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BUILDING AND SAFETY

201 NORTH FIGUEROA STREET
LOS ANGELES, CA 90012

FRANK M. BUSH.
GENERAL MANAGER

OSAMA YOUNAN, P.E.
EXECUTIVE OFFICER

APPROVED TESTING AGENCY LICENSE RENEWAL

COMPANY NAME _____

D.B.A. (if applicable) _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

LAB ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO: _____ FAX NO: _____

E-MAIL: _____

Your City of Log Angeles Testing Agency approval is now due for renewal. It must be renewal sixty (60) days prior to expiration. Before your license can be renewed, please answer the questionnaire below and sign the technical reference declaration on the back of this page. It may be necessary to conduct an inspection of your facility prior to renewal of your license.

IF YOU WISH TO RENEW YOUR LICENSE, THERE ARE CERTAIN QUESTIONS THAT MUST BE ANSWERED.

1. Has there been a change in the name or ownership of the company? Yes No
2. Has there been a change in management personnel or the corporate structure? Yes No
3. Have you changed your person(s) in charge of Quality Control? Yes No
4. Have you changed the location of your laboratory plant or your office mailing address? Yes No
5. Has there been significant changes in the materials or products being tested? Yes No
6. Has there been any changes in equipment? Yes No

All of the above statements are true and correct.

Date

Signature of Corporate Officer

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

7. A Conflict of Interest Statement and an Agreement to Pay Inspection Charges must be signed and returned, copy enclosed. The conflict of interest statement shall have a NOTARIZED SIGNATURE.
8. Copies of the most recent Calibration Certificates for all testing apparatuses or instruments shall be performed as recommended per Manufacturer's Specifications, but shall not exceed one year from the recorded date of the previous calibration.
9. Certain reference materials are required in each laboratory. Please circle items your laboratory have and verify with signature.
 - a. 2017 L.A. Building Code
 - b. Information Bulletins can be accessed at our website (www.ladbs.org). Click "Reports and Publications" button, then click on Information Bulletins.
 - c. A.S.T.M. Standards (volumes covering scope of work performed at your facility)
 - d. A.I.S.C. 13th or 14th Edition
 - e. A.W.S.D1.1, Current Edition
 - f. A.W.S.D1.2, Current Edition
 - g. A.W.S.D1.3, Current Edition
 - h. A.W.S.D1.4, Current Edition
 - i. A.W.S A2.4, Current Edition
 - j. Any other A.W.S. publications relative to the lab.

Date

Signature of Responsible Person

These statements shall be signed by the owner or responsible corporate officer upon initial submittal for approval and each request for renewal of license.

CONFLICT OF INTEREST STATEMENT

This is to certify that this agency is an independent third party testing organization, or testing and inspection organization with no organizational, managerial or financial affiliation with manufacturers, suppliers or vendors of products under its testing, or testing and certification program. By my signature I further certify to the following:

- a. The agency is not owned by manufactures or vendors.
- b. The agency administration is not controlled by manufacturers
- c. The agency has a policy of non-conflict of interest covering all employees. A copy of the policy was submitted with the application
- d. The agency has a policy of not acting as an advocate or consultant for a client whose products or material products or materials are under review by the City.

Date

Signature

Conflict of Interest Statement Shall Be Notarized

NOTARY SEAL

Signature of Notary

STATEMENT AGREEING TO PAY INSPECTION CHARGES

The undersigned applicant for approval, being owner or corporate officer, agrees to reimburse the City of Los Angeles for all inspection charges per section 98.0503 (b & d) of the Los Angeles Municipal Code and applicable to the subject facilities.

Date

Signature of Responsible Person Printed Name

Need additional information contact the following personnel at:

City of Los Angeles – Department of Building & Safety
Materials Control Section
221 N. Figueroa Street, Room 700
Los Angeles, CA 90012

Annual Renewal Fees: Main Lab - \$865.00 + \$51.90+\$25.95 Branch:\$252.00+\$15.12+\$7.56

- 6% surcharge per LAMC 98.0416
- 3% surcharge per LAMC 98.0410

TELEPHONE NUMBERS: Inspector's telephone hours: 7:30 a.m. -3:30 p.m.

Director of Materials Control	Lisa Yancey	(213) 482-7097
Deputy Inspector Coordinator	Benoit Beaulieu	(213) 202-9864
Deputy Inspector Discipline and Monitoring	Mike Rosenberg	(213) 202-9859
Accelerographs	Lisa Yancey	(213) 482-7097

Testing Agency Coordinator	Tim Day	(213) 482-0383
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Senior Building Inspectors for Fabricator and Testing Agencies:

South Bay/Long Beach/West San Fernando Valley/ Simi Valley/Camarillo/ Ventura	Michael Kuhn	(213) 202-2683
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Riverside/San Gabriel Valley/San Bernardino/ Chino	John Carpenter	(213) 482-0388
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Los Angeles/Pasadena/Arcadia/ San Fernando Valley/ Orange County Bakersfield/Antelope Valley/ Corona	Tim Day	(213) 482-0383
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Fabricator Coordinator	John Carpenter	(213) 482-0388
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You may reach us by calling (213) 482-0315, email: LADBS_Materialscontrol@lacity.org
Monday – Friday, 7:30 a.m. – 4:30 p.m.

Note: Non-profit organizations should attach proof/statement to qualify for non-payment of fee.