



# Lead Safe Certification Application Step by step submission guide

## What you will need to complete your application:

1. Only required for rental properties.
2. Rental Registration Number. Register your rental here: [Citizen Portal](#)
3. Parcel # and Year Built (properties built after 1978 do not require certification) Lookup here: [Cuyahoga County MyPlace](#).
4. Email address of property owner and risk assessor.
5. Exempted Unit(s) (only owner occupied units are exempt). If you have exempt units you'll need a Lead Safe Exemption Affidavit. This is submitted as part of your supporting documentation.
6. Inspection Type:
  - a. **Risk Assessment** (2 year inspection).
  - b. **Lead Inspection Risk Assessment and Paint Inspection (LIRA)** (is a 20 year exemption).
  - c. **Clearance Inspection** occurs when a Risk Assessment was conducted and abatement work was performed.
7. Risk Assessment Report and any supporting documentation.
8. If the property was cleaned or remediated by a contractor before the inspection, the name and EPA/ODH Lead Firm Certification # is required.



# Lead Safe Certification Application Step by step submission guide

Applications are submitted through the [Citizen Portal](#).

Note: there is no back button, but you can edit and revise at the end before you submit.

Sign In

USERNAME OR EMAIL:\*

PASSWORD:\*

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

---

Not Registered?

[CREATE AN ACCOUNT](#)

Sign in or Create an account.

Home **Building & Housing** Assessments and Licenses Public Health Public Safety [more](#) ▾

Search Building Records **Permits and Registrations**

**Online Application**

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the City of Cleveland attempts to keep its Web information accurate and timely, the City of Cleveland neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Cleveland as a result of updates and corrections.

I have read and accepted the above terms.

Navigate to **Building & Housing > Permits and Registrations**.

Read and accept the General Disclaimer.

**Continue Application »**



# Lead Safe Certification Application Step by step submission guide

**Select a Record Type**

- ▶ Commercial
- ▼ Lead Safe
  - Lead Safe Certificate
- ▶ Registration
- ▶ Vacant Building Registration
- ▶ Residential
- ▶ Code Enforcement

**Record Type** > Select **Lead Safe Certificate** and [Continue Application »](#)

## Step 1: Basic Information > Location and Owner

**Address**

\*Street No.:  Direction:  \*Street Name:  Street Type:

Unit Type:  Unit No.:

City:  State:  \*Zip:

Number of Units:

---

**Parcel**

\*Parcel Number:

\*Ward:

Skip address and scroll down to **Parcel**. Enter Parcel # and [Search](#)

Lookup parcel # here: [Cuyahoga County MyPlace](#)



# Lead Safe Certification Application Step by step submission guide

## Step 1: Basic Information > Location and Owner

Choose the best address from the **Parcel Search Result List** and [Select](#)

**Associated Addresses**

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 601 Lakeside Ave E, Cleveland CUY OH 44114	Cleveland	OH	44114
<input type="radio"/> Lakeside Ave E, Cleveland CUY OH 44114	Cleveland	OH	44114
<input type="radio"/> Lakeside Ave, Cleveland CUY OH 44114	Cleveland	OH	44114

## Step 1: Basic Information > Contacts

**Responsible Party** can be the property manager or owner or an assessor [Add New](#)

**Responsible Party**

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

**Submitted By**

Submitted By:

\* Responsible Party's Relation to Property: 

- ✓ --Select--
- Inspector
- Other
- Owner
- Property Manager

**Manager**

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

**Property Owner**

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

**Property Owner should always be listed as a Responsible Party.**

Include any additional contacts that should receive a copy of the certificate.

