



**PRODUCT CONTROL APPLICATION FOR HOURLY RATE SERVICES**

**This application is required to request the issuance of a one-time Notice of Acceptance (NOA), Review of a Proposal, Association Product Submittal, and any other special service provided by our office. Please type or print all the information requested and sign the application in the space provided.**

**APPLICANT'S INFORMATION**

- (1) Legal Name of Applicant: \_\_\_\_\_  
*(The name of the applicant must be the legal name. Trade or D/B/A names are not allowed.)*
- (2) Mailing Address: \_\_\_\_\_
- (3) City, State, Zip Code: \_\_\_\_\_
- (4) Name & Title of Contact Person: \_\_\_\_\_
- (5) Telephone / Fax Number: \_\_\_\_\_
- (6) Email address(es): \_\_\_\_\_

**PURPOSE OF APPLICATION**

- (7) Check only one applicable box  
*(Please see back of application for definitions)*
- HVHZ                       Non-HVHZ
- One-Time NOA**  
 Address where product will be installed: \_\_\_\_\_  
 Name of product or system: \_\_\_\_\_  
 Name of product's manufacturer: \_\_\_\_\_  
 Manufacturing Location(s): \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone / Fax Number: \_\_\_\_\_
- Proposal**  
 Name of product or system to evaluate: \_\_\_\_\_
- Association Product Submittal**  
 Name of product or system: \_\_\_\_\_
- Special Services**  
 Specify:
- Additional Review for file No. \_\_\_\_\_  
 Group Testing (Product) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

(8) Fees: Initial payment is not required when application is filed. An invoice will be generated upon completion of review requested. When invoice is received, make check payable to "Miami-Dade County Building Code Compliance Office." The legal name of the applicant must be printed on the check.

**THIS SPACE IS FOR THE USE OF THE BUILDING CODE COMPLIANCE OFFICE ONLY**

Application Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

## FILING INSTRUCTIONS/DEFINITIONS

Applications must be completely filled out by the applicant seeking the acceptance or requesting review. The applicant must submit with this application all documents listed in the applicable checklist(s) and a cover letter accurately detailing the requested review.

See the 'Product Control Application for NOAs and Laboratory Certification' and the 'Product Control Application for Certificate of Competency' for additional instructions regarding the Product Control Approval Process.

For all manufacturing locations outside the United States, the applicant must submit a distributor agreement form.

- **One-Time NOA:** A document prepared by the Product Control Division, accepting the applicant's request for a one-time use of a product or system. One-Time NOAs can be issued to manufacturers, contractors, designers and end users of a product or system.
- **HVHZ:** High Velocity Hurricane Zone as defined in the FBC.
- **Proposal:** A submittal outlining proposed testing or process for the qualification of a product line, alternate product, or system.
- **Association Product Submittal:** A request for the issuance of a master NOA for a product and/or system for use by association members.
- **Special Services:** Reviews or evaluations that go beyond the established standards of the office and are based on actual staff time and cost.
- **Quality Assurance Audits:** A quality assurance program shall be implemented for the manufacturing of approved products or systems. Audits will be conducted on a yearly basis to verify the implementation of the program.

### FEE SCHEDULE

A)	Application issuance of an NOA		
	1. New application, including those under Private Labeling Agreement valid for 5 years.....		\$4,000.00
	2. Revision valid up to expiration date of original NOA.....		\$1,500.00
	3. Renewal , prior to expiration date valid for 5 years.....		\$1,500.00
	4. Renewal after expiration date valid for 5 years.....		\$4,000.00
B)	Application for issuance of Laboratory Certificate or Quality Assurance Service Agreement		
	1. New Application valid for 5 years.....		\$4,000.00
	2. Revision valid up to expiration date of original Certificate/Agreement .....		\$1,500.00
	3. Renewal, prior to expiration date valid for 5 years.....		\$1,500.00
	4. Renewal after expiration date valid for 5 years.....		\$4,000.00
C)	Review of Distributor Agreement.....		\$1,500.00
D)	Other fees		
	1. Special Project to include: (Use application for Hourly Rate Services).....		\$75.00
	a) One-time Approval		per hour
	b) Review of Proposal		
	c) Review to create criteria		
	2. Certificate of Competency payable every year (CC issued annually).....		\$500.00
	3. Review of alternate type of products, materials or method of design valid for one year.....		\$4,000.00

**Note:** This office is authorized to collect:

- a) Travel expenses incurred in the process of conducting inspections.
- b) Recording fees from the applicant in connection with those matters to be recorded.
- c) A fee based on actual staff time and cost for matters that are extraneous to its activities.

### ACKNOWLEDGMENT

The information provided with this submittal is true and correct to the best of my knowledge and belief. I understand that any information that I provide Miami-Dade County is subject to public inspection and release under the public records law of the State of Florida, FS 119. Drawings and/or any other design information, not included in the NOA, may be subject of federal copyright protection. (It is the administrative policy of The Building Code Compliance Office to notify you when a request has been made to review the information in our files. Copyrighted material may not be duplicated or knowingly made available for duplication without the permission of the holder of the copyright.) I further state that I am in agreement with all the conditions listed herein.

\_\_\_\_\_  
Print Name and Title of Authorized Representative  
(Must be an official of the company)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date