

City of Los Angeles  
Department of Building and Safety

**ELECTRICAL TESTING LABORATORY**

**APPLICATION PACKAGE**

**FOR**

**ELECTRICAL EQUIPMENT  
TESTING/EVALUATION AND APPROVAL**

2319 Dorris Place  
Los Angeles, California 90031-1014

Telephone: (323) 224-2168, Fax: (323) 224-2161



City of Los Angeles  
Electrical Testing Laboratory

**APPLICATION FOR TESTING OR EVALUATING ELECTRICAL EQUIPMENT**

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

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

<b>6. FOR EQUIPMENT TO BE TESTED IN THE LABORATORY:</b>			<b>7. FOR EQUIPMENT TO BE TESTED IN THE FIELD:</b>	
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. SHIPPING INSTRUCTIONS:** (UNLESS OTHERWISE NOTIFIED, SAMPLES WILL BE RETURNED BY SHIPPING COLLECT VIA OUR CONVENIENT CARRIER OR BE SCRAPPED).

**9. FOR RENEWAL APPLICATION ONLY (TO BE COMPLETED BY FACTORY ENGINEER)**

Is Product changed in any way?    Yes    No    If Yes, describe changes in a supplementary letter. A sample shall be submitted for evaluation.

NAME OF FACTORY ENGINEER:	SIGNATURE:
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**10. Return completed application with check payable to: *The Department of Building and Safety, City of Los Angeles***

<b>ELECTRICAL TESTING LABORATORY</b> 2319 Dorris Place Los Angeles, CA 90031-1083	Direct Line to engineering: (323) 224-2164, (323) 224-2166
TEL. (323) 224-2168 FAX (323) 224-2161	

FOR DEPARTMENT USE ONLY (DO NOT WRITE BELOW THIS LINE):

<b>LAB FIELD RESEARCH REPORT NO RE-EXAM</b>	INITIAL EXAMINATION		<b>FOR CASHIER USE ONLY</b>
	RENEWAL		
	TECHNICAL MODIFICATION		
	CLERICAL MODIFICATION		
	REOPENING FILE		
	FIELD MILEAGE		
	MULTIPLE LISTING		
	EXPEDITE /OFF-HOUR TESTING		
	SUPPLEMENTAL FEE		
	SUBTOTAL		
ADD 2% SURCHARGE			
ADD 6% SURCHARGE			
<b>TOTAL FEE DUE</b>			

rev. 05/10/13 (BH)



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ROBERT R. "BUD" OVROM  
GENERAL MANAGER

## **FUNCTION OF THE LOS ANGELES ELECTRICAL TESTING LABORATORY**

The California Electrical Code requires under Sections 110.2 and 110.3 that electrical equipment be safety approved by the authority having jurisdiction or listed by an approved testing laboratory. In addition, the City of Los Angeles Municipal Code Section 93.0402 also requires approval for these equipment, if a listing cannot be secured, either by the Los Angeles Electrical Testing Laboratory (LAETL) or third party testing agencies recognized by the City. The Los Angeles Electrical Testing laboratory only provides testing services if the customer will not use a recognized third party laboratory.

The LAETL test and/or evaluate equipment to determine that it meets the nationally recognized safety standards in relation to life, fire and shock hazards.

## **TYPES OF APPROVAL GRANTED**

### **1. ONE-TIME APPROVAL**

One-Time approval is granted for equipment that are custom made or installed at job site. Usually, the evaluation and testing is performed at the location that the equipment is installed. This testing is also called a "field test." Application for this type of approval may be filed by the owner, installer, vendor, or manufacturer.

### **2. GENERAL APPROVAL**

When an equipment is mass produced for distribution, a general, approval is usually granted. General approval is for a one year period and covers the particular equipment approved for sale during the approval period. The applicant may file for renewal/reexamination on a yearly basis, thereafter. The evaluation and testing are usually done in the Laboratory, unless suitable site is prearranged. This type of approval may be filed by the manufacturer or authorized agents.



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## **INSTRUCTIONS FOR SUBMITTING NEW APPLICATION**

Please prepare the items noted below and mail them to:

Electrical Testing Laboratory  
2319 Dorris Place, Los Angeles, CA 90031-1014

Application number will be assigned when the completed application and payment are received.