[Add Additional Contact Address](#)

**Property Owner**

[Select from Account](#)



# Lead Safe Certification Application Step by step submission guide

## Step 2: Additional Information > Lead Safe Details

### Lead Safe Details

---

**GENERAL INFORMATION**

\* Is this a rental property?:  Yes  No

\* Rental Registration Number:

\* Year Built:

\* Total Number of Units:

\* Units Exempted:

\* Number of Units Inspected or Tested:

\* Inspection Type:

Rental Registration numbers are always:

**RR\_YR - 5DIGITS**

(last two digits of the current year)

- ✓ --Select--
- Clearance
- Exemption
- Lead Inspection Risk Assessment
- Risk Assessment



# Lead Safe Certification Application Step by step submission guide

## Step 2: Additional Information > Lead Safe Details

Inspection Type: Risk Assessment

* Inspection Type:	<input type="text" value="Risk Assessment"/>
* Clearance or Risk Assessment Performance Date:	<input type="text" value="MM/DD/YYYY"/>
* Clearance or Risk Assessment Performance Time:	<input type="text" value="hh:mm am/pm"/>
* Risk Assessment Inspection Findings:	<input type="text" value="--Select--"/>
* Investigator ODH Certification #:	<input type="text"/>
* Lab:	<input type="text" value="--Select--"/>
* Was the property cleaned or remediated in preparation for inspection?:	<input type="radio"/> Yes <input type="radio"/> No

2 year Certification Assessment.

Inspection Type: Lead Inspection Risk Assessment (LIRA)

* Inspection Type:	<input type="text" value="Lead Inspection Risk Ass"/>
* XRF Paint Inspection Findings:	<input type="text" value="--Select--"/>
* Paint Inspection Date:	<input type="text" value="MM/DD/YYYY"/>
* Investigator ODH Certification #:	<input type="text"/>
* Lab:	<input type="text" value="--Select--"/>
* Was the property cleaned or remediated in preparation for inspection?:	<input type="radio"/> Yes <input type="radio"/> No

20 year Certification Assessment.



# Lead Safe Certification Application Step by step submission guide

## Step 2: Additional Information > Lead Safe Details

Inspection Type: Risk Assessment

* Inspection Type:	<input type="text" value="Risk Assessment"/>
* Clearance or Risk Assessment Performance Date:	<input type="text" value="MM/DD/YYYY"/>
* Clearance or Risk Assessment Performance Time:	<input type="text" value="hh:mm am/pm"/>
* Risk Assessment Inspection Findings:	<input type="text" value="--Select--"/>
* Investigator ODH Certification #:	<input type="text"/>
* Lab:	<input type="text" value="--Select--"/>
* Was the property cleaned or remediated in preparation for inspection?:	<input type="radio"/> Yes <input type="radio"/> No

✓ --Select--

Active Lead Hazards Identified

No Active Lead Hazards Identified

No Active Lead Hazards Identified.

[Continue Application »](#)

### If Active Lead Hazards Are Identified

- Review Lead Hazards Identified table
- Property owners are responsible for a Lead Hazards Remediation Plan. A violation notice will be issued with a compliance date of 90 days. Additional time may be granted with progress shown
- Any completed remediation work must be followed by a Lead Clearance of the property performed by a risk assessor

A letter sent to the property owner will outline the next steps for remediation of the rental property to achieve a Lead Safe Certificate.

[Continue Application »](#)



# Lead Safe Certification Application Step by step submission guide

## Step 2: Additional Information > Lead Safe Details

Inspection Type: Risk Assessment

\* Was the property cleaned or remediated in preparation for inspection?:  Yes  No

\* Provide the name of the contractor who prepared the property:

\* EPA/ODH Lead Firm Certification #:

If the property was cleaned or remediated before the inspection, additional information is required.

## Step 2: Additional Information > Inspector Information

**Contact Information** ×

\* First:  Middle:  \* Last:

Name of Business:

Country:

\* Address Line 1:

\* City:

\* State:

\* Zip:

Contact Phone  Work Phone:  Mobile Phone:   
Primary Phone No.

Fax:

E-mail:

Make sure to provide email address of inspector.

[Continue Application »](#)



# Lead Safe Certification Application Step by step submission guide

## Step 2: Additional Information > Supporting Documentation

Attachment (Accepted file types are: PDF, DOCX, JPG, and PNG)

Add

### File Upload

The maximum file size allowed is **500 MB**.  
**ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;m** are disallowed file types to upload.

Risk\_Assessment-doc1.pdf 100%

If your file exceeds the maximum file size of **500 MB**, split the report in half and label `_part1` and `_part2`.

