

---

**CHECKLIST FOR THE APPROVAL OF:  
RENEWALS**

---

- Applicable Basic Requirements.
- Letter from manufacturer requesting a renewal.
- Statement from applicant that original test reports submitted are not older than eight years<sup>1</sup>.

**Renewal with no change**

- Letter from manufacturer stating that product has not changed.
- Statement from original design engineer that product has not been affected by changes made to the FBC since last approval.

If the approval document (drawing) being renewed contains references to the South Florida Building Code or previous editions of the FBC, then:

1. Submit a Product Control Application for Hourly Rate Services, mark the special services box, and reference the file number being renewed.
2. Submit new drawings substituting FBC changes.
3. Engineer's letter listing the FBC changes made to the drawing, and
4. Any supporting documentation justifying any change to the approval document due to effects of the FBC.

**Renewal and revision**

If the approval document is being revised to include additional conditions of use, then a revision application and fee must also be filed.

**Notes:**

1. At time of renewal, if any test on file is older than 8 years, we can offer a one year renewal while new tests are being performed. See note # 2 below. This renewal cannot be extended. Before the one year approval expires, the applicant must submit:
  - a. An application for renewal with \$1500 fee,
  - b. The verification tests, and
  - c. All documents required in order to apply for a renewal. Balance of 4 years will be issued.

A minimum of one specimen for each test must be successfully completed as verification test, please consult with the plans examiner.

2. In order to process a one year renewal as specified in Note 1, two documents must be submitted:
  - a. A one year offer/request letter prepared by BCCO/applicant, signed by a plans examiner and the applicant.
  - b. A letter from a Miami-Dade County approved laboratory stating that the applicant has contracted the laboratory to perform the required testing, date of commencement and estimated date of completion of the testing.
3. If new conditions are introduced in the verification tests, the application will be considered a new file with a full set of tests and a new file fee.

Revised: 12-20-10

Renewals

Internet mail address: [bldgdept@miamidade.gov](mailto:bldgdept@miamidade.gov)



Homepage: <http://www.miamidade.gov/building>