1. Completed application form. Original signature is required.
2. Application fee as marked on application form. Make check payable to "The Department of Building and Safety, City of Los Angeles."
3. Current product literature (brochure, operational instruction, maintenance manual, owner's manual).
4. Photographs or drawings showing the exterior views and internal views of the equipment.
5. Schematic wiring diagrams. Diagrams should identify the sizes of wires, ratings of fuses, circuit breakers, and other components.
6. The parts list for the components operating at or above 30VAC or 24.8VDC in dry locations and 15VAC or 12.4VDC in wet locations. Include the part's function, name of manufacturer, catalog number, electrical ratings, and testing agency component recognition or listing number.
7. Production sample of the equipment.
  - a. For General Approval: Submit a current production sample (complete and operable) with all appurtenances to operate the equipment. If the equipment is too heavy or large to ship to the laboratory arrange for a field location where a complete testing can be performed without on-site restrictions (call laboratory for prior arrangement) and pay for field trip charges.
  - b. For One-Time Approval of field installed equipment: Provide the field location where the equipment can be evaluated and tested without on-site restrictions. Provide complete address, phone number, and contact person. Pay for field trip charges.
8. For equipment with unlisted transformers, drivers or power supplies with rating of less than 1KVA, provide two samples with schematic wiring diagrams and specification sheets.

For laboratory tests, all items including application form, check, literatures, and samples may be shipped in the same box or crate. You do not need to wait for application number to be assigned to ship these items. If application number is already assigned, please refer to the number on all shipping boxes, packages, letters, e-mails, correspondences, and inquiries.

## HOW TO EXPEDITE APPROVAL OF ELECTRICAL EQUIPMENT

(Customer's Guide to Enhance Approval Process)

1. Obtain a copy of the new application package (available at the LADBS website [www.ladbs.org](http://www.ladbs.org)) and prepare the required items for submittal such as, wiring diagram, parts list, product description & literatures, sample of equipment, and etc. Note that the applications are processed on a first-come-first-served basis. Your application cannot be placed in line for processing if the submittal package is not complete.
2. Incorporate all safety features required **to eliminate fire, shock, and mechanical injury hazards**. The following is a typical sample of safety considerations (not a complete list):
  - a. Enclosure type and construction suitable for the usage, including corrosion, dust, moisture, weather & UV ratings (as applicable). No exposed live parts or wiring are allowed. Live parts should not be readily accessible to unqualified users.
  - b. Power supply suitable for intended use (hard-wired or cord connected).
  - c. All metallic parts and enclosure shall be electrically grounded.
  - d. Overload/temperature protections are required for motors, transformers, and heat producing elements.
  - e. Suitable protection/guards over moving parts, belts, chains, sharp elements, blades, and etc.
  - f. Warning markings are required over hot surfaces, moving parts, cold surfaces that could cause freeze bites, and other similar hazards.
  - g. Equipment nameplate that describes the manufacturer's name, model number, serial number (date of manufacture), and electrical ratings (Volts, Amps, Hz, etc.).
  - h. All wirings shall be neatly routed, secured away from sharp edges, moving parts or heat producing elements. All components must be securely mounted and suitably spaced.
  - i. Each component, including switches, relays, fuses, circuit breakers, contactors, wires, and etc. should be of suitable size and rating for the use.
3. Discuss with test lab engineer any technical questions/concerns that may arise regarding product development, manufacturing, and the safety testing criteria before the final design and production. For one-of-a-kind equipment, preliminary consultation with the test lab engineer is especially helpful to address any technical questions that may arise regarding safety testing and code requirements.
4. Plan ahead on time required for approval process:
  - a. to prepare the complete submittal package.
  - b. to submit the package (shipping, delivery, and setup time).
  - c. to receive notification from test lab on test results (approx. 2-3 weeks from filing date).
  - d. to make corrections if any (design changes may be necessary).
  - e. to resubmit the corrected sample and information required (delivery, appointment).
  - f. to receive approval notification and labels (approximately 1 week).
5. If the equipment is one-of-a-kind, expensive, or highly complicated, please plan on having a factory engineer or technician available to assist the test lab personnel during testing, disassembly and reassembly of the equipment.

# RULES AND REGULATIONS

## 1. SALE, INSTALLATION AND USE (LAMC SEC. 93.0402)

No person shall sell, offer for sale, advertise, or display for sale, dispose of by way gift, loan, rental, lease or premium, or install or use any "equipment," as defined in Article 100 of the NEC, unless such equipment has been approved by the Department.

## 2. GENERAL (LAMC SEC. 98.0502)

These rules and regulations, established under authority granted to the General Manager, Department of Building and Safety in Section 98.0502 (b) of the Los Angeles Municipal Code are for the conduct of the Los Angeles Electrical Testing Laboratory (LAETL) and the public relative to applications, standards, tests, examinations, procedures and approvals.

The Laboratory reserves the right to use nationally published standards or develop test guidelines if there is no specific standard to verify, that the equipment is free from fire, shock and mechanical hazard.

The Laboratory reserves the right to refuse an application or disapprove a product if it does not meet the minimum safety requirement of the City of Los Angeles Electrical Code, the safety standard (s) or has failed a test.

Approvals granted by the Electrical Testing Laboratory are not, nor shall they be construed to be, product endorsements or sales aids and they shall not be reproduced, either in whole or in part, for the purpose of advertising in any publication, direct mail material, catalogue, brochure, poster, handout sheet or published article. Distribution of reproductions of the approval is permissible within the petitioner's own organization and to its authorized agents. A copy of the Research Report shall be made available to the job site for the installers and users of the equipment and the inspection authority representative.

All fees referred to in this Rule are specified in Section 98.0502 (d) of the Los Angeles Municipal Code.

## 3. STANDARDS

Approvals granted by the Testing Laboratory shall be based upon successful completion of tests and/or examinations of material, devices, fixtures, appliances or equipment under the following:

- a. The published standards of the Underwriters Laboratories, Inc., or applicable portions thereof, with the stipulation that where provided for in the Los Angeles Electrical Code, such provision shall apply in lieu of the National electrical Code reference in such Standards.
- b. Standards, or applicable portions thereof, adopted by the General Manager.
- c. A test guideline developed by the LAETL for specific equipment.

## 4. APPLICATION FOR NEW APPROVAL

Applications for approval of items not previously approved, or having a previous approval expired by more than one year, shall require submittal of the following in order to initiate the processing:

- A. A completed set of application forms.
- B. The required new application fee and any supplemental fees if required.
- C. A current sample of the article submitted for approval produced within 90 days of the submittal date.

In addition, the applicant shall submit descriptive literature, photographs, drawings, wiring diagrams, technical reports, test reports and other information as may be required to properly evaluate the article submitted for approval.

The applicant must be an authorized representative of the organization which manufactures, imports, distributes or sells the equipment submitted for approval. An application for specific equipment at a specific site shall be signed by the owner or lessee of the article.

NOTE: An approval granted to an owner or lessee will be a one-time or "No-Re-exam" approval. This one-time approval will not require renewing, nor can it be used for the approval of any equipment other than that examined at the time of approval. An approval granted for an item requiring extensive alterations will also be of the "No-Re-exam" type, regardless of who submits the application. If the application is submitted by the manufacturer, importer, or distributor, it may be converted to a Renewable General Approval upon submission of a complying factory sample.

If final approval is not secured within one year after an application been filed, the file shall be closed permanently.

## 5. APPLICATION FOR RENEWAL OF APPROVAL

Prior to the expiration date of an approval, the applicant shall file the following in order to initiate renewal processing:

- A. A completed set of application forms.
- B. The required renewal application fee and any supplemental fee if required.
- C. A current sample of the article submitted for approval renewal produced within 90 days of submittal date.

Failure to submit any of the foregoing by the expiration date will result in closing of the file. However, a closed file may be reopened at any time within one year after expiration by submittal of a file re-opening fee in addition to the application, renewal fee and a current sample.

In no case shall the period of renewal of an existing approval be continued more than one year past the expiration date of the last approval.

**6. CORRECTIONS**

Whenever a sample fails to meet the test or examination Standards, the applicant shall be noted in writing wherein the sample fails to comply. If a fully corrected sample is not made available for rechecking within 60 days of the date of the correction notice, the file will be closed. Additional limited extensions of time may be granted under **EXTENSION AUTHORITY**. After the file has been closed, it may be reopened at any time within one year from the date of application for new applications, or one year from date of the expiration for renewal application, by submittal of a corrected sample accompanied by an application and the file reopening fee.

