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EXECUTIVE OFFICER

## APPROVED TESTING AGENCY LICENSE RENEWAL

Company Name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Lab Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Your City of Los Angeles Testing Agency License is due for renewal sixty (60) days prior to the expiration date. Please answer the questionnaire below and sign the technical reference declaration on the back of this page. It may be necessary to conduct an inspection of your facility prior to renewal of your license.

1. Has there been a change in the name or ownership of the company?  Yes  No
2. Has there been a change in the corporate structure or personnel?  Yes  No
3. Have you changed the person(s) in charge of Quality Control?  Yes  No
4. Have you changed the location of your laboratory or mailing address?  Yes  No
5. Has there been significant changes in the type of testing performed?  Yes  No
6. Has there been any changes in equipment?  Yes  No

On a separate sheet of paper, please provide an explanation for any boxes above checked "Yes"

All of the above statements are true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Corporate Officer

- Sign the Conflict of Interest Statement and the Statement Agreeing to Pay Inspection Fees and returned them along with the renewal application. A copy is enclosed. The conflict of interest statement shall have a NOTARIZED SIGNATURE.
- Copies of the most recent Calibration Certificates for all testing apparatus and instruments shall be provided with each renewal application. Calibrations are to be updated as recommended per the Manufacturer’s Specifications, but under no circumstances shall they exceed more than one year from the recorded date of the previous calibration.
- Reference materials are required in each laboratory. Please circle the reference material that can be found in your laboratory as well as list specific applicable referenced standards and information bulletins in the spaces provided.

- a. 2020 City of Los Angeles Building Code (LABC)
- b. Applicable Referenced Standards. Please list below. (Chapter 35 of the LABC)

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- c. Information Bulletins. Please list below. (accessible at our website, [www.ladbs.org](http://www.ladbs.org))

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Date

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Signature of Responsible Person

*These statements shall be signed by the owner or responsible corporate officer upon each request for the renewal of a testing agency license. Tax-exempt organizations should attach the non-profit affirmation letter to qualify for the fee exemption.*

**CONFLICT OF INTEREST STATEMENT**

This is to certify that this organization is an independent third party testing agency, or testing and inspection agency, with no organizational, managerial or financial affiliation with manufacturers, suppliers or vendors of products under its testing, or testing and certification program. By my signature, I further certify to the following:

- a. Manufacturers or vendors do not own the agency.
- b. The administrators of the agency are not controlled by manufacturers.
- c. The agency has a policy of non-conflict of interest covering all employees.
- d. The agency has a policy of not acting as an advocate or consultant for a client whose products or materials are under review by the City.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Conflict of Interest Statement Shall Be Notarized

NOTARY SEAL

\_\_\_\_\_  
Signature of Notary

**STATEMENT AGREEING TO PAY INSPECTION FEES**

The undersigned applicant for approval, who is an owner or corporate officer of the company, agrees to reimburse the City of Los Angeles for all inspection fees per section 98.0503(b,d) of the Los Angeles Municipal Code applicable to the subject testing agency facility.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Printed Name

**Renewal Fees:**

Main Laboratory: \$942.85  
Branch Laboratory: \$274.68

**Senior Building Inspectors for Fabrication Shops and Testing Agencies:**

Domestic Fabricator Coordinator	Tim Day	(213) 482-0383
International Fabricator Coordinator	Bill Thompson	(213) 482-0370
Testing Agency Coordinator	Tim Day	(213) 482-0383
Testing Agency Liaison	Mike Rosenberg	(213) 202-9859

**Materials Control Section**

Hours: Monday – Friday, 7:30 a.m. – 3:30 p.m.  
Phone Number: (213) 482-0315  
Email Address: ladbs \_ materialscontrol@lacity.org

**Need additional information?**

Contact the following personnel at:

City of Los Angeles – Department of Building & Safety  
Materials Control Section  
221 N. Figueroa Street, Room 700  
Los Angeles, CA 90012

Director of Materials Control	Adam Burgess	(213) 202-9856
Deputy Inspector Coordinator	Mike Rosenberg	(213) 202-9859
Accelerographs	Byron Fuentes	(213) 482-7097