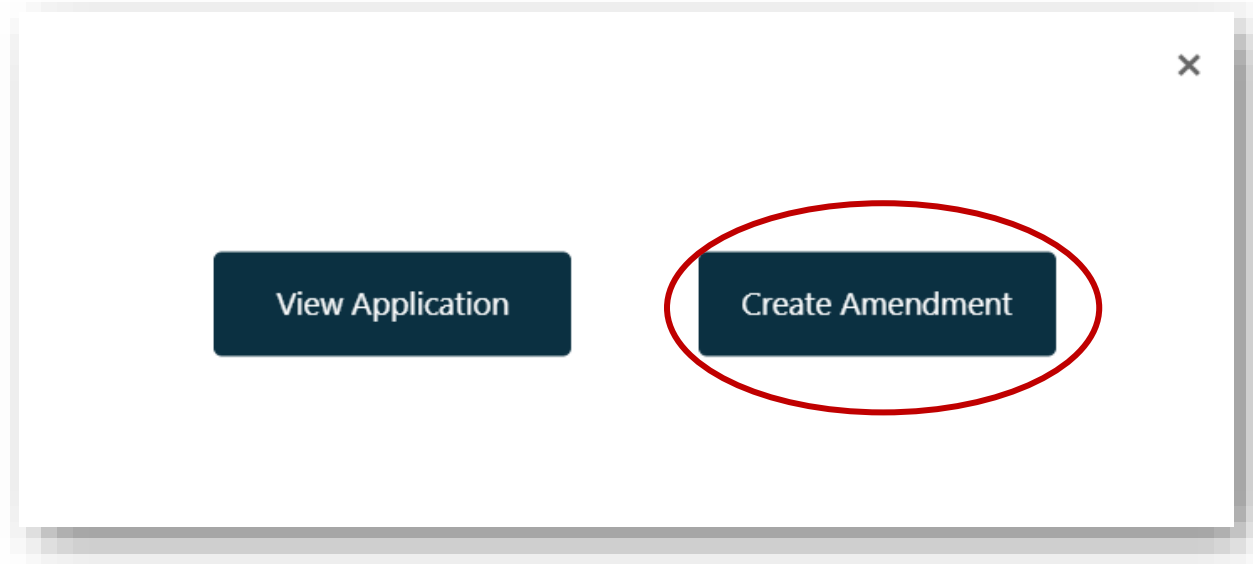
My Permit Applications

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

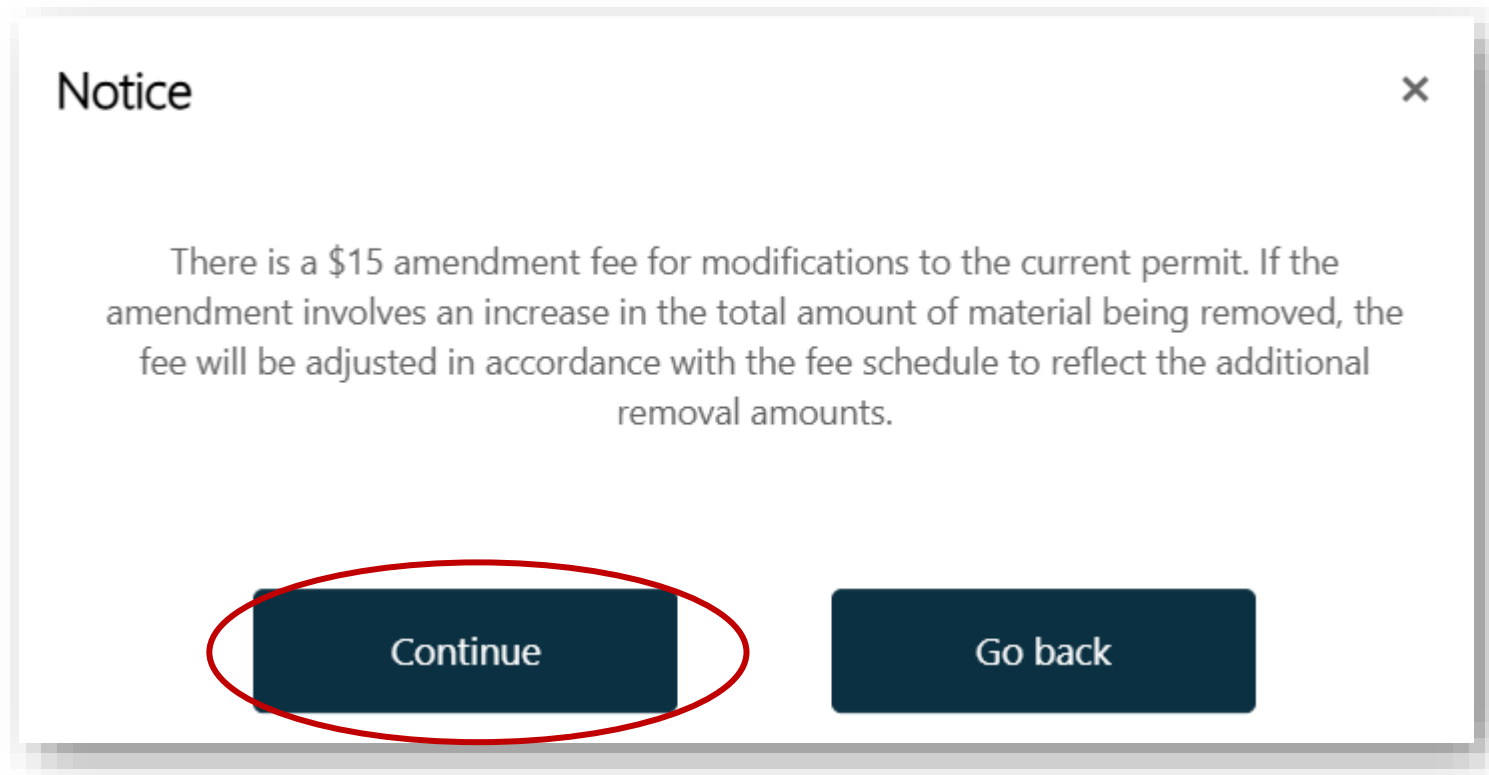




Cancellation Process

