NOTICE OF ACCEPTANCE (NOA) GENERAL SUBMITTAL INFORMATION

NOAs are issued only to manufacturers and their private labelers. Manufacturers outside the USA shall have a distributor in the USA and must submit a properly executed distributor agreement.
The following information is provided to facilitate the submittal documentation in an effort to streamline the NOA process.

A. DOCUMENTS TO BE SUBMITTED FOR THE DIFFERENT TYPES OF SUBMITTAL

1. **New Product:**
   a. Letter from the manufacturer requesting NOA and clearly identifying products (models) to be included in NOA.
   b. Application.
   c. Applicable review fee.
   d. Documents required by the checklist for Basic Requirements.
   e. Documents required by the checklist for approval of the specific product.

2. **Revision to a current Notice of Acceptance:**
   a. Letter from the manufacturer requesting revision to current NOA and clearly identifying the NOA being revised and the requested revisions.
   b. Application.
   c. Applicable review fee.
   d. Cloud any revisions to the approved drawings and include the revision date on drawing revision box.
   e. Documents required by the revision being requested.

3. **Renewal of a current Notice of Acceptance (without changes):**
   a. Letter from the manufacturer requesting the renewal and clearly identifying the NOA being renewed.
   b. Application.
   c. Applicable review fee.
   d. Letter from the manufacturer stating that the product has not changed.
   e. Statement from original design engineer that the product has not been affected by changes made to the Florida Building Code since last approval. Statement will serve as proof that the design engineer is still in the engineering business.

4. **Association Member:**
   a. Letter from the association member requesting NOA as an association member and clearly identifying the product (model) and the association.
   b. Application.
   c. Applicable review fee.
   d. Release letter from the association in an identical format as provided by the Product Control Section.
   e. Acknowledgment letter from the association member in an identical format as provided by Product Control Section.

5. **One-time Approval (Special Project):**
   a. Letter from the applicant requesting a one time approval and clearly identifying products (models) to be included in the approval.
   b. If expedited review is desired, letter from applicant clearly requesting an expedited review and being responsible for payment of all costs incurred in expediting the review.
   c. Hourly Rate Services application.
   d. Documents required by the checklist for one-time approvals.
   e. Documents required by the checklist for approval of the specific product.
   f. An invoice will be issued and must be paid in full prior to the release of any information; i.e. additional information request letter or approval letter.

6. **Private Labeler:**
   a. Letter from private labeler (applicant) requesting product control approval.
   b. Application (completely filled by private labeler).
   c. Applicable review fee.
   d. Completely filled and executed Private Labeler Agreement.
   e. New set of drawings, signed and sealed by a Florida Licensed Engineer, identical (engineering wise) to the manufacturer's NOA, with Private Labeler's information on the title block.

7. Distributor Agreement
   a. Letter from NOA applicant or holder requesting acceptance of distributor
   b. Applicable review fee.
   c. Completely filled and executed Distributor Agreement.

B. AVOID THE FOLLOWING PITFALLS

1. **APPLICATIONS:**
   a. Remember that the product control approval application is to be completed by the manufacturer. The manufacturer's company name must be clearly stated in the application and consistent throughout all of the documents submitted.
   b. The application must include the printed name and signature of the manufacturer.
   c. The name of the manufacturer printed on the check must be identical to the name of the manufacturer printed on the application.
   d. The name of the product or system on the application must match the product or system name of the approval document. This name must be consistent throughout all of the documents submitted.

2. **MANUFACTURER'S APROVAL DOCUMENTS**
   a. All manufacturers' design drawings submitted must not exceed 11" x 17" paper size. Larger size drawings shall be discarded.
   b. All manufacturers' design drawings shall have one drawing number and date for the entire set, and the pages shall be numbered as sheet 1 of X through X of X. For example, a drawing set with 8 sheets shall have one drawing number 10-007, dated May 14, 2010, and the pages shall be numbered as sheets 1 of 8 through 8 of 8.
   c. Only one set of original manufacturer's design drawings shall be submitted. Other copies shall be discarded.
   d. All manufacturers' results tables made part of approval documents, derived from calculations, such as comparative analysis, must be dated, signed and sealed by a Florida Licensed Engineer.

3. **OTHER DOCUMENTS:**
   a. All documents submitted shall be printed on one side of the paper. Documents printed on both sides of the paper will be discarded.
   b. Unless additional copies have been specifically requested, only one set of documents shall be submitted. Duplicate documents will be discarded.
   c. With the exception of the manufacturer's design drawings, all other documents submitted shall be in 8-1/2" x 11" size paper. Larger size paper, including 8-1/2" x 14" paper size, will be discarded.

4. **CALCULATIONS:**
   a. All calculations must be dated, signed and sealed by a Florida Licensed Engineer.

5. **TEST REPORTS:**
   a. All test reports must be dated, signed and sealed by a Florida Licensed Engineer.
   b. All required tests shall be performed by laboratories approved by Miami-Dade County per TAS 301.
   c. Tests over 10 years old require verification testing for NOA renewal.
   d. Reports with test standard version/edition not referenced in the current code edition must be complemented with an equivalency of standards letter.
   e. Tests for new approvals or revisions shall not be over two (2) years old after date of completion upon submittal.
   f. Drawings marked and verified by the test labs shall not exceed 11" x 17" paper size. Larger size paper will be discarded.