

**INSTRUCTIONS FOR COMPLETING FORM FOR LARR (RESEARCH REPORT)**

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**I. Fees for Application of a Los Angeles City Research Report (LARR – General Approval).**

- A. Fees for Research Report are based on one of the following two categories:
  - 1. General Approval – City of Los Angeles Only, or
  - 2. General Approval based on approved nationally recognized model code agency evaluation report.

The table below describes the required fees for new Research Report Approvals, Renewals, Technical Modifications, and Clerical Modifications.

Type of General Approval	New	Renewal	Technical Modification	Clerical Modification
City of Los Angeles Only (Research Report)	\$3,700.55	\$3,206.78	\$1,644.81	\$304.11
City of Los Angeles (Research Report), based on nationally recognized model code agency evaluation report	\$2,220.33	\$986.45	\$1,973.99	\$304.11
Time Period	1-Year	2-years		

The time period specified in the above table is the duration of time the research report will remain valid: For a new Research Report the time period begins from the 1<sup>st</sup> day of the month which the Research Report is approved. For Renewals, the Research Report is approved for an additional two years beyond the expiration date listed on the expiring Research Report.

Clerical Modification is limited to changes of petitioner’s name, address, phone number, contact information, or a change in product name which does not alter design, composition, manufacture, or quality of the product. Report is approved with same expiration date.

Technical Modification is a change in the product, addition of products, or change to the research report which is not a clerical modification. Report is approved with same expiration date.

"As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services and activities."

The fee for Clerical Modification is not required when the research report application includes a Technical Modification.

When a renewal/reevaluation and a clerical/technical modification are both requested, the fee's in the above table are additive. *Example:* the fee for renewal and technical modification for Los Angeles City Only research report is \$4,851.59, and requires two forms to be completed.

Expedited report review is available. The amount of the fee for this service is in addition to the normal review fee and is equal to one-half of the normal review fee. For New General Approval or Technical Modification the expedite service will reduce the time to assign your application from approximately 5-weeks to 2-weeks and will reduce the review period from 3-5-weeks to 3-weeks. For Renewal or Clerical Modification the expedite service will reduce the time to assign your application from approximately two-weeks to one week.

There are two separate forms; One for new general approvals and technical modifications and a different form for renewals and clerical modifications.

## **II. Instructions for completing Application for New General Approval or Technical Modification.**

“Application for New General Approval or Technical Modification” is used for either a new Los Angeles City Research Report or a Technical Modification to an existing Los Angeles City Research Report.

Block 1a.: Applies for General Approval – City of Los Angeles Only (LA Research Report - which **is not** based on a Nationally Recognized Model Code Agency evaluation report). Mark box for Original Application (new research report) or for Technical Modification of a current research report. Separate application is required for renewal of expiring research reports – See Section III below.

Block 1b: Applies for General Approval (Research Report) which **is** based on a Nationally Recognized Model Code Agency Evaluation Report. Mark box for Initial Approval Review of Fire-Safety or Life Safety or Structural Products Application (new Research Report) or for Technical Modification of a current Research Report. Separate application is required for renewal of expiring Research Reports – See Section III below.

Write in the Evaluation Report Number and date of issuance. If evaluation report is pending specify the date applied for.

Block 2: Petitioning Organization is the name of the company applying for the Los Angeles City Research Report who has the legal rights to the test reports and product being evaluated.

If information in this box differs from the expiring Research Report indicate the changes in box 4.

Block 2a: Name and mailing address of location where product is being manufactured. Use only if manufacturer is different than the petitioning organization.

Block 2b: Local Representative if different than the petitioner in box 2, place name and phone number of individual in this box.

Block 3: Trade name of products: Specify name of your product here as you want it shown on the Research Report.

Block 4: Uses for which Approval is Requested: State here the application of your product. Information may also be provided on a separate cover letter.

