



Department of Building and Safety
Materials Control Section
 221 N. Figueroa Street, Suite 700
 Los Angeles, California 90012
 Telephone: (213) 482-0315
 e-mail: LADBS_Materialscontrol@lacity.org

OSAMA YOUNAN, P.E.
 GENERAL MANAGER

FABRICATOR APPLICANT

Please read all the attached materials carefully to avoid delays in processing or rejection of your application.

The contents of this application package includes the section of the Los Angeles Municipal Code requiring fabricators to be licensed, the public information bulletin describing the procedures for making an application for approval, the application form, a list of personnel who may be contacted for additional information, a list of reference materials required to be in the fabricator’s possession and an example of the required notification form. It is suggested that the applicant make copies of the two included forms to use as drafts.

Fabrication shops located within the Los Angeles city limits must comply with all zoning requirements of the City. While each application will be reviewed on an individual basis for zoning compliance, most fabricators will be restricted to the M-1, M-2 and M-3 zones.

Your application for Fabricator Approval will only be processed if all eight (8) items listed in Information Bulletin P/BC 2017-042 (attached) are completed. The requested information should be on **eight separate tabbed sections**.

Your completed submittal and fee should be sent to: Department of Building and Safety
 Materials Control Section
 221 N. Figueroa Street, Suite 700
 Los Angeles, California 90012

Upon receipt of a new application, the applicant will be required to follow up by contacting the Materials Control Section for inspection arrangements and further instructions.

Building Inspectors for Fabrication Shops and Testing Agencies

Principal Inspector	Adam Burgess	(213) 202-9856	adam.burgess@lacity.org
Deputy Inspector Coordinator/ Monitoring Accelerographs	Mike Rosenberg	(213) 202-9859	mike.rosenberg@lacity.org
	Byron Fuentes	(213) 202-0392	byron.fuentes@lacity.org
Domestic Fabricator Coordinator	Tim Day	(213) 482-0383	tim.day@lacity.org
International Fabricator Coordinator	William Thompson	(213) 482-0370	william.thompson@lacity.org
Testing Agency Coordinator	Tim Day	(213) 482-0383	tim.day@lacity.org
Testing Agency Liason	Mike Rosenberg	(213) 202-9859	mike.rosenberg@lacity.org

For general information, please contact (213) 482-0315 or e-mail us at: ladbs_materialscontrol@lacity.org

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.

City of Los Angeles
Department of Building and Safety

APPLICATION FOR APPROVAL AS FABRICATOR OR MODIFICATION OF LICENSE

File No.	Circle Applicable Fee Below					
	Fee For New Fabricator Application + 6% Surcharge + 3% Surcharge	Fee For Additional New Branch Plants + 6% Surcharge +3% Surcharge	Fee for Renewal + 6% Surcharge +3% Surcharge		Fee For Modification + 6% Surcharge 3% Surcharge	
			Main	Branch	Major	Minor
Fabricator	\$1,207 + \$72.42 +\$ 36.21*	\$679 + \$40.74 + \$20.37 Each*	\$905 + \$54.30 +\$27.15*	\$264 + \$15.84 +\$7.92*	\$679 + \$40.74 +\$20.37*	\$226 + \$13.56 +\$6.78
One Time Approval - Unlicensed Fabricator fee \$377 + \$22.62+ \$11.31*			Welding Procedures \$50.00 + \$3.00+ \$1.50 Each			

* 6% surcharge per LAMC 98.0416. *3% surcharge per LAMC 98.0410

INSTRUCTIONS

1. Please print or type application. (Submit two copies of this application and modification form.)
2. Submit a check or money order for the fee shown above with this application. Checks should be made payable to the Department of Building and Safety. (Checks drawn on foreign banks are not acceptable.)
3. Address all communications to the Department of Building and Safety, Materials Control Section, 221 N. Figueroa Street, Room 700, Los Angeles, California 90012. You may reach via e-mail at ladbs_materialscontrol@lacity.org and our telephone number is (213) 482-0315..

Company Name and Mailing Address

Telephone (Area Code & No.) _____
Fax (Area Code & No.) _____
e-mail address _____

Company Name and Address of Main Facility if other than mailing address

Telephone (Area Code & No.) _____
Fax (Area Code & No.) _____
e-mail address _____

Type of Approval Requested

Address and telephone number of additional branches

Telephone (Area Code & No.) _____ e-mail _____

Applicant must read the following statement before signing this application

The undersigned applicant for approval as a Fabricator, being owner or corporate officer, agrees to reimburse the City of Los Angeles for all inspection charges at the rate of \$113 per hour, plus travel expenses and supplemental fees at the rate of \$113 per hour, imposed by Section 96.204(b) of the Los Angeles Municipal Code and applicable to the subject facilities.

Signature of Owner or Corporate Officer, including title

Print Name

Date

DEPARTMENT USE ONLY

VALIDATION

Processing Fee
Surcharge (6%+3%)
Total Fee
Verified

DIVISION C – FABRICATOR APPROVALS

SEC. 96.200. STATEMENT OF PURPOSE.

It is the purpose of this division to safeguard the life, health, property and general welfare of the people of this City by regulating work performed at locations other than construction sites which work, if performed at such construction sites, would be subject to certain inspection requirements of the Los Angeles Municipal Code.

SEC. 96.201. DEFINITIONS.

(Amended by Ord. No. 171,175, Eff. 7/25/96.)

The following terms are defined for purposes of this division.

