PLEASE RETURN THE COMPLETE APPLICATION PACKAGE TO:

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DISTRICT DEPARTMENT OF THE ENVIRONMENT
LEAD AND HEALTHY HOUSING DIVISION
COMPLIANCE & ENFORCEMENT BRANCH
1200 FIRST STREET, N.E., 5th Floor
WASHINGTON, D.C. 20002
202-535-1934 Fax 202-481-3770

Updated October 2013

FOR OFFICE USE ONLY

Date Received: _____

Amount Received: _____
Check#:_____

Permit#: _____

LEAD ABATEMENT PERMIT OR RENOVATION APPLICATION FORM

20 DCMR §§ 3316 and 3322.5 – Lead Abatement Permit
20 DCMR §§ 3310 and 3322.6 – Renovation Permit

NOTE: This application is for projects on dwelling units, common areas, multifamily properties, and child-occupied facilities, only. Submit this form at least seven (7) business days before starting work.

1. TYPE OF APPLICATION (check only one) See page 4
   ☐ ABATEMENT PERMIT ☐ RENOVATION PERMIT

PLEASE PRINT CLEARLY

2. PROPERTY LOCATION/ADDRESS: _____
   SQUARE # _____ LOT # _____ WARD # _____

3. PROPERTY OWNER: _____
   OWNER MAILING ADDRESS: _____
   CITY: _____ STATE: _____ ZIP CODE: _____
   TELEPHONE NUMBER: _____ FAX:_____ E-MAIL: _____

4. PRESENT USE OF PROPERTY/STRUCTURE: _____FUTURE USE OF THE PROPERTY/STRUCTURE _____

5. APPROXIMATE DATE THE FACILITY/BUILDING/STRUCTURE WAS BUILT: _____

6. GENERAL CONTRACTOR: _____
   ADDRESS: _____
   CITY: _____ STATE: _____ ZIP CODE: _____
   CONTACT NAME: _____ TELEPHONE NUMBER: _____
   FAX: _____ E-MAIL:_____

7. ABATEMENT/RENOVATION CONTRACTOR: _____
   ADDRESS: _____
   CITY: _____ STATE: _____ ZIP CODE: _____
   CONTACT NAME: _____ TELEPHONE NUMBER: _____
   FAX: _____ E-MAIL: _____
   D.C. LEAD BUSINESS ENTITY AND/OR RENOVATION FIRM CERTIFICATION NUMBER(S): _____
   EXPIRATION DATE(S): _____

8. ABATEMENT SUPERVISOR/RENOVATOR ASSIGNED TO THE PROJECT: _____
   SUPERVISOR'S D.C. LEAD CERTIFICATION NUMBER: _____
   RENOVATOR CERTIFICATION NUMBER: _____
   EXPIRATION DATE(S): _____
   TELEPHONE NUMBER: _____ FAX: _____ E-MAIL_____

9. START/COMPLETION DATE(S) OF PROJECT (Reminder: You must provide this application to DDOE no less than seven (7) business days before the project starts.)
   PROJECT START DATE: _____
   PROJECTED COMPLETION DATE: _____
   PROJECTED CLEARANCE DATE: _____

10. DAYS (SPECIFY WHICH ONES) THAT LEAD WORK AT THE PROJECT SITE WILL OCCUR: _____
DURING THE FOLLOWING HOURS: FROM _____A.M./P.M. TO_____A.M./P.M.

11. APPROXIMATE AMOUNT OF LEAD-BASED PAINT OR LEAD-BASED PAINT HAZARDS (INCLUDING PRESUMED LEAD-BASED PAINT) TO BE ABATED (in square or linear feet):
Square Feet: _____ Linear Feet: _____

12. A DESCRIPTION OF AREAS IMMEDIATELY ADJACENT TO THE PROJECT SITE, INCLUDING NEIGHBORING PROPERTIES AND/OR PUBLIC SPACE, AND THE MEASURES THAT WILL BE TAKEN TO PREVENT ANY DISPERSAL OF PAINT CHIPS, DUST, DEBRIS, AND RESIDUE ONTO THESE AREAS:
_____
_____
_____
_____

13. ESTIMATED OR ACTUAL COST OF ABATEMENT or RENOVATION CONTRACT (COSTS OF ABATEMENT OR RENOVATION MEASURES ONLY):
$ _____

14. FEE SUBMITTED FOR LEAD ABATEMENT PERMIT ($50+3% of costs of abatement measures; fee shall not exceed $500):
$ _____
FEE SUBMITTED FOR RENOVATION PERMIT ($50+2% of costs of renovation measures; fee shall not exceed $500):
$ _____