3. After selecting the 'Create Amendment' button:

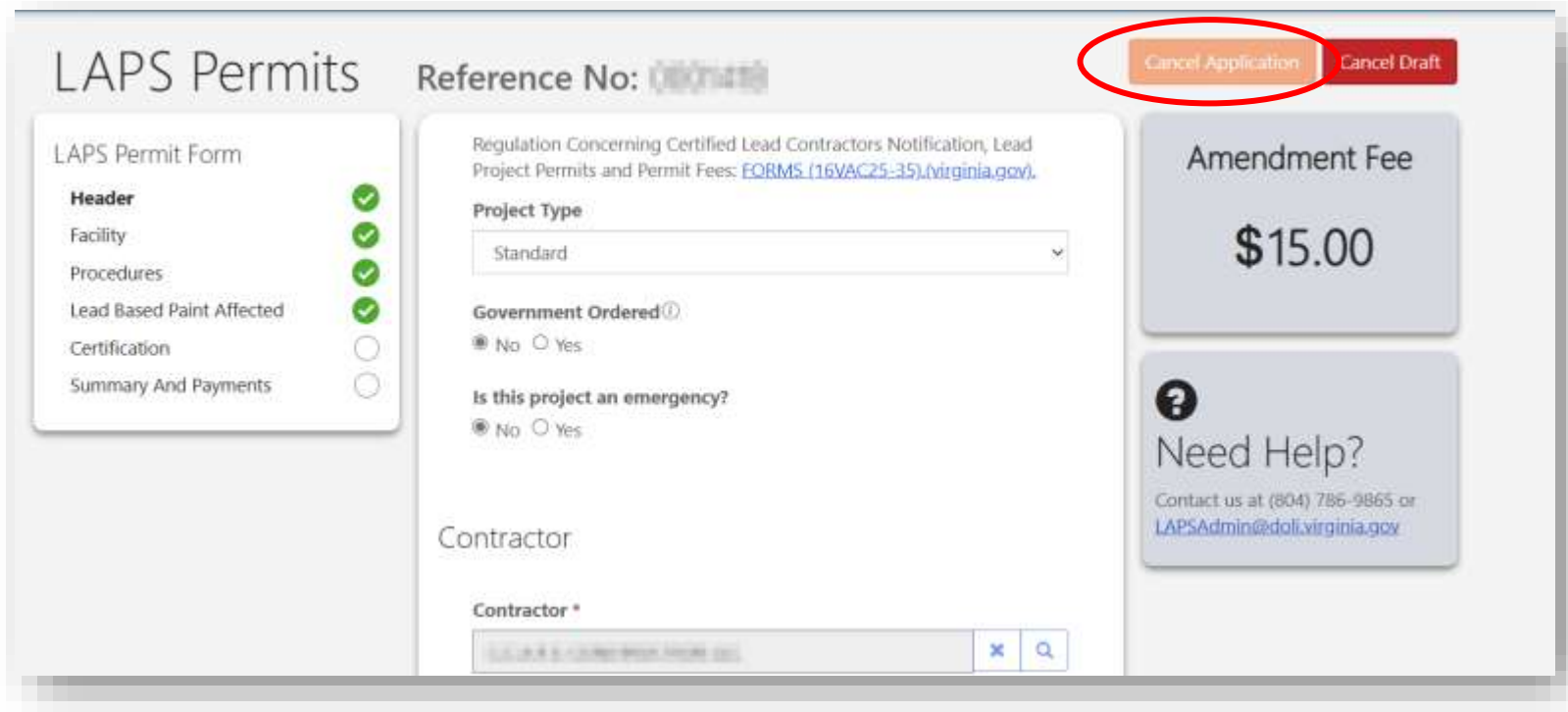
- A pop-up notice window displays stating the amendment fee and other conditions, user selects 'Continue' to proceed





