



KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
Bureau of Air
Kansas Residential Lead Hazard Prevention Program
1000 SW Jackson Street, Suite 310, Topeka, KS 66612
Toll free: (866) 865-3233 Fax: (785) 599-4246
Email: kdhe.lead@ks.gov Website: www.kshealthyhomes.org



RENOVATION FIRM APPLICATION INSTRUCTIONS AND GUIDANCE

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 the Kansas Secretary of State's Business Entity ID number. Information about registering a business with the Kansas Secretary of State is available 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 to 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 (KDHE) 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. 28-72-51 through 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:

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 1000 SW Jackson, Suite 310
 Topeka, KS 66612

A complete application includes:

1. A completed Renovation Firm application with no sections left blank; and
2. Payment of 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 The License

Business Legal Owner(s) Name

Business Street Address

City	State	Zip	County
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Phone Number	E-mail Address
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Renovation Activities Conducted: (select all that apply)

<input type="checkbox"/> Renovations/Remodeling	<input type="checkbox"/> General Repair Projects	<input type="checkbox"/> Room Additions
<input type="checkbox"/> Exterior Siding	<input type="checkbox"/> Window/Door Removal or Replacement	<input type="checkbox"/> Weatherization Projects
<input type="checkbox"/> Interior and Exterior Paint Projects		
<input type="checkbox"/> Other (Please specify): _____		

Please send all correspondence regarding this application to:

- Business Address Email Other: _____

PART C: TYPE OF OWNERSHIP

Sole Proprietor or General Partnership:

Social Security Number(s)

Corporation, LLC, LP, or LLP

Federal ID Number

Business Entity ID Number

Government entity/agency or school district

Federal ID Number

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PART D: EMPLOYED CERTIFIED RENOVATORS

Are you a general contracting company or a company that sells installation services; who solely hires and utilizes subcontractors to perform renovation activities subject to the Renovation, Repair and Painting Rule; and does not have employees who perform the renovation activities?

Yes, skip to Part E

No, please list all employed Certified Renovators below or provide a separate list.

Name	KDHE Certification Number	Name	KDHE Certification Number

PART E: CERTIFICATION

I hereby certify that as a licensed renovation firm, sole proprietorship, partnership, corporation, association, governmental agency or other business entity on this application shall:

- Ensure that the renovation firm and firm's employees will follow the Kansas work practice standards for lead-based paint activities specified in K.A.R. 28-72-2 and K.A.R. 28-72-51 through K.A.R. 28-72-54.

Signature of Business Owner

Date

Signature of Business Owner

Date

Signature of Business Owner

Date

Credit Card Authorization

If you would like to pay for the fee with a credit card, please complete the information below.
Cards accepted are VISA, MASTERCARD, and DISCOVER.

Credit Card Type: Visa Mastercard Discover

Card Number	Expiration Date (Month/Year)	
Card Holders Name as it appears on the Card		
Billing Address for the Card		
City	State	Zip
Telephone Number	Email address to send receipt of transaction	

Total Amount to be charged to card: \$ _____

Signature Authorizing Credit Card Transaction: _____

Printed Name of Authorizing Individual: _____