



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):*
- 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) _____
 FBC Update (Please provide NOA #) _____
 Roofing Fastener Listing _____
 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." The legal name of the applicant must be printed on the check. All fees are subject to a 7.5% surcharge, starting October 10th, 2017.

THIS SPACE IS FOR THE USE OF THE DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES ONLY	
Application Number: _____ Date Received: _____	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> Time Stamp

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 Section, 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.....		\$4,300.00
	2. Revision valid up to expiration date of original NOA.....		\$1,612.50
	3. Renewal , prior to expiration date valid for 5 years.....		\$1,612.50
	4. Renewal after expiration date valid for 5 years.....		\$4,300.00
B)	Application for issuance of Laboratory Certificate		
	1. New Application valid for 5 years.....		\$4,300.00
	2. Revision valid up to expiration date of original Certificate.....		\$1,612.50
	3. Renewal, prior to expiration date valid for 5 years.....		\$1,612.50
	4. Renewal after expiration date valid for 5 years.....		\$4,300.00
C)	Review of Distributor Agreement.....		\$1,612.50
D)	Other fees		
	1. Special Project to include: (Use application for Hourly Rate Services).....		\$80.63
	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).....		\$537.50
	3. Review of alternate type of products, materials or method of design valid for one year.....		\$4,300.00

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.

(*) All Above fees include a 7.5% surcharge, starting October 10th, 2017.

ACKNOWLEDGMENT

You agree and acknowledge that the information provided with this submittal is true and correct. You acknowledge and understand that Miami-Dade County is a political subdivision of the State of Florida. Therefore, any information provided to Miami-Dade County, including any information provided with this submittal and/or related to the approval and/or acceptance sought in this submittal, is subject to public inspection and release as set forth in Florida’s Public Records Law, Florida Statutes § 119, *et seq.* You further acknowledge and understand that Miami-Dade County, through its departments, employees and agents, is authorized to seek additional information related to this application and/or to conduct inspections of your facilities, laboratories, plants, physical locations and/or processes related to the approval and/or acceptance sought in this submittal. Drawings and/or other design information not included in the NOA may be subject to federal copyright protection. Additionally, pursuant to Florida Statutes § 815.045, trade secret information as defined and provided for in Florida statutory law is confidential and exempt from public records law. Therefore, you agree to clearly mark any trade secret information provided to Miami-Dade County as “CONFIDENTIAL” or “TRADE SECRET” information. Additionally, at your request, Miami-Dade County shall treat photographs taken during inspections at your facilities, laboratories, plants or any other physical locations as trade secret information. The Miami-Dade County Department of Regulatory Resources shall notify you when a public records request has been made to review the information in Miami-Dade County’s files. Copyrighted material may not be duplicated or knowingly made available for duplication without the permission of the holder of the copyright except if otherwise required by law. Information and/or documents submitted to and/or in the possession of Miami-Dade County that are designated or clearly marked as trade secret or confidential information will be treated as such by Miami-Dade County and withheld and exempt from public records disclosure requirements as set forth in Florida Statutes § 815.045. You agree to indemnify, defend and hold Miami-Dade County harmless for any public records lawsuits, causes of action, claims for the recovery of attorneys’ fees, or legal disputes arising out of or related to your designations of information and documents as trade secret confidential information. You agree that you will not subject Miami-Dade County, its departments, agencies or employees to any non-disclosure or confidentiality agreements beyond the recitations set forth in this Acknowledgement. Your signature below is your agreement to all the conditions and terms set forth in this Acknowledgement.

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

Signature of Authorized Representative

Date