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.

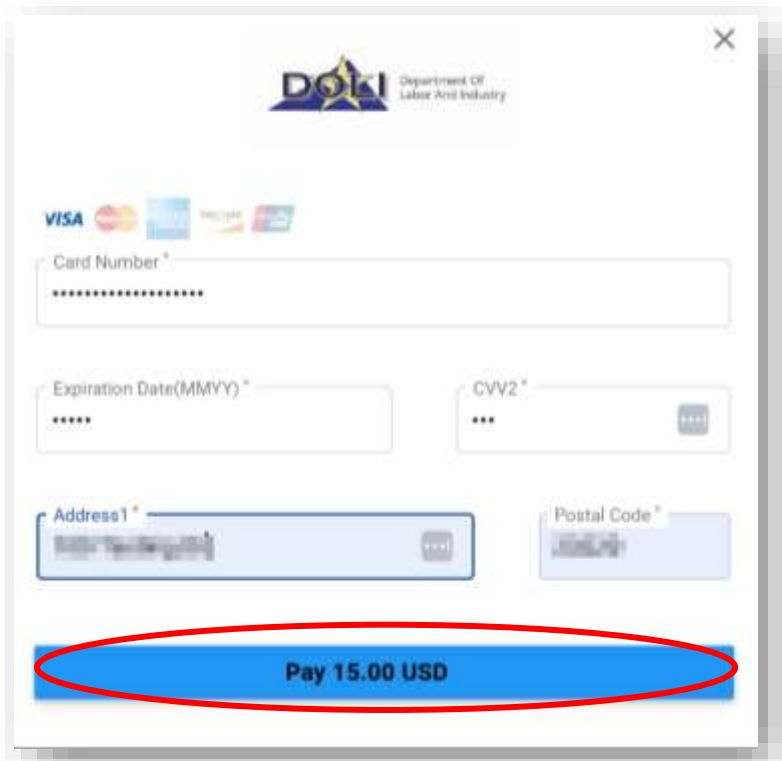


The screenshot shows the 'LAPS Permits' application interface. At the top right, there are two buttons: 'Cancel Application' (highlighted with a red circle) and 'Cancel Draft'. The main form area includes a 'Reference No.' field, a 'Project Type' dropdown menu set to 'Standard', and radio buttons for 'Government Ordered' (No) and 'Is this project an emergency?' (No). On the left, a sidebar lists the 'LAPS Permit Form' sections: Header, Facility, Procedures, Lead Based Paint Affected, Certification, and Summary And Payments, each with a green checkmark indicating completion. On the right, a box displays the 'Amendment Fee' as '\$15.00'. Below this, a 'Need Help?' section provides contact information: (804) 786-9865 or LAPSAdmin@doli.virginia.gov. At the bottom, there is a 'Contractor' field with a search icon.



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.



Payment pop-up window showing fields for Card Number, Expiration Date (MMYY), CVV2, Address1, and Postal Code. A red oval highlights the 'Pay 15.00 USD' button at the bottom.



