

GUIDELINES FOR APPROVAL AS FABRICATOR

This Information Bulletin provides guidelines for obtaining approval and acceptance of Type I Fabricators by the Los Angeles Department of Building and Safety (LADBS) per the rules and regulations established in accordance with Section 96.204 (g) of the Los Angeles Municipal Code.

Please note that fabrication shops located within the Los Angeles city limits must comply with all zoning requirements of the City. While each application will be reviewed on an individual basis for zoning compliance, most fabricators will be restricted to the M-1, M-2 and M-3 zones.

1. **Application:** A complete application, signed by the applicant and owner/corporation officer, and related fees shall be submitted to LADBS Materials Control Section at the address listed below. Reimbursement by the fabricator for the inspection charges specified in Section 96.204 of the Los Angeles Municipal Code shall be received within 30 calendar days from the date of the billing invoice or such reimbursement shall be considered delinquent and the provisions of Section 96.202 of the Municipal Code are applicable. Such delinquency and any suspension or revocation of approval do not relieve the fabricator of the obligations to reimburse the City for the applicable inspection charges. The application form is available online at, <http://ladbs.org/docs/default-source/forms/inspection-forms/application-for-approval-as-fabricator-in-app24.pdf?sfvrsn=39>

Los Angeles Department of Building and Safety
Materials Control Section
221 N. Figueroa St. Suite #700
Los Angeles, CA 90012
(213) 482-0388

2. **Description of Organization:** Provide a brief history of the organization and include description of the products and components that are being fabricated. Provide an organizational chart showing the names and titles of the principal and responsible employees. If the organization is a subsidiary or division of a large organization, provide information describing the relationship to the larger including an organization chart of the larger organization. Include a report describing the background experience in the type of fabrication for which the application is being made.
3. **Material Description:** Include a general description of each kind of material entering into the final product and a description of the final product. All materials shall be acceptable in accordance with Chapter 35 of the Los Angeles Building Code and, where applicable ASTM designations shall be given.
4. **Equipment List:** Include all major items of equipment necessary to properly fabricate the product. Indicate the general condition, capacity and adequacy of equipment.
5. **Operating and Quality Control Procedures:** Include a brief description of operating procedure and detailed description of in-plant inspection and test methods. When necessary to maintain effective quality control or product identification, a system of traceability for materials used in fabrication will be maintained by the fabricator applicant and reviewed by the Department's representative. Identification and tracking of materials through the various stages of the fabrication will be done with the use of mill certificates, job numbers and/or date stamping. Personnel who are responsible for the effectiveness of fabrication quality control and by whom the "in-shop" inspections are made must be specified and their resume provided.

Quality Control supervision shall be separate from production supervision. Provide a list of reference materials available on site to all quality control personnel.

6. **Plant Description:** Include a physical description of type and area of building and yards. At least three 8" X 10" photographs, clearly showing the inside and yards of the facility with the major equipment, shall be furnished.
7. **Experience of Company:** Include a report describing the background experience in the type of fabrication for which the application is being made.
8. **Identification:** Include a graphic sample of a label, stencil, or any acceptable method of identification that will be applied to each fabricated piece being delivered to an 'LADBS' permitted project site. Bundled or boxed fabricated pieces need only be identified once. The minimum information to be shown on this required identification is as shown in the following example:

COMPANY NAME

L.A. FABRICATOR LICENSE # _____

RESEARCH REPORT # (IF APPLICABLE) _____

CITY OF LOS ANGELES APPROVED

9. **In-Plant or Field Inspection:** Inspections and investigation of applications for Type I Fabricator approval shall be performed by Department personnel prior to approval of initial application or renewal. Authorized employees of the Department will make an inspection of the fabricator's plant, equipment, procedures, operations and products within the scope of fabricator's approval and may require exposure for inspection or tests of materials or products that may be deemed necessary to assure compliance with the approved plans and the Los Angeles Municipal Code. Such tests shall be made at no expense to the City.