***Make check/money order payable to D.C. Treasurer**

AFFIDAVIT

I certify that the above information is accurate, true, and correct to the best of my knowledge, and that all lead-based paint abatement will be conducted in accordance with all applicable work practice standards of Federal and District of Columbia laws, including the Occupational Safety and Health Administration ("OSHA") standards for lead in construction work found in 29 CFR § 1926.62, the United States Department of Housing and Urban Development Standards for Lead-Based Paint Evaluation and Hazard Activities found in 24 CFR Part 35, Subpart R, and the United States Environmental Protection Agency certification and training and work practice standards found in 40 CFR §§ 745.226 and 745.227. I also certify that all municipal solid and hazardous waste will be handled and disposed of in accordance with all applicable local, state, and federal laws and will contact DDOE's Hazardous Materials Branch at 202-535-2290 for more information. Finally, I attest that only appropriately D.C. certified individuals will be used for all abatement work; and that all employees performing non-abatement work involving lead-based paint or lead-based paint hazards have completed an EPA-approved course on lead-safe work practices; and that no outstanding debts are owed to the District of Columbia Government.

For Lead Abatement Permits, EXCEPT WHEN AN ENTIRE BUILDING HAS BEEN RAZED, THE ISSUANCE OF AN ABATEMENT PERMIT PURSUANT TO § 3316.4 TRIGGERS A REQUIREMENT THAT THE INDIVIDUAL OR BUSINESS ENTITY TO WHOM THE PERMIT WAS ISSUED SUBMIT TO DDOE A **CLEARANCE REPORT** NO LATER THAN SEVEN (7) BUSINESS DAYS AFTER COMPLETION OF THE ABATEMENT ACTIVITIES AS REQUIRED UNDER 20 DCMR § 3316.10

For Renovation Permits, A **CLEARANCE EXAMINATION** SHALL BE PERFORMED AFTER THE WORK HAS BEEN DONE THAT REQUIRED A RENOVATION PERMIT AS REQUIRED UNDER 20 DCMR § 3310.4. ALSO, A **CLEARANCE REPORT** PRODUCED UNDER THIS SECTION SHALL BE FILED WITH DDOE WITHIN SEVEN (7) BUSINESS DAYS FOLLOWING THE SUCCESSFUL CLEARANCE EXAMINATION BY THE INDIVIDUAL, FIRM, OR BUSINES ENTITY TO WHICH DDOE ISSUED THE PERMIT AS REQUIRED UNDER 20 DCMR § 3310.7

_____ _____
Signature of Contractor/Title Date

LEAD ABATEMENT AND RENOVATION PERMIT REQUIREMENTS

LEAD ABATEMENT PERMIT	RENOVATION PERMIT
An applicant for a lead abatement permit must attach to this application the following documents as required under 20 DCMR § 3316.7: **[ ]** A copy of the applicant's signed contract for the work, including the charges for all lead abatement activities under the contract and the signature of each party to the contract; **[ ]** A copy of the applicant's Scope of Work, describing the lead abatement activities that the applicant is under contract to perform; **[ ]** A copy of a risk assessment or lead inspection report, or other data source that identifies the exact location of the lead-based paint and lead-based paint hazards to be abated; **[ ]** A copy of a Certificate of Liability Insurance, proving the applicant's current policy coverage for at least one million dollars ($1,000,000) for individual environmental or lead claims, which the applicant shall maintain throughout the entire period that the abatement permit is in effect; **[ ]** The requirement for the one million dollars ($1,000,000) of liability insurance coverage may be waived for an applicant who is seeking an abatement permit for work limited to the applicant's own home; provided that the home is not part of a multi-family property, that there are no tenants living in the applicant's home, and that the work does not involve the demolition or raze of a pre-1978 building; **[ ]** A copy of the current D.C. lead certification card for the certified supervisor who will manage the abatement activities, and a copy of the business entity certification card; **[ ]** A copy of a valid District of Columbia Department of Consumer and Regulatory Affairs (DCRA) license to do business in the District; **[ ]** A completed District of Columbia Clean Hands Self-Certification Form; and **[ ]** Any other information DDOE requires in its permit application instructions as relevant to issuance of an abatement permit. **[ ]** Pay DDOE the appropriate certification fee required under 20 DCMR § 3322.5	An applicant for a renovation permit must attach to this application the following documents as required under 20 DCMR § 3310.14: **[ ]** A copy of the applicant's signed contract for the work, including the charges for all renovation activities under the contract; **[ ]** A copy of the applicant's Scope of Work, detailing the renovation activities applicant is under contract to perform; **[ ]** A copy of a valid DCRA Basic Business License to do business in the District; **[ ]** A copy of the EPA-issued or DDOE-issued Renovation Firm certification and a copy of the relevant EPA-issued or DDOE-issued Renovator certification; **[ ]** A copy of a Certificate of Liability Insurance, proving the applicant's current policy coverage for at least two hundred fifty thousand dollars ($250,000) for individual environmental or lead claims, which the applicant shall maintain throughout the entire period that the renovation permit is in effect; **[ ]** A completed District of Columbia Clean Hands Self-Certification Form; and **[ ]** Any other information DDOE requires in its permit application instructions that is relevant to issuance of a renovation permit. **[ ]** Pay DDOE the appropriate certification fee required under 20 DCMR § 3322.6

