



# INSTRUCTION FOR PROCESSING

**FORM NAME-** APPLICATION FOR CERTIFICATE OF APPROVAL/  
PRODUCTS

**FORM NUMBER** INTDOC - PRODUCT 1/04

## **PURPOSE OF FORM**

PROVIDE MANUFACTURERS WITH FORMS AND INSTRUCTIONS  
TO OBTAIN APPROVAL TO SELL SPECIFIED EQUIPMENT  
& MATERIALS IN NYC.

## **WHO SHOULD USE THIS FORM?**

MANUFACTURERS, NOT LOCAL DISTRIBUTORS OR END  
USERS. FOR PERMIT INFORMATION WITHIN NYC, CALL  
718-999-2533 TO ARRANGE AN INSPECTION.

## **COMPLETED FORMS SHOULD BE MAILED TO:**

NEW YORK CITY FIRE DEPARTMENT- BFP  
9 METROTECH CENTER  
BROOKLYN NEW YORK 11201  
ATTENTION: CHIEF OF FIRE PREVENTION

SUBMISSION OF ALL SUPPORTING DOCUMENTS  
MUST BE IN A HARDCOVER BINDER.

## **PAYMENT INFORMATION**

IS PAYMENT REQUIRED? **YES**

IF SO, WHEN? **AT TIME FOR SUBMISSION**  
**MAKE CHECK PAYABLE TO FDNY**

**DO NOT SEND CASH !!!!!**

## **SPECIAL INSTRUCTIONS**

EQUIPMENT THAT INVOLVES FIRE SAFETY  
PETROLEUM PRODUCTS OR OTHER REGULATED  
MATERIALS MUST BE APPROVED TO SELL, OR  
STORE IN NYC,

## **FOR FURTHER QUESTIONS, CONTACT**

FDNY-BUREAU OF FIRE PREVENTION  
ANTHONY HSEUH, ASSOCIATE PROJECT MGR.  
718-999-2391 OR

[HSEUHA@FDNY.NYC.GOV](mailto:HSEUHA@FDNY.NYC.GOV)

**FIRE DEPARTMENT . CITY OF NEW YORK**

**BUREAU OF FIRE PREVENTION**

9 METROTECH CENTER, 3<sup>RD</sup> FLOOR  
BROOKLYN, N.Y. 11201-3857

**APPLICATION FOR CERTIFICATE OF APPROVAL**

**FALSIFICATION OF ANY STATEMENTS HEREIN SHALL RESULT IN REVOCATION OF THE CERTIFICATE OF APPROVAL**

The undersigned makes application for a **CERTIFICATE OF APPROVAL** for a mixture as defined by the Administration Code of The City of New York, under names stated below which are for (check one).

Date \_\_\_\_\_  Appliance  Equipment/System  
 Applicant \_\_\_\_\_  Material  Tank  
 Print Name of Firm, Corp., etc.  
 Address \_\_\_\_\_ Signed: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Title: \_\_\_\_\_  
 Fax # \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

1-800- IF APPLICABLE

Individual Product Trade Name and/or Model Number	Test Laboratory Name and Test Report Number and Test Report Issued Date	Specific Page Number(s) of Test Report(s)				
		Models Covered	Test Method	Test Record	Test Result	Signature Page No.

Example: (AGP200T20-2Y)	Example: U.L. File MH6497 Vol 4 Sec 3 issued on 12-24-92	Example: Page 2&3	Example: Page 8	Example: Page 10	Example Page 15	Example: Page 17
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SEPARATE APPLICATIONS ARE REQUIRED FOR EACH CLASSIFICATION. A PRESENTATION MAY BE REQUIRED AT THE FDNY HEADQUARTERS TO EVALUATE THE PRODUCT. ALL EXPENSES WILL BE PAID BY APPLICANT. APPLICATIONS NOT FINALIZED WITHIN 90 DAYS WILL BE SUBJECT TO CANCELLATION. APPLICATION FEES ARE NON REFUNDABLE. EACH PRODUCT SHALL BEAR A LABEL CONTAINING THE NAME AND THE ADDRESS OF THE MANUFACTURER. OR AGENT, THE BRAND, OR NAME OF THE IDENTIFICATION OF THE PRODUCT, MODEL NUMBER OF THE PRODUCT, AND THE NUMBER OF THE CERTIFICATE OF APPROVAL.

**DO NOT WRITE BELOW THIS LINE**

Cert. Of App. \_\_\_\_\_ Examiner \_\_\_\_\_ Sec. 27-4002.7 Certificate of Approval, a written statement is  
 Document No. \_\_\_\_\_ Approved \_\_\_\_\_ by the Fire Commissioner, certifying that the type, class or kind  
 Issued \_\_\_\_\_ Fee \$ \_\_\_\_\_ of article or thing mentioned therein has been examined, tested  
 and approved in conformity with part one of this title, and that it  
 is authorized to be manufactured, stored, transported, sold used.

## **CERTIFICATE OF APPROVAL APPLICATION INSTRUCTIONS**

Certificate of Approval applications must be filed by the **manufacturer** if you intend to distribute equipment regulated by the FDNY. **The following equipment shall obtain "Certificate of Approval" issued by this department:**

underground motor fuel tanks, aboveground diesel tanks, underground spill containment, above ground spill containment, underground nonmetallic piping, motor fuel leak detection system, motor fuel pumps, liquid level indicating devices, precision testing system, motor fuel dispensing devices, mechanical line detector, mechanical overfill Prevention devices, electric mechanical overfill prevention devices, flameproofing compound, fire escape window gates, bulk gas storage vessels and LPG storage lockers.

Distributors should ask the Manufacturer to directly contact the FDNY. **All fees covers the review process of the products and does not insure issuance of a Certificate of Approval. The review process includes whether the product has passed a nationally recognized industry testing standards, fire safety requirements, and reliability and performance.**

Please note that prior approvals from the Board of Standards & Appeals may not be valid any longer specifically for Equipment used at gasoline stations, Torches, and Flameproofing Compounds. Any changes involving your company name, model number, product design will automatically revoke any prior approvals from the Board of Standards & Appeals.

1. A completed application form signed by the **officer of the manufacturing company**.
2. A check or money order made payable to the New York City Fire Department for the required fee as indicated below for original submissions:

a. Torches	\$260.00 (FOR THREE YEARS)
b. All other equipment	\$625.00 (FOR THREE YEARS)
All Renewals, per product	\$ 50.00 (FOR THREE YEARS)
3. A copy of a complete independent testing laboratory report from a laboratory acceptable to the Fire Commissioner for each material or equipment. The specific pages pertaining to model number, test standard, test method, test result and signature of those that performed the test should be indexed by a tab.
4. A cover letter which includes:
  - a. A technical description including intended use, working drawings, catalogue cuts, sales brochures, installation or operation manual of the product.
  - b. A statement that the equipment or materials do not violate any patent, trademark, trade secret or other intellectual property right.
  - c. Acknowledge that may be responsible for a presentation by the applicants themselves or local representative at the FDNY Headquarters in Brooklyn. Any and all expenses shall be paid solely by the applicant.

Applications and all supporting documentation shall be submitted in a suitable hardcover binder, divided into sections consisting and corresponding with the foregoing items to:

**New York City Fire Department  
9 MetroTech Center 3rd Floor  
Brooklyn, New York 11201-3857  
Attention: Director of Engineering**

For questions, telephone during weekdays and business hours at (718) 999-2391.