APPLICATION FOR RENEWAL AND CLERICAL MODIFICATION OF GENERAL APPROVAL (Under Article 1 of Chapter 9 of the Municipal Code)

DEPARTMENT OF BUILDING AND SAFETY

RESEARCH REPORT NO.

INSTRUCTIONS

A. Address all communications to **Engineering Research Section, Department of Building and Safety, 201 N. Figueroa St., Room 880, Los Angeles, CA 90012-4869, Phone 213-202-9812.**
B. Place an X in the fee box to indicate intended purpose of the application.
C. A check or money order for the amount shown in the fee schedule shall be submitted with this application. Check should be made payable to: "Department of Building and Safety". An 9%* surcharge is included in the fees in accordance with LAMC 98.0416 and LAMC 98.0410.
D. Please **print or type** the requested information into the form. Applicants Signature block must bear an **original signature.**
E. **Renewal fees and complete applications are due in Department not less than 60 days prior to the expiration date.**

1a. General Approval - City of Los Angeles ONLY (Research Report)	○ **Fee for Renewal[1] (two year)** **$3,206.78 ($2,942 + 9%)***	○ **Fee for Clerical Modification** **$304.11 ($279 + 9%)***

* See Note C and Block 7 directly above applicants signature space

[1] The Department may approve one year renewals for General Approval of Research Reports, if the applicant makes such a request in writing and submit evidence of the need for a one year renewal. The fee for a one year renewal shall be $1961.00 + 9%* for General Approval of Research Reports.

1b. General Approval based on Model Code Agency Evaluation Report.	○ **Fee for Reevaluation[2] of Fire/Life-Safety or Structural Product (two year)** **$ 986.45 ($905 + 9%)***	○ **Fee for Clerical Modification of Fire/Life-Safety or Structural Product** **$304.11($279 + 9%)***

* See Note C and Block 7 directly above applicants signature space

Application Basis: Evaluation Report No. _____ Expiration Date _____

Publishing Organization: ○ International Code Council – Evaluation Services, LLC. ○ Other _____

Submit one copy of all the substantiating data for the Evaluation Report to the Departmental for review. All technical reports, calculations and analysis required are by state law to be signed by a California registered Engineer. Submit one copy of the Evaluation Report and any supplements with this Application. Note: L.A. City Approval will automatically be cancelled if the Evaluation Report expires or is cancelled.

[2] The Department may approve one year reevaluations for General Approval of Fire-or Life-Safety or Structural Product Evaluation Reports, if the applicant makes such a request in writing and submit sufficient evidence of the need for one year reevaluation. The fee for a one year reevaluation shall be $603.00 + 9%* for General approval of Fire- or Life-Safety Product Evaluation Reports.

2. Petitioning Organization Name and Mailing Address

Attention: _____
(Section or individual to receive correspondence; attaching a business card recommended)

Tele. (Area Code & No.): _____

Email: _____

2a. Manufacturer's Name and Mailing Address (if other than petitioner)

2b. Local Representative

Tele/Email_____

3. Trade name of Products (if applicable)

4. Additional items or uses to be included in the expiring report:

5. Does any information in Block 2, 2a, 4 or 5 differ from the expiring Research Report? (If "yes", see back.) ○ Yes ○ No

If so, is this a new: ○ Petitioner ○ Address ○ Telephone No. ○ Contact

6. I hereby agree to pay $104.00 + 9%* surcharge (See Instructions, Note C) per hour supplemental fee for Department General Approval processing time in excess of 3 hours for renewals, 2 hours for reevaluations, and clerical 1 hour for modifications in accordance with Section 98.0501(b) of the Los Angeles Municipal Code.

7. Applicants Signature Title or Position	**8.** Date	For Cashier's Use Only

DEPARTMENTAL USE ONLY

Expedite Fee – 50% of Total Fee

Processing Fee
Surcharge
Total Fee
Verified 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."

INSTRUCTIONS FOR
APPLICATION FOR RENEWAL AND CLERICAL MODIFICATION OF GENERAL APPROVAL

Instruction #1 - **Block 2: Petitioner-s Address, Phone or Contact Person.** Changes in these items require a Clerical Modification Fee***** in addition to the Renewal Fee.

Instruction #2 - **Block 2: Petitioner-s NAME.** If the NAME of the Petitioning Organization differs from what appears on the expiring Research Report, add the Clerical Modification Fee*****, PLUS:

a. 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 the use of any design or test data filed with the Department to support that report, are hereby released to _____*(petitioning organization)*_____."

Legally valid evidence of your right to use the Research Report and any design and test data pertaining to it in Department files.

b. **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 additional Application for Technical Modification, with appropriate fee.******

Instruction #3 - **Block 2a: Manufacturer (if other than the Petitioner)**. If name of address differs from the expiring Research Report, please comply with *Instruction #2b*, above (notarized letter of non-change in product, or application for Technical Modification).

Instruction #4 - **Block 4: Product Name**. 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 organization-s letterhead attesting to the above; and

Add the Clerical Fee.*****

Instruction #5 - **Block 4: Product Name**. If name change DOES reflect addition of new product, or alterations as noted above, submit additional Application for Technical Modification, with appropriate fee.******

Instruction #6 - **Block 5: Uses or Additions.** Changes in this block require submittal of additional Application for Technical Modification with appropriate Fee.******

* One fee covers all Clerical Modifications on this Application.

** Application for Renewal of item(s) as approved on the expiring Research Report is still required to maintain approval for their continued construction use in Los Angeles. Renewal and Technical Modification are separate actions, each with a separate fee.