**7. REFUND OF FEES**

Application fees, upon which the Laboratory has done no testing or examination services may be refunded as provided in Section 22.13 of the Municipal Code if the application is withdrawn. Excess supplemental fees paid in advance are refundable in the full amount. Application for the refund must be submitted within one year from the date of payment and shall be made on Claim for Refund forms provided by the Department.

**8. REMOVAL OF SAMPLES**

Samples shall be removed from the Laboratory by the applicant after notification to do so by the Department or the applicant may, in writing, authorize the sample to be scrapped. Samples shall be scrapped pursuant to Section 98.0502 (e) of the Los Angeles Municipal Code.

In the event the applicant fails to remove the sample, or fails to authorize it to be scrapped, within three weeks after notification to do so by the Department, the Laboratory may have it packed or crated and shipped, collect on delivery, to the applicant by the most convenient carrier. All costs for packing or crating shall be paid by the applicant. The Department is authorized without liability to itself or its authorized representatives to package samples for return shipment to the applicant.

**9. APPROVAL LABELS**

Approval labels issued by the electrical Testing Laboratory shall be applied to the approved articles at the factory. No label shall be applied in the field except where a particular article has been inspected and approved by the Laboratory at that location and all applicable fees have been paid. A lab employee will apply the label.

For the purpose of this Rule, "factory" shall mean the place of manufacture, or premises owned or leased by the applicant.

All requests for approval labels shall be on forms provided by the Department and accompanied by the application number and appropriate fee.

**10. EXTENSION AUTHORITY**

The engineer in charge of the Laboratory may grant extensions of time in which to submit the production samples for initial approvals or renewal: or when submitting corrected samples. The applicant shall submit satisfactory written evidence of extenuating circumstances which cause the sample to be unavailable on time.

Any extension of time granted under this Rule shall not allow the period of a renewal to be continued more than one year past the expiration date of the last approval.

**11. FIELD MILEAGE**

Mileage based on one way, straight line distance from the Laboratory to the test site.

0 to 15 miles..... \$41.00 + 6% surcharge = \$43.46

15 to 30 ..... \$55.00 + 6% surcharge = \$58.30

30 miles and over..... \$55.00 plus \$1.00/mile over 30 miles + 6% surcharge

13. FEES (LAMC SEC. 93.0502, Table 2)

Item	Laboratory Approval Fee	General Approval Fee	Field Approval Fee (one time approval)
<p>1. Initial application filing*</p> <p>a. General purpose equipment</p> <p>(1) Simple equipment (applies only to less complex light fixtures or similar equipment)</p> <p>(2) Complex equipment and systems</p> <p>b. Equipment for hazardous areas</p> <p>(1) Simple equipment</p> <p>(2) Complex equipment and systems</p> <p>c. Medical Equipment</p> <p>(1) Simple equipment</p> <p>(2) Complex equipment and systems</p> <p>d. Equipment rated above 600 volts or above 60 Hertz (except appliances and light fixtures)</p> <p>(1) Simple equipment</p> <p>(2) Complex equipment and systems</p> <p><b>Note:</b> All fees for initial application filing include 8 hour processing time but no Field Mileage except when noted.</p>	<p>\$694.00</p> <p>(Including 4 hr. processing time but no Field Mileage)</p> <p>\$1,250.00</p> <p>N/A</p> <p>N/A</p> <p>\$1,250.00</p> <p>\$1,389.00</p> <p>N/A</p> <p>N/A</p>	<p>\$1,389.00</p> <p>\$1,528.00</p> <p>\$1,389.00</p> <p>\$1,528.00</p> <p>\$1,389.00</p> <p>\$1,528.00</p> <p>\$1,389.00</p> <p>\$1,528.00</p>	<p>\$1,181.00</p> <p>\$1,389.00</p> <p>N/A</p> <p>N/A</p> <p>\$1,250.00</p> <p>\$1,667.00</p> <p>\$1,250.00</p> <p>\$1,667.00</p>
<p>2. Annual Renewal application filing*</p>	<p>65% of Fee</p> <p>(Including 4 hr. processing time but no Field Mileage)</p>	<p>65% of Fee</p> <p>(Including 4 hr. processing time but no Field Mileage)</p>	<p>N/A</p>
<p>3. Processing time exceeding amount included with application**</p>	<p>\$104.00/hour</p>	<p>\$104.00/hour</p>	<p>\$104.00/hour</p>
<p>4. Field Mileage, when required. (Mileage based on one way, straight-line distance from Laboratory to test site)</p> <p>0 to 15 miles</p> <p>15 to 30 miles</p> <p>30 miles and over</p>	<p>\$41.00/trip</p> <p>\$55.00/trip</p> <p>\$55.00/trip</p> <p>plus \$1.00/mile over 30 miles</p>	<p>\$41.00/trip</p> <p>\$55.00/trip</p> <p>\$55.00/trip</p> <p>plus \$1.00/mile over 30 miles</p>	<p>\$41.00/trip</p> <p>\$55.00/trip</p> <p>\$55.00/trip</p> <p>plus \$1.00/mile over 30 miles</p>
<p>5. Reopening file closed because of failure to respond to correction(s) or required production sample not received within 60 days from date of notification.***</p>	<p>\$138.00</p>	<p>\$138.00</p>	<p>\$138.00</p>