Continue

\*Type:  
Report

File:  
Risk\_Assessment-doc1.pdf  
100%

\*Description:

- ✓ --Select--
- Exemption Affidavit
- Report
- Supporting Documents

Add a short description of each document.



# Lead Safe Certification Application Step by step submission guide

## Step 2: Additional Information > Supporting Documentation

\*Type:  
Report

File:  
Risk\_Assessment-doc1.pdf  
100%

\*Description:  
Lead Risk Assessment Report

\*Type:  
Supporting Documents

File:  
Risk\_Assessment-doc2.pdf  
100%

\*Description:  
Document was too large to upload as one document. This is the second half of the assessment.

Each document uploads separately.

Note: you are not able to delete documents. If you uploaded something by mistake, email [leadcertcle@clevelandohio.gov](mailto:leadcertcle@clevelandohio.gov).

Save

When all documents are uploaded.

Continue Application »



# Lead Safe Certification Application Step by step submission guide

## Step 3: Review

Review all of the information.

<b>Record Type</b>	
Lead Safe Certificate	
<b>Address</b> <a href="#">Edit</a>	
601 Lakeside AVE Cleveland OH 44114	
<b>Parcel</b> <a href="#">Edit</a>	
Parcel Number: 10103005 Ward: 3	
<b>Owner</b> <a href="#">Edit</a>	
CITY OF CLEVELAND 601 LAKESIDE AVE CLEVELAND OH 44114	
<b>Responsible Party</b> <a href="#">Edit</a>	
Property Owner 601 Lakeside Cleveland, OH, 44114	Contact Phone: 216-555-1234 E-mail: powner@gmail.com
<b>Submitted By</b>	
Submitted By:	<a href="#">Edit</a>
Responsible Party's Relation to Property:	Inspector
<b>Manager</b> <a href="#">Edit</a>	
<b>Property Owner</b> <a href="#">Edit</a>	
Property Owner 601 Lakeside Cleveland, OH, 44114 United States	E-mail: powner@gmail.com

Click [Edit](#) next to a section to make changes.



# Lead Safe Certification Application Step by step submission guide

## Step 3: Review (con't)

Click **Edit** next to a section to make changes.

### Lead Safe Details [Edit](#)

---

**GENERAL INFORMATION**

Is this a rental property?: Yes

Rental Registration Number: RR17-09999

Year Built: 1820

Total Number of Units: 2

Units Exempted: 0

Number of Units Inspected or Tested: 2

Inspection Type: Risk Assessment

Clearance or Risk Assessment Performance Date: 12/01/2024

Clearance or Risk Assessment Performance Time: 5pm

Risk Assessment Inspection Findings: No Active Lead Hazards Identified

Investigator ODH Certification #: LA 123456

Lab: Environmental Hazard Services (EHS) – E10028

Was the property cleaned or remediated in preparation for inspection?: No

---

### Investigator [Edit](#)

---

Joe Assessor E-mail: jassessor@gmail.com  
 123 Safety Lane  
 Cleveland, OH, 44114  
 United States

---

### Attachment [Edit](#)

---

The maximum file size allowed is 500 MB.  
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys are disallowed file types to upload.

Action	Name	Type	Size	Latest Update
<a href="#">Actions</a> ▼	Risk_Assessment-doc1.pdf	Report	658.58 KB	01/02/2025
<a href="#">Actions</a> ▼	Risk_Assessment-doc2.pdf	Supporting Documents	800.47 KB	01/02/2025

**Continue Application »**

Note: There is **NO** Submit button. When your review is complete, clicking Continue Application will submit.



# Lead Safe Certification Application Step by step submission guide

## ***Step 3: Receipt/Record Issuance***

### Receipt



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

**601 Lakeside AVE, Cleveland OH 44114**

LSC24-03704

Use this LSC number to track the status of your property and download your certificate from the portal.

Once you receive your certificate please email the LSC# to

[bhrental@clevelandohio.gov](mailto:bhrental@clevelandohio.gov) to receive your complete your Rental Registration.