DEPARTMENT. The Department of Building and Safety of the City of Los Angeles.

GENERAL MANAGER. The General Manager of the Department

PERSON. Any natural person and any firm, association, partnership, corporation or other business entity.

TYPE I FABRICATOR. A person who, at a place or location other than the site of a particular building or structure to be erected or under construction in the City of Los Angeles, performs work which:

1. If performed at such construction site would be subject to the inspection requirements of Section 91.1701 of the Los Angeles Municipal Code; or
2. Is required by a provision of Article I, Chapter IX, of the Los Angeles Municipal Code to be performed by a Type I Fabricator.

TYPE II FABRICATOR. A person who, at the place or location other than the site of a particular building or structure to be erected or under construction in the City of Los Angeles, performs work which if performed at such construction site would be subject to the inspection requirements of Sections 91.108, 93.0304, 94.0306, or 95.0305 of the Los Angeles Municipal Code.

APPROVAL. A written authorization issued to Type I and Type II Fabricators pursuant to the provisions of this division containing the name of the fabricator and the exact facility or physical plant where the work that is subject to these provisions will be performed.

SEC. 96.203. SCOPE AND EFFECT OF APPROVALS.

(Amended by Ord. No. 171,175, Eff. 7/25/96.)

An approval issued pursuant to this division shall constitute authorization for the persons named therein to perform work as Type I or Type II Fabricators at the locations designated therein and shall constitute authorization to utilize the work so produced without the inspections thereof which, if such work were performed at the construction site of a building or structure in the City of Los Angeles, would be required by Sections 91.108, 91.1701, 93.0304, 94.0306 and 95.0305 of the Los Angeles Municipal Code, provided, however that any Type I Fabricator who performs work described in Section 91.1707.2 of the Los Angeles Municipal Code shall not be exempt from the inspection requirements of that subsection.

No approval issued pursuant to the provisions of this division shall be construed as authority to violate any law or regulation applicable in the City of Los Angeles, nor shall such approval be construed as having any effect whatsoever upon the laws or regulations of the State of California applicable to contractors.

SEC. 96.204. ISSUANCE OF APPROVALS – PROCEDURES.

(a) **Applications.** Applications for initial approvals shall be made on forms provided by the Department, the forms shall include a statement that the applicant agrees to pay all inspection charges imposed pursuant to Subsection (i) of this section. No application will be accepted unless accompanied by the appropriate fee as hereinafter set forth, which fee is unrelated to the inspection charges imposed pursuant to Subsection (i) of this section. **(Amended by Ord. No. 165,310, Eff. 12/31/89.)**

(b) Fees. (Amended by Ord. No. 180,868, Eff. 10/22/09.)* A fee of \$1,207.00 shall accompany each application for approval and a renewal fee of \$905.00 shall accompany each application for renewal. A fee of \$679.00 shall be charged for the approval of each branch plant and shall be in addition to fees required for the main fabricator plant. A renewal fee of \$264.00 shall be charged for the renewal of each branch plant in addition to the main fabricator plant. A fee of \$679.00 shall accompany each application for a major modification (includes changes in a quality control system or key management personnel) and a fee of \$ 226.00 shall accompany each application for a clerical modification. A fee of \$ 377.00 shall accompany each request for acceptance of a material fabricated by an unauthorized fabricator.

Such request will be accepted only once from any individual fabrication company. Inspection and travel charges shall be the same as those charged to an applicant seeking to become an authorized fabricator.

EXCEPTION: An unlicensed fabricator who has filed a complete and acceptable application and submittal requesting to become an authorized fabricator and has paid the application fee may submit additional requests provided:

1. A separate application is made for each request, and
2. A fee of \$ 362.00 accompanies each request.

The fees for approval of new fabricators include four hours of Departmental processing time. The fees for major modifications of fabricators, and for approval of a branch plant include four hours of Departmental processing time.

The fees for a material fabricated by an unauthorized fabricator includes two hours of Departmental processing time. The fees for renewals and minor modifications include three hours and one and one-half hours of Departmental processing time respectively.

The applicant shall agree in writing, as part of the application, to pay supplemental fees at the rate of \$113.00 per hour to cover the time of processing which is in excess of the time provided for in the approval, renewal or modification fee specified in this section. Processing shall include those activities directly related to the approval of fabricators for which an application has been made and shall include all research, review, investigation, plant inspection, travel, correspondence, clerical and consultation time pertinent to the application. The Department may require an estimated supplemental fee to cover the cost of time and travel expense which shall be paid at the time of filing the application and/or before any travel to plants outside of the State of California; however, the supplemental fee shall be paid in full prior to final action on the application by the Department.

The fees specified in this section, including supplemental fees, and application fees are not refundable once work has been performed by the Department, regardless of whether the action taken is approval or denial.

EXCEPTION: Supplemental fees paid in advance, which are in excess of the total actual fees, may be refundable.

(c) Duration of Approval. Any approval issued pursuant to the provisions of this division shall remain valid for a period of one year from the date of issuance thereof unless revoked by the Department pursuant to the provisions of this division.

(d) Investigation of Application. The General Manager shall investigate every application submitted pursuant to Subsection (a) of this section to determine whether the applicant possesses qualifications sufficient to justify the issuance of the requested approval. In making this determination the General Manager may consider the experience, education and training of the applicant and his employees; the quality control standards maintained by the applicant; the equipment and facilities of the applicant; and the physical plant which will be designