
**CHECKLIST FOR THE APPROVAL OF:
RENEWALS**

Renewal with no change

- ❑ Applicable Basic Requirements.
- ❑ Letter from manufacturing stating that product has not changed.
- ❑ Statement from original design professional that product complies with the current version of the FBC. (Reports on file with test standard version/edition not referenced in the current code version must be complemented with an equivalency of standards letter.)
- ❑ Statement from applicant indicating that original test reports submitted are not older than 10 years. ***If the tests are older than 10 years at time of renewal, verification testing is required. (See Notes below.)***

If the approval document (drawing) being renewed contains references to previous versions of the Florida Building Code, in addition to the renewal form, you must:

1. Submit a Product Control Application for **Hourly Rate Services** (mark the special services box, and reference the NOA number being renewed),
2. Submit a set of drawings making FBC (year edition or code section) changes **to notes only**,
3. Engineer's letter listing the FBC related changes made to the drawing, and
4. Any support documentation to justify any other 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 shall also be filed.

Notes:

1. At time of renewal, if the tests on file are older than 10 years, we can offer a one year renewal while verification tests are being performed. ***In order to process a one year renewal, the following documents must be submitted:***
 - A. An application for renewal with \$1500 fee,
 - B. One year offer/request correspondence between RER and applicant containing instruction of item(s) to test, and
 - C. A letter from a Miami-Dade County approved laboratory stating that the applicant has contracted the laboratory to perform the required testing, the date of commencing and estimated date of completion of the testing.
2. ***The one year renewal is not extendable.*** Before the one year approval expires, the applicant must submit:
 - A. Application with \$1500 fee,
 - B. The verification testing, and
 - C. All the documents required above in order to process a standard renewal. (A minimum of one specimen must be successfully completed as verification test; please consult with the plans examiner to document the required 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.

