

How to Apply for Your Lead-Safe Certificate

A step-by-step guide for property owners

Once your Local Lead Inspector has provided your completed clearance documentation, the next step is to apply for your Lead-Safe Certificate through the City of Toledo's online Application Portal. Follow the six steps below to submit your application.

1

ACCOUNT SETUP AND SIGNIN

Go to toledo.oh.gov/permits

Already have an account? Sign in with your email and password. New users select "Create Account" and follow the prompts. A confirmation email arrives from cityworks@toledo.oh.gov to complete setup. **Don't see it? Check spam/junk.**

NOTE: You must open the link within 24 hours to complete registration.

2

START YOUR APPLICATION

Once logged in, go to My Dashboard and select Create New Permit Application at the top right. Scroll down and select New Application.

Click the drop-down arrow and select Certificate - Lead Compliance.

Name the project: Enter the address of the property as your project name.

3

LOCATION AND STAKEHOLDERS

Enter the property address in the search bar and click the search icon.

Make sure only one address point and parcel is highlighted on the map before proceeding, then select Next.

NOTE: Property owners not living in Lucas County must list an agent.

4

TECHNICAL DETAILS AND UPLOAD CLEARANCE DOCUMENTS

Upload clearance documentation provided by your Local Lead Inspector, including:

- ✓ Signed clearance examination report
- ✓ Laboratory dust wipe results
- ✓ Chain of custody form
- ✓ Floor plan with sampling locations
- ✓ Photographs
- ✓ Any other required documentation

5

SUBMIT THE APPLICATION & PAY THE FEE

Complete all required fields, submit your application, and pay the applicable fee online. Application are reviewed in the order received.

NOTE: Application fees are non-refundable.

WATCH YOUR EMAIL

The City will review your application and clearance documentation. Once your application is approved, you will receive an email notifying you that your Lead-Safe Certificate is available for download through the portal.



IMPORTANT REMINDER

A passing clearance report is not the same as a Lead-Safe Certificate. Completing a lead clearance examination does not automatically result in a certificate. Your application and all required documentation must be submitted through the Lead Safe Portal, and the City must review and approve it before your Lead-Safe Certificate is issued.