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.

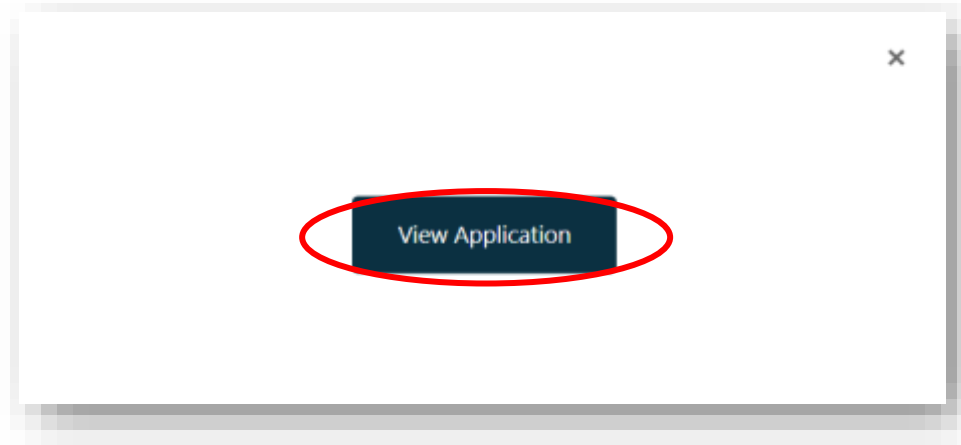
My Permit Applications

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

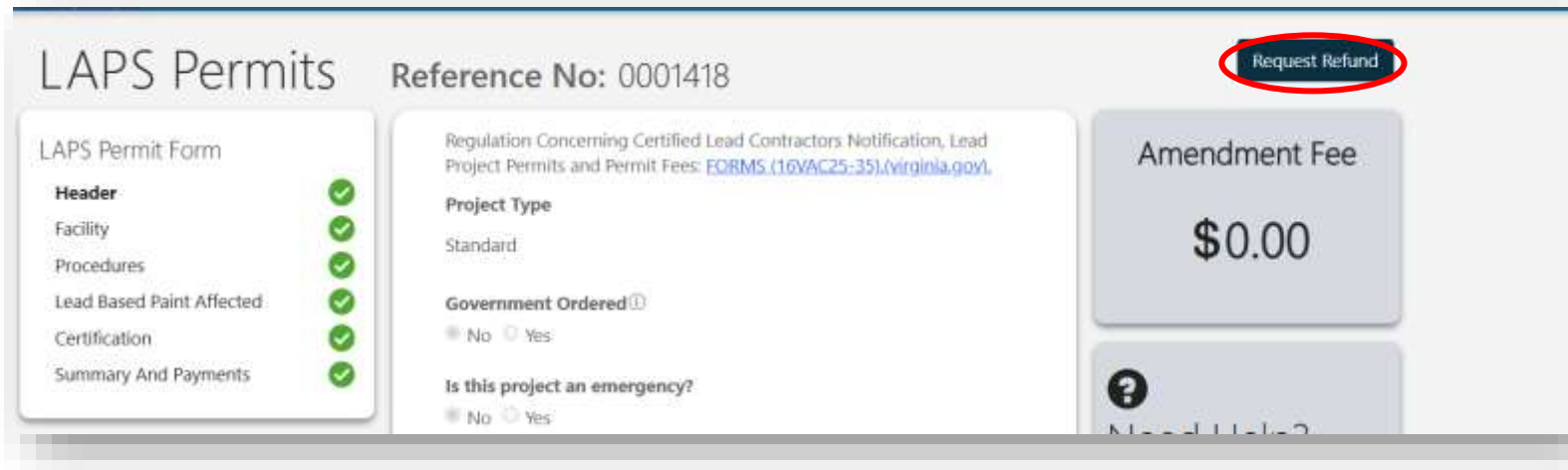
2. After the user selects the 'Amend' icon, a pop-up window displays:
 - User selects 'View Application' button





