
CHECKLIST FOR THE SUBMITTAL OF: BASIC REQUIREMENTS

Each Acceptance Submittal shall contain the documentation listed below. All documentation shall be submitted in a loose-leaf folder, divided into sections, in the following manner.

Section 1

- A complete application.
- A non-refundable filing fee in the form of a check with the name of the applicant printed in the check in the amount in accordance with current fee schedule.
- Letter from applicant containing the following:
 - Specific request for approval of the product and its specific use,
 - Indication of how the product will be permanently labeled following the Miami-Dade County Labeling Guideline (indicate if multiple fabricating facilities are involved), and
 - When video recording of the test(s) is required, a statement that the laboratory is in possession of said video.

Section 2

- A signed and sealed statement from a Florida Licensed Professional Engineer stating that the product conforms to the current Florida Building Code.
- A signed and sealed statement from the Florida Licensed Professional Engineer representing the manufacturer stating that he/she has no financial interest with the laboratory that performed the test, or with the engineer witnessing the test and sealing the test report.

Section 3

- All required testing, which shall be performed by Miami-Dade County Certified laboratories. Tests should not be older than two years from time of completing the test to time of submittal.
- Marked-up drawing by the testing laboratory identifying all components of specimen(s) tested.

Section 4

- Any other documentation required by individual checklist. All calculations must be signed, dated and sealed by a Florida Licensed Professional Engineer.
- All documentation submitted, including approval documents shall be in 8 ½" x 11" paper size. (Drawings may be submitted in 11" x 17" paper size).





Section 5

- Approval Document. Each sheet of the approval document must have a title block with the following information:
 - Product name,
 - Manufacturer's name,
 - Document number,
 - Page No. (in the following format: Page ___ of ___),
 - Name, registration No. of engineer preparing, signing and sealing the approval document,
 - All revision dates (latest revision clearly marked on approval document), and
 - Florida Licensed Professional Engineer's seal, signature, and date (when required).

Section 6

- Documented quality assurance system addressing the requirements of the Miami-Dade County's Quality Assurance Manual Guidelines, and containing sufficient detail to ensure compliance with the product's limitations of use.

