



ONE TIME APPROVAL PRODUCT APPROVAL CHECKLIST

APPROVAL FOR PRODUCT SINGLE USE (ONE PROJECT/ONE PERMIT) IN MIAMI-DADE COUNTY

- A Special Services application completely filled out by the applicant (manufacturer, contractor or project owner).
- 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.
- Payment of fees – payable upon invoicing. The fee for these services will be based on the current hourly rate. No information regarding the application review will be released until invoice has been paid.

Notes:

1. Applications are reviewed only for FBC-HVHZ compliance. If the application is filed for use outside of Miami-Dade County, a letter from the Authority Having Jurisdiction stating that the one-time approval from Miami-Dade County will be accepted within their jurisdiction is required.

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Internet mail address: bldgdept@miamidade.gov



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