SPECIFIC DIFFERENCES BETWEEN A LEAD ABATEMENT PERMIT AND RENOVATION PERMIT TO HELP THE APPLICANT DECIDE WHICH PERMIT IS REQUIRED FOR THEIR PROJECT

LEAD ABATEMENT PERMIT

The Lead-Based Paint Prevention and Elimination Act § 8-231.01 defines <u>abatement</u> as any measure or a set of measures, except interim controls, that <u>eliminates lead-based paint hazards</u> by either the removal of paint and dust, the enclosure or encapsulation of lead-based paint, the replacement of painted surfaces or fixtures, or the removal or covering of soil, and all preparation, cleanup, disposal, and post-abatement clearance testing activities associated with such measures.

In accordance with 20 DCMR 3316.1, an individual or business entity shall not commence or perform any abatement activity on any residential property or child-occupied facility without first applying for and receiving an abatement permit from DDOE, except for those activities listed in § 3316.2.

According to 20 DCMR § 3316.4, the raze or the demolition of a pre-1978 building, involving presumed or identified lead-based paint within or on the property, shall only be undertaken after a lead abatement permit is issued for such activity by DDOE, if the property in question is within one hundred feet (100 ft.) of a child-occupied facility, or, in the case of a demolition that is limited to one or several units within a multifamily property, if one or more of those units is on a floor that also contains an occupied unit.

According to 20 DCMR § 3316.9, except as pursuant to § 3316.2, abatement shall only be performed by an individual who is currently certified by DDOE as a lead abatement worker or supervisor.

Items that do not trigger a requirement for a DDOE-issued lead abatement permit

The following activities shall at minimum require the use of individuals trained in lead-safe work practices as described in § 3302, as documented by proof available at the work site of either Certified Renovator status or Abatement Worker or Abatement Supervisor certification status, and, except for § 3316.2(c), shall be followed by a clearance examination pursuant to §§ 3310.4(a) through 3310.8:

(a) Door replacement, provided it does not include replacing ancillary door components, such as the casing, door stop, jamb, or threshold;

(b) Covering of any lead-contaminated soil that contains less than one thousand parts per million (1,000 ppm) of lead; **<u>AND</u>**

(c) An abatement activity involving less than two square feet (2 sq. ft. per room of deteriorated paint on an interior surface, or less than twenty square feet (20 sq. ft) of deteriorated paint on an exterior surface.

For a complete list of lead-based paint abatement requirements, visit 20 DCMR § 3316

RENOVATION PERMIT

The Lead-Based Paint Prevention and Elimination Act § 8-231.01 defines <u>renovation</u> as the <u>modification of any existing structure or portion thereof, that results in the disturbance of painted surfaces</u>, unless that activity is performed as part of an abatement. The term "renovation" includes the removal, modification, or repair of painted surfaces or painted components, the removal of building components, weatherization projects, and interim controls that disturb painted surfaces.

In accordance with 20 DCMR 3310.1, except as provided in § 3310.3, an individual, firm, or business entity that performs renovation of a residential property or a child-occupied facility built prior to 1978 and that is compensated for those services shall obtain a renovation permit from DDOE, if:

(a) The activities contracted for include the removal, repair, or paint stripping of surfaces or building components coated with presumed or identified lead-based paint, including weatherization projects that disturb surfaces or building components coated with presumed or identified lead-based paint, **the sum total of which activities disturbs more than five hundred square feet (500 sq. ft.) of painted surface; or**

(b) The contract for the renovation work contains a total charged cost of twenty thousand dollars ($20,000) or more for the specific activities enumerated in § 3310.1(a).

Items that do <u>not</u> trigger a requirement for a DDOE-issued renovation permit

According to 20 DCMR § 3310.2, the raze or demolition of a building, which is subject to § 3316.4, shall <u>not</u> trigger a requirement for a DDOE-issued renovation permit.