6. Reopening file closed because previous approval expired for more than 30 days. Approval file shall not be reopened if not renewed for more than one year after expiration date. (This fee is in addition to the renewal fee and penalty fee)	\$277.00	\$277.00	\$277.00
7. Technical Modification*  <b>Note:</b> Technical Modification approval time is only up to the expiration date of the application approval. This will not set a new approval time for the application.	\$694.00  (Including 4 hr. processing time but no Field Mileage)	\$694.00  (Including 4 hr. processing time but no Field Mileage)	
8. Clerical Modification (Revision of names and/or model numbers under current approval requiring no testing or examination)	\$215.00  (Including 1 hr. processing time but no Field Mileage)	\$215.00  (Including 1 hr. processing time but no Field Mileage)	
9. Multiple Listings (Additional models and product or firm names on approved products at time of application is submitted for approval or renewal)	\$55.00 each	\$55.00 each	
10. Department Approval Labels:  a. Paper b. Water proof c. One time only	\$0.22 \$3.60 No Cost	\$0.14 \$2.00 No Cost	N/A N/A No Cost

\* The applicant shall agree in writing, as part of the application, to pay supplemental fees for processing time, field mileage, and file reopening fees where necessary. These fees are in addition to application filing fee. The Department requires a deposit to cover the estimated total supplemental fees to be paid in advance. Initial applications will expire 12 months after the filing date if the equipment has not been cleared of corrections and approved. No approval shall be issued until the application is refiled or reopened and the penalty fees are paid.

\*\* Processing time includes office and field review and testing, office and field consultation, field standby and travel time directly related to the application.