Exception: A Type I Fabrication facility located more than 60 miles from Los Angeles City Hall may be accredited to an applicable Accreditation Criteria by a nationally recognized accreditation body that operates in accordance with ISO/IEC Standard 17011. Further, the Department retains the right to investigate, conduct onsite visits or require additional documentation if it is deemed necessary. Such investigations shall be made at no expense to the City.

10. **Renewal:** Approximately 60 days prior to expiration of approval, the fabricator will be notified by the Department that a request for renewal of fabricator approval must be received not later than the expiration date of the current approval. The notification will include a brief questionnaire to be completed and signed along with the request for renewal of fabricator approval and returned to the Department with the appropriate renewal fee. The request for renewal shall include a statement that the fabricator agrees to pay all inspection charges imposed under Section 96.204 of the Los Angeles Municipal Code.

Overdue renewals may be reinstated by the Department if application is made within 30 days after the expiration date. After this period a renewal request shall be processed as a new application and the fee shall be as specified for new applications.

11. **Follow-up Audits:** The fabricator shall notify the Department of any change of responsible personnel or other conditions from that previously reported in the original application submittal. Changes in equipment, processes, or key personnel which directly affect conformity with the scope of approval for which the fabricators license was originally issued shall be reported to the Department within 30 days of the effective date of such change. A request for Modification of Fabricator's Approval, with the appropriate fees, shall be filed within 60 days of the effective date of the change and shall include a brief report describing the changes. Examples of changes considered a major modification of the license are: change of plant

location; addition of a branch plant or facility; change of materials used in fabrication; change in fabrication process; change of quality control personnel. Examples of changes considered a minor modification of the license are: Change of street address, phone number or zip code.

12. **Branches:** Branches which the applicant desires to be included in the acceptance shall be listed in the initial application, or may be added at a later time. Additional fees will apply as required by the LAMC.
13. **Revocation:** The Department of Building and Safety may suspend, revoke or limit the scope of any Type I Fabricator approval for sufficient cause. Sufficient cause includes, but is not limited to, non-compliance with this Information Bulletin or the LAMC Section 96.205.

ONE TIME APPROVAL AS UN-LICENSED FABRICATOR

In accordance with provisions in Section 96.204 of the Los Angeles Municipal Code, materials fabricated by an un-licensed fabricator may be accepted under the following conditions. These conditions shall apply to the fabrication of structural elements regulated by the Code and to one specific location only. The fabricator shall be granted such approval once only.

EXCEPTION: If a current Application for Approval as Fabricator, with all required information as noted above, has been filed and fees paid, an approval as an un-licensed fabricator may be granted during approval processing.

1. **Application:** Application shall be made on forms provided by the Department with sufficient information to describe the project and all elements to be fabricated. The application shall be filed prior to beginning fabrication and shall be subject to all conditions included with the approval, if such is granted. The application shall be signed by the owner or a principal of the fabrication facility. Information submitted with the application shall include, but not necessarily be limited to the items 2 to 5 below.
2. **Material Description:** Include a general description of each kind of material entering into the final product and a description of the final product. All materials shall be acceptable in accordance with Chapter 35 of the Los Angeles Building Code and, where applicable, ASTM designations shall be given.
3. **Plans and Specifications:** 8½ x 11 detail sheets from approved plans of the portion of the project affected by the fabricated materials on drawings of each piece. Welding procedures, when required and submitted with the application, will be considered a part the application. If submitted after approval has been granted fees will be charged in accordance with Section 91.2205.10.
4. **Fabrication Process:** Include a description of the equipment to be used in fabrication and the capacity of such equipment.
5. **In-Plant or Field Inspection:** When the fabricator's facility is located within 60 miles from Los Angeles City Hall, an inspection of the plant will be performed during the application review period. If the plant is located more than 60 miles from Los Angeles City Hall, investigation by a Registered Deputy Inspector may be accepted provided the Deputy has been directed to do so by the Materials Control Section. A fabricator's facility in the Los Angeles city limits shall be in a zone permitting fabrication. If fabricated materials have been delivered to the jobsite prior to approval of an application, inspection or tests of materials or products may be deemed necessary to assure compliance with the approved plans and the Los Angeles Municipal Code. Such tests shall be made at no expense to the City.