



**CHECKLIST FOR THE APPROVAL OF:
A PRODUCT FOR USE SPECIFICALLY IN ONE PROJECT (ONE BUILDING
PERMIT) IN DADE COUNTY: ONE-TIME APPROVAL**

- An 'Hourly Rate Services' application completely filled out confirming that applicant is the manufacturer or is acting as such.
- The fee will be based on the current hourly rate at the time of application.
- Fee is payable upon receiving the invoice. No information will be released until invoice has been paid.
- Letter specifically detailing the purpose of the one-time approval submittal.
- A signed, sealed and dated statement from a Florida Licensed Professional Engineer that the product conforms to the all the applicable sections of the Florida Building Code.
- A signed, sealed and dated statement from the Architect or Engineer of record stating that they have accepted such product to be installed in the specific job.
- Submit one copy of documentation, such as laboratory test reports, drawings, engineering calculations, etc., in accordance with the checklist of the product submitted for approval.
- Submit one copy of layout plan indicating exact location where product will be installed.
- For roofing products, manufacturers must have a current and valid Notice of Acceptance, and must have filed an application for revision.