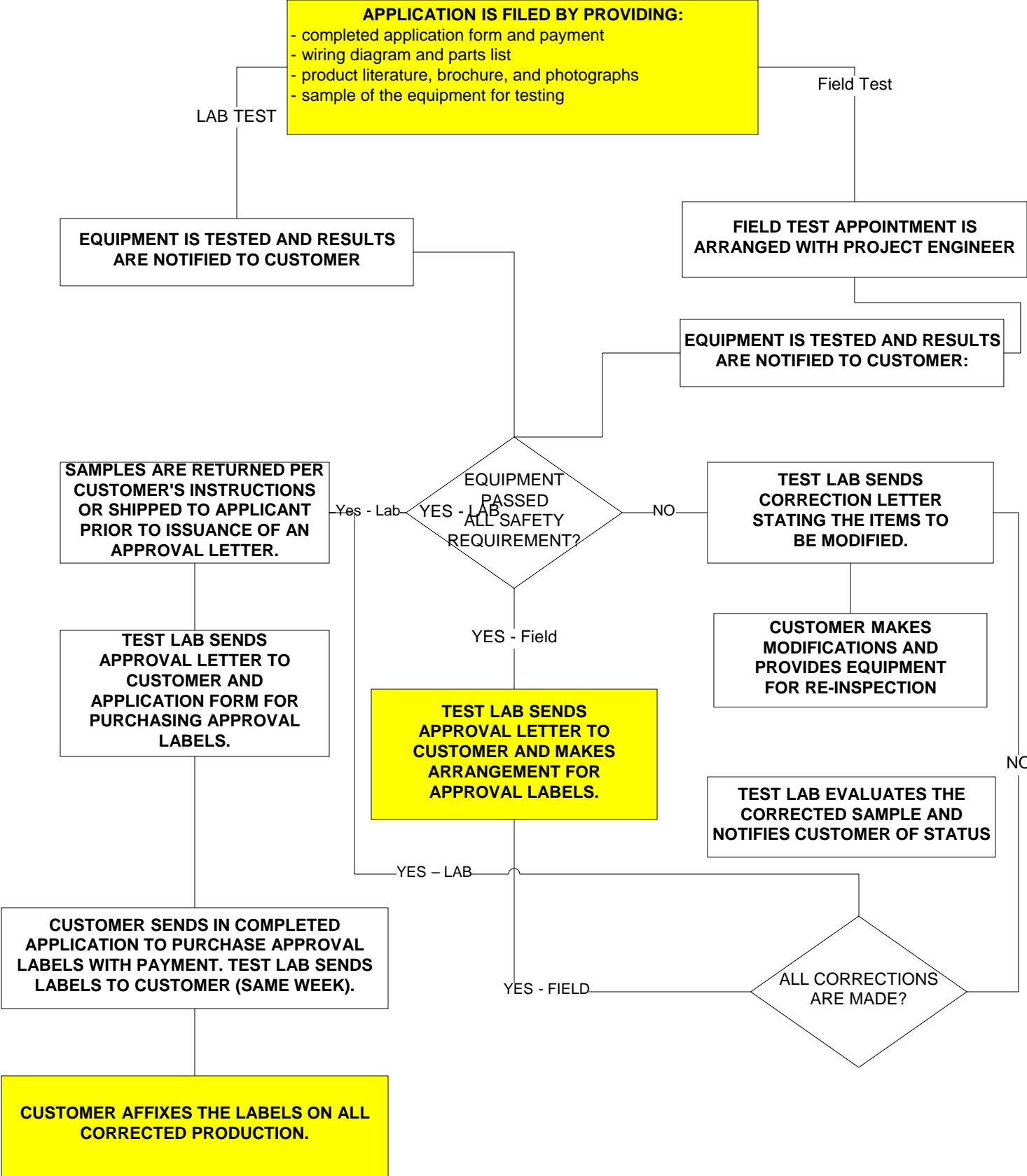
\*\*\* This fee is in addition to other fees specified in this section. The 60 day period may be extended by the Department when the applicant submits written evidence to the Department of a satisfactory reason for the extension.

**NOTE:**

1. A file shall not be reopened after one year from date of expiration. The total actual fee for the application shall be determined by the Department on the basis of fees established by ordinance and shall be paid by the applicant whether or not an approval is granted. Fees paid in advance which are in excess of the total actual fees are refundable.
2. Add a 6% facility equipment surcharge fee to all of the above fees except the surcharge fee for labels is determined as follows:

<u>Label type</u>	<u>Unit cost</u>	<u>Orders</u>	<u>Cost</u>
a. Paper	\$0.22	Per Label	\$0.22 each + 6% surcharge (\$1.00 minimum).

**LOS ANGELES ELECTRICAL TESTING LABORATORY APPROVAL PROCESS**



BOARD OF  
BUILDING AND SAFETY  
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DEPARTMENT OF  
BUILDING AND SAFETY  
201 NORTH FIGUEROA STREET  
LOS ANGELES, CA 90012

ROBERT R. "BUD" OVROM  
GENERAL MANAGER

RAYMOND S. CHAN, C.E., S.E.  
EXECUTIVE OFFICER

Effective November 1, 2012

**USE OF CREDIT CARD AUTHORIZATION LETTER AS FORM OF PAYMENT**

Dear Customers,

To ensure compliance with PCI security requirements, the Department will no longer be able to accept credit card payments using authorization letters. This change will be effective **November 1, 2012**.

If you need additional information, please do not hesitate to call Victoria Vasquez, Chief Cashier or Precy Sanchez, Assistant Chief Cashier at (213) 482- 6950.

We are sorry for any inconvenience and appreciate your understanding of this requirement.

***LADBS Management***

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<sup>i</sup> The Payment Card Industry Data Security Standards Council (PCI SSC) created by the major payment card brands (Visa, MasterCard, American Express, Discover and JCB) developed Payment Card Industry (PCI) security standards in response to the numerous security breaches occurring worldwide. PCI security standard is a set of requirements designed to ensure that **ALL** companies that **process, store or transmit** credit card information maintain a secure environment and consumers' sensitive data is protected.