

MECHANICAL TESTING LABORATORY APPLICATION PACKAGE

(Rev. 12/06/2016)



**CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
MECHANICAL TESTING LABORATORY
201 N. FIGUEROA STREET, SUITE 500
LOS ANGELES, CA 90012**

Phone: (213) 482-6940

INSTRUCTIONS FOR SUBMITTING NEW APPLICATION

1. Please prepare the items noted below and submit them to:

Mechanical Testing Laboratory
201 N. Figueroa Street, Suite 500
Los Angeles, CA 90012

Application number will be assigned after the payment is received

2. Complete application form. Original signature is required. Payment can be made by:
 - a. **Check.** Make check payable to "The Department of Building and Safety, City of Los Angeles." (only U.S. bank checks are accepted), or
 - b. **Credit card.** Credit card payments may only be made in-person.
3. Provide following items in **PDF format, saved in Compact Disc (CD) or flash drive:**
 - a. Current product literature (brochure, specifications, data, wiring diagram, parts list, operation instructions, maintenance manual, owner's manual)
 - b. Photographs, video tape, for testing or engineering drawings showing both exterior and internal views of the equipment.
 - c. Copies of applicable test reports performed by City of Los Angeles Approved Testing Agencies.
 - d. A typed list of models and their descriptions to be included in the listing.
4. For Laboratory & General Approvals: **Do not send samples.** You will be notified if samples are required.
5. For field examination: Provide location where the equipment may be evaluated. Provide complete address, contact person and phone number. Pay for field trip charges.

FEES EFFECTIVE 12/12/16 WITH 3% AND 6% SURCHARGES

ITEM	LABORATORY & GENERAL APPROVAL FEES
Initial Application, Laboratory Approval (New M-Applications)	\$1,153.00 + \$34.59 (3%) + \$69.18 (6%) = \$1,256.77 (8 hours allowed)
Initial Application, General Approval (New Research Reports)	\$1,297.00 + \$38.91 (3%) + \$77.82 (6%) = \$1,413.73 (8 hours allowed)
Renewal Application (M & RR)	\$865.00 + \$25.95 (3%) + \$51.90 (6%) = \$942.85 (5 hours allowed)
Processing Time Exceeding Amount included with Application	\$108/hour + \$3.24 (3%) + \$6.48 (6%) = \$117.72/hour
Field Mileage: 0-15 Miles	\$43/trip + \$1.29 (3%) + \$2.58 (6%) = \$46.87/trip
15-30 Miles	\$57/trip + \$1.71 (3%) + \$3.42 (6%) = \$62.13/trip
over 30 Miles	+ \$1.00/mile over 30 miles + 3% + 6% surcharges
Renewal After Expiration	\$288.00 + \$8.64 (3%) + \$17.28 = \$313.92 + Renewal Fee
Technical Modification Application	\$721.00 + \$21.63 (3%) + \$43.26 (6%) = \$785.89 (4 hours allowed)
Clerical Modification Application	\$223.00 + \$6.69 (3%) + \$13.38 (6%) = \$243.07 (1 hour allowed)
Multiple Listing (Additional models and sizes)	\$57.00 + \$1.71 (3%) + \$3.42 (6%) = \$62.13/each



City of Los Angeles
Mechanical Testing Laboratory

(Check one)
 GENERAL APPROVAL
 ONE-TIME APPROVAL

APPLICATION FOR TESTING OR EVALUATING MECHANICAL EQUIPMENT

1. APPLICATION NUMBER	2. STATUS (CHECK APPLICABLE BOX) <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Tech-mod <input type="checkbox"/> Reopen <input type="checkbox"/> CM
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3. APPLICANT INFORMATION:				
NAME OF COMPANY		AUTHORIZED REPRESENTATIVE		E-MAIL ADDRESS
STREET ADDRESS		AUTHORIZED SIGNATURE ➤		DATE ➤
CITY	STATE	ZIP + 4	TELEPHONE NUMBER / 800-	FAX / 800-

4. DESCRIPTION OF EQUIPMENT TO BE EXAMINED:		5. SEND COPIES OF CORRESPONDENCE TO AGENT BELOW (OPTIONAL):		
EQUIPMENT DESCRIPTION	MODEL DESIGNATION	AUTHORIZED AGENT'S COMPANY NAME	NAME OF AGENT	
		STREET ADDRESS		
MANUFACTURER NAME		CITY	STATE	ZIP
ADDRESS / PHONE (if available)		TELEPHONE NUMBER / 800-	FAX / 800-	

6. FOR EQUIPMENT TO BE TESTED IN THE LABORATORY:			7. FOR EQUIPMENT TO BE TESTED IN THE FIELD:	
RETURN SAMPLE TO* (COMPANY NAME)	RECEIVER'S NAME - PAY C.O.D.		NAME OF COMPANY	
STREET ADDRESS (P.O. Box is not acceptable)			JOB SITE ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER / 800-	NAME OF CONTACT PERSON

8. INSTRUCTIONS :

9. FOR RENEWAL APPLICATION ONLY (TO BE COMPLETED BY FACTORY ENGINEER)	
Is Product changed in any way? <input type="checkbox"/> Yes <input type="checkbox"/> No If <u>Yes</u> , describe changes in a supplementary letter and send sample for evaluation.	
NAME OF FACTORY ENGINEER:	SIGNATURE: ➤

10. Return completed application with check payable to: <i>The Department of Building and Safety, City of Los Angeles</i>	
MECHANICAL TESTING LABORATORY 201 N. Figueroa Street, Suite 500 Los Angeles, CA 90012	TEL. (213) 482-6940

-----FOR DEPARTMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)-----				
<input type="checkbox"/> LAB <input type="checkbox"/> FIELD <input type="checkbox"/> RESEARCH REPORT <input type="checkbox"/> NO RE-EXAM Fees Verified: Date: Supervisor Initials: Date: NOTES: rev. 12/06/2016	INITIAL EXAMINATION			FOR CASHIER USE ONLY
	RENEWAL			
	TECHNICAL MODIFICATION			
	CLERICAL MODIFICATION			
	REOPENING FILE			
	FIELD MILEAGE			
	MULTIPLE LISTING			
	EXPEDITE /OFF-HOUR TESTING			
	SUPPLEMENTAL FEE			
	SUBTOTAL			
3% SURCHARGE				
6% SURCHARGE				
TOTAL FEE DUE				