GEOS – NTP for LBP Abatement Application (Initial or Renewal)

Note: Notice to Proceed for LBP Abatement expires on initial end date of project. If project goes over, a revision application must be submitted.

Step 1a: Things you will need to fill out this application:
- The fee payment for the application
- Contractor Bid

Step 1b: Verify you have a GEOS account. If not, you must first create one. Follow the steps in the GEOS Account Creation User Guide.

Step 2: Create the Submittal (i.e. Application).

“Submittal” → “Start a New Submittal” → “Start” on the correct Application Type (i.e. Application for Lead Abatement Project Notice to Proceed)
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→ Click “Next” button

Note: save your data entries at the end of each page before clicking the next button.

Step 3: Fill out the application. This is just data entry.

Note: Choose the “Discipline” for your Certificate. Also, if this is an Initial Certificate you will need the Third Party Exam date for application.

⇒ Fill in all fields with data entry from form

Note: the “Section II. Lead Firm Info.” “Firm Phone Number:” does not have a “*” but it is required. Also, all info in Sections III-VII is required, even though the “*” is missing from most data fields.

Note: in “Section III. Site Information” “Owner/Site Name:” if application simply says owners name add “First/Last Residence” in online form. Also, in “Scope of Work” box summarize the information on attached bit document, see below for examples.
Fill in “Box 1:” & “Box 3:” which will auto populate “Box 2:” & “Box 4:.”

Note: Double check that the amount in Box 1 matches the total amount on the Contractors Bid attachment.

Fill in Site Information.  Note: BE SURE TO ADD “Project Start & End Dates:”

Click “Search Contractor” Buttons to choose the “Project Personnel; Inspector/ Risk Assessor; and Occupant Protection Plan” persons in “Sections V-VII”.  Note: Make sure you choose the correct person with the correct “License Type” and up-to-date ‘Expiration Date’.

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V. PROJECT PERSONNEL

Please list Project Personnel information in the following table. You are able to add a person directly, or by searching in GEOS system. Project personnel include supervisor and worker.

Search by last name; [ ] the person you are trying to add to the project; Click “Associate” button

Note: You will end up with this…

V. PROJECT PERSONNEL

Please list Project Personnel information in the following table. You are able to add a person directly, or by searching in GEOS system. Project personnel include supervisor and worker.

Click “Search Contractor” and “Search Search Supervisor/Designer” the same way you did in Section V.

Note: See Highlighted instructions for the Occupant Protection Plan developed by Supervisor Vs. Project Designers.

Fill in VII. Payment Information.
If there were supporting documents, such as the Contractors Bid, upload here. If not, click “Next”.

Click “Next”.

Enter payment information.

Click “Submit”.
Print Confirmation Page for your records.

Now EPD must review your application and supporting documents. When it has been approved the Certificate of License will be available to you for printing from you GEOS Dashboard.