According to 20 DCMR § 3310.3, a renovation permit shall <u>not</u> be required for renovations in residential housing or child-occupied facilities built prior to 1978, <u>in which</u>:

(a) A written determination has been made by a certified lead-based paint inspector or a certified risk assessor that the components affected by the renovation are <u>free of paint or other surface coatings that contain lead</u> equal to or in excess of one milligram per square centimeter (1.0 mg/ cm^2) or one half percent (0.5%) by weight, where the firm performing the renovation has obtained a copy of the determination; **<u>OR</u>**

(b) A certified renovator, using an EPA-recognized test kit as defined in 40 CFR § 745.83 and following the kit manufacturer's instructions, has tested each component affected by the renovation and determined that <u>the components are free of paint or other surface coatings that contain lead</u> equal to or in excess of one milligram per square centimeter (1.0 mg/ cm^2) or one half percent (0.5%) by weight, with the understanding that if the components make up an integrated whole, such as the individual stair treads and risers of a single staircase, the renovator is required to test only one of the individual components, unless the individual components appear to have been repainted or refinished separately; **<u>OR</u>**

(c) A certified renovator has collected a paint chip sample from each painted component affected by the renovation and a laboratory recognized by EPA pursuant to Section 405(b) of the Toxic Substances Control Act (15 USC 2685(b)) as being capable of performing analyses for lead compounds in paint chip samples has determined that <u>the samples are free of paint or other surface coatings that contain lead</u> equal to or in excess of one milligram per square centimeter (1.0 mg/ cm^2) or one half percent (0.5%) by weight, with the understanding that if the components make up an integrated whole, such as the individual stair treads and risers of a single staircase, the renovator is required to test only one of the individual components, unless the individual components appear to have been repainted or refinished separately.

For a complete list of renovation requirements, visit 20 DCMR § 3310

Government of the District of Columbia
District Department of the Environment
Lead and Healthy Housing
Compliance & Enforcement Branch

CLEAN HANDS SELF-CERTIFICATION FORM

TO THE APPLICANT: Please read this form carefully and completely before signing. The District Government shall not issue or reissue any license or permit if the applicant owes it more than $100 in outstanding debt. A false statement on this certification requires that the District Department of the Environment (DDOE), proceed immediately to revoke the certification, accreditation and/or permit or renewal for which you are now applying and fine you $1,000. This certification form is required to be completed and submitted with any application for a certification, accreditation and/or permit or renewal by the Clean Hands Before Receiving a License or Permit Act of 1996, effective May 11, 1996 (DC Law 11-118, DC Official Code Sec. 47-2861 et seq.) as amended, effective October 21, 2000 (DC Law 13-183, sec. 2(b), DC Code sec. 47-2861 et. seq.).

I, _____, as _____certify that _____
(Name) (Owner/Partner/Corporate Officer) (Business Name)

trading as _____at _____using business tax number _____,
(Trade Name) (Business Address) (FEIN/SSN)

As of the date, does not owe more than more than one hundred dollars ($100) in outstanding debt to the District of Columbia government as a result of:

1. Fines, penalties, or interest assessed pursuant to the Lead–Hazard Prevention and Elimination Act of 2008, effective March 31, 2009 as amended (DC Law 17-381; D.C. Official Code § 8-231.01 *et seq* (2013 Supp.)); or

2. Fines, penalties, or interest assessed pursuant to the Litter Control Administration Action of 1985, effective March 25, 1986, (DC Law 6-100; DC Code Sec. 8-801 (et seq.) (2001 ed.); or

3. Fines, penalties, or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (DC Law 10-117; DC Code Sec. 8-901 (et seq.) (2001 ed.); or

4. Fines, penalties, or interest assessed pursuant to the Department of Consumer and Regulatory Affair (DCRA) Civil Infraction Act of 1985, effective October 5, 1985 (DC Law 6-42; DC Code Sec. 2-1801.01 (et. seq.) (2001 ed.); or

5. Past Due Taxes owed to the Office of Tax and Revenue pursuant to Title 47 of the DC Code; or

6. Past due District of Columbia Water and Sewer Authority service fees pursuant to Title 34 Chapter 22 and 24 of the DC Code (2001 ed.); or

7. Fines, penalties or interest assessed pursuant to Traffic Adjudication Act, Title 50, Chapter 23, of the DC Code (2001 ed.)

I understand that a signed and dated *Clean Hands Self-Certification Form* is required as documentation to accompany my application for a certification, accreditation and/or permit or renewal. I understand that by completing and submitting this form, I am not guaranteed that my certification, accreditation and/or permit or renewal will be approved.

I understand that the District Department of the Environment (DDOE) and/or the Department of Consumer and Regulatory Affairs (DCRA) may conduct an investigation to ascertain the veracity of the information contained in this *Clean Hands Self-Certification Form*.

I understand that if I knowingly provide false information on this Clean Hands Self-Certification Form, DDOE will proceed immediately to revoke each certification, accreditation and/or permit or renewal for which I am applying, and to fine me one thousand dollars ($1,000).

_____ _____ _____
SIGNATURE OF APPLICANT and TITLE **FEN/SSN** **DATE**