Block 5: The fee's specified in block 2 are based on a given number of hours processing time. If the given time limits are exceeded you will be charged \$104.00 per hour for processing time exceeding 6-hours for New General Approval (Research Report) and for New General Approval based on Nationally Recognized Model Code evaluation report or 6-hrs for Technical Modification of General Approval(LA Only); 5-hours for Technical Modification of Research Report based on Nationally Recognized Model Code evaluation report.

Block 6: Signature of applicant who is authorized by your company to apply for a new Research Report or Technical Modification.

Block 7: Provide date when application is signed.

### **III. Instructions for completing Application for Renewal and Clerical Modification of General Approval.**

“Application for Renewal and Clerical Modification of General Approval” is used to either renew an existing Los Angeles City Research Report or for a Clerical Modification of an existing Los Angeles City Research Report or both.

Block 1a.: Applies for General Approval – City of Los Angeles Only (LA Research Report - which **is not** based on a Nationally Recognized Model Code Agency evaluation report). Mark box for either

Renewal or for Clerical Modification of a current Research Report or both. Separate application is required for Technical Modification to an existing Research Report – See Section II above.

Block 1b: Applies for General Approval (Research Report) which is based on a Nationally Recognized Model Code Agency evaluation report. Mark box for either Reevaluation or for Clerical Modification of a current Research Report. Separate application is required for Technical Modification. – See Section III above.

Block 2: Petitioning Organization is the name of the company applying for the Los Angeles City Research Report who has the legal rights to the test reports and product being evaluated.

If information in this box differs from the expiring Research Report mark the box(es) identifying which has changed, listed along the bottom margin of this box.

Block 2a: Name and mailing address of location where product is being manufactured, if different than petitioning organization.

Block 2b: Local Representative if different than the petitioner in box 3, place name and phone number of individual in this box.

Block 3: Trade name of products: Specify name of your product here as you want it shown on the Research Report.

Block 4: Additional items or uses to be included in the expiring Research Report: Specify new products or uses to be added to the expiring Research Report – A separate application for technical modification will be required if there are any new items or uses listed.

Block 5: Does any information in blocks 2, 2a, 4, or 5 differ from the expiring Research Report? Mark box “yes” or “no” as applicable. If yes, fee for technical or clerical modification is required. If blocks 2, 2a, or 4 have changed, see section IV below regarding release letters. If box marked no, then proceed to Block 7.

Block 6: The fee’s specified in block 1a and 1b are based on a given number of hours processing time. If the given time limits are exceeded you will be charged \$104.00 per hour for processing time exceeding 3-hours for Renewal of City of Los Angeles Only General Approval (Research Report); 2-hours for reevaluation of Research Report based on Nationally Recognized Model Code evaluation report; and 1-hour for Clerical Modifications.

Block 7: Signature of applicant who is authorized by your company to apply for Renewal or Clerical Modification of your Los Angeles City Research Report.

Block 8: Provide date when application is signed.

**IV. Name change of Petitioning Organization, Manufacturer, or Product:**

1. If the name of the Petitioning Organization differs from what appears on the expiring Research Report, the following release letter, notarized, and signed by the President or Corporate Secretary of the former Petitioning Organization on that organization's letterhead:

"Rights to Los Angeles City Department of Building and Safety Research Report # \_\_\_\_\_, and to use of any design or test data filed with the Department to support that report, are hereby released to (petitioning organization)." or Legally valid evidence of your right to use the Research Report and any design and test data pertaining to it in Department files.

2. If you are also the manufacturer, please submit also a notarized letter on your letterhead attesting that there has been no change in the quality, composition, design or characteristics of the product or construction method as approved in Research Report # \_\_\_\_\_. If you cannot so attest, submit fee and substantiating data for Technical Modification.
3. If Manufacturer's name or address differs from the expiring Research Report, please provide notarized letter as instructed in paragraph 2 above.
4. Product name change:
  - a. If name change does not add new products, or alter design, composition, manufacture or quality of the product or method as approved in the expiring Research Report, provide a notarized letter on your organizations letterhead attesting to the above.
  - b. If name change does reflect addition of new product, or alterations as noted above, submit substantiating data and fee for Technical Modification.