Kansas Department of Health and Environment
Bureau of Family Health
Healthy Homes & Lead Hazard Prevention Program
1000 SW Jackson, Suite 200, Topeka, KS 66612
Phone: (866) 865-3233 Fax: (785) 296-5594
Email: lead@kdheks.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 lead@kdheks.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 200, 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

☐ Initial or Previous Expired License $200	Previous License Number	
☐ 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	
☐ Remodeling	☐ General Repair Projects
☐ Room Additions	☐ Weatherization Projects
☐ Window/Door removal or replacement	☐ Interior and exterior paint projects
☐ Exterior siding	☐ Other (specify below)

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, LLP

Federal ID Number

Business Entity ID Number

☐ Government entity/agency or school district

Federal ID Number

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 any other business entity listed on this application shall:

- Only employ KDHE certified individuals to conduct regulated renovation activities; and
- Ensure that the Renovation Firm and the firms employees will follow the Kansas work practice standards for renovation 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 your licensing fee by credit card please complete the sections below. Cards accepted are VISA, MASTERCARD and DISCOVER.

DISCOVER CARDS ONLY -- There is a 2.5% fee for all DISCOVER charges. If paying for an initial $200.00 license your fee would be $5.00. If paying for a renewal $100.00 license your fee would be $2.50.

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	
☐ $200.00	☐ $205.00 (Discover Cards Only)
☐ $100.00	☐ $102.50 (Discover Cards Only)

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

_____ _____

Card Holders Signature Date