



Kansas Department of Health and Environment
Bureau of Air
Healthy Homes & Lead Hazard Prevention Program
1000 SW Jackson, Suite 310, Topeka, KS 66612
Phone: (866) 865-3233 Fax: (785) 559-4246
Email: KDHE.lead@ks.gov
Website: www.kshealthyhomes.org



INSTRUCTIONS FOR COMPLETING THE RENOVATION FIRM APPLICATION

Please print clearly or type all the information requested on the application.

If your business is a corporation, limited partnership, limited liability company or limited liability partnership please provide the Federal ID Number and Kansas Secretary of State's Business Entity ID Number. Information about registering a business with the Kansas Secretary of State is available online at www.kssos.org or by phone at (785) 296-4564. The business must be registered with the Kansas Secretary of State and in good standing.

The processing time for completed applications is generally 5-7 business days. Applications are processed in the order they are received and may take up to 30 days during peak renewal times. Submitting an incomplete application will delay processing. If you do not receive an incomplete application notice or your license within 30 days please contact our office.

A KDHE Licensed Lead-Safe Renovator logo is available to those companies who are properly licensed to conduct activities specified in K.A.R. 28-72-2 and K.A.R. 28-72-51 through K.A.R. 28-72-54. If you would like to request a copy of the logo, please send an email request to kdhe.lead@ks.gov. You may use the logo to identify your firm as an RRP licensed firm in brochures, advertisements, websites, proposals, bills, signs, uniforms, vehicles and other materials promoting or identifying your firm. You may not use the logo in any manner that would imply KDHE endorsement of a company, provide the logo or allow a firm that is not RRP licensed (including your subcontractors) to use the logo provided only to you.

If you have questions regarding this application, please contact our office. We would be happy to assist you!



RENOVATION FIRM APPLICATION

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General Information:

All business entities conducting regulated renovation activities in target housing and child occupied facilities in Kansas must be properly licensed with the Kansas Department of Health and Environment as a Licensed Renovation Firm. By completing and submitting this application you are: 1) requesting a license to perform renovation activities specified in K.A.R. 28-72-2 and K.A.R. 28-72-54; and 2) affirming that you have read and agree to comply with all laws and regulations for a Licensed Renovation Firm.

All sections of this application are required to be completed. If an application is incomplete, you will be notified and will have 30 days to submit the additional information. Applications may be submitted by mail, email or fax. Please mail applications to: Healthy Homes and Lead Hazard Prevention Program, 1000 SW Jackson, Ste 310, Topeka KS 66612

A complete application includes:

1. A completed Renovation Firm Application with no sections left blank
2. Payment for the non-refundable application fee as specified in K.A.R. 28-72-3

PART A. APPLICATION TYPE

<input type="checkbox"/> Initial or Previous Expired License \$200	Previous License Number	
<input type="checkbox"/> Renewal License \$100	Current License Number	

PART B. BUSINESS INFORMATION

Business or Organization Name As It Is To Appear On License

Business Legal Owner(s) Name

Business Street Address City

State Zip County

Telephone Number Email Address

Renovation Activities Conducted

<input type="checkbox"/> Remodeling	<input type="checkbox"/> General Repair Projects
<input type="checkbox"/> Room Additions	<input type="checkbox"/> Weatherization Projects
<input type="checkbox"/> Window/Door removal or replacement	<input type="checkbox"/> Interior and exterior paint projects
<input type="checkbox"/> Exterior siding	<input type="checkbox"/> Other (specify below)

Please send all correspondence regarding this application to :

Business Address Email Other

Credit Card Authorization

If you would like to pay for your licensing fee by credit card please complete the sections below. Cards accepted are VISA, MASTERCARD and DISCOVER.

Card Type: VISA Mastercard DISCOVER

Card Number:	Expiration Date (Month/Year)	Credit Card Code (3 or 4-digit code on the card)
Card Holders Name As It Appears On Card		Phone Number
Billing Address of Card City		
City	State	Zip

Total Amount To Be Charged To Card

<input type="checkbox"/> \$200.00 Initial License

<input type="checkbox"/> \$100.00 Renewal License

Please provide e-mail address to receive receipt via email:

Card Holders Signature

Date