Refund Process

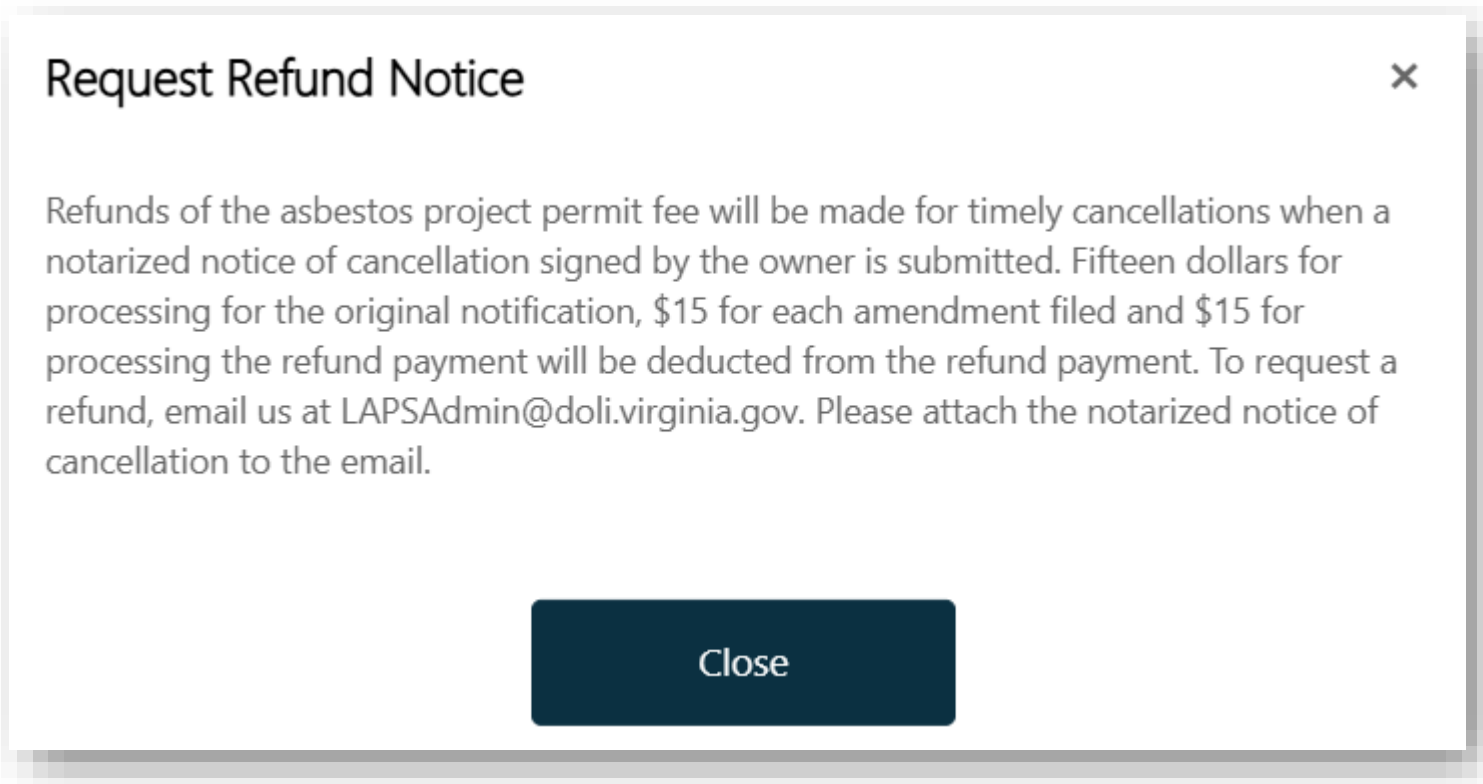
3. After the user selects the 'Create Amendment' button:
 - Displays the application, the user selects the 'Request Refund' button.



The screenshot shows the 'LAPS Permits' application interface. At the top right, a 'Request Refund' button is circled in red. The form includes a 'Reference No: 0001418' and a 'LAPS Permit Form' section with a checklist of items: Header, Facility, Procedures, Lead Based Paint Affected, Certification, and Summary And Payments, each with a green checkmark. The 'Project Type' is set to 'Standard'. The 'Amendment Fee' is displayed as '\$0.00'. There are also sections for 'Government Ordered' and 'Is this project an emergency?' with radio button options for 'No' and 'Yes'.

Refund Process

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



Contact Us



804.786.9865



LAPSAAdmin@doli.virginia.gov



Department Of
Labor And Industry

Boiler Safety

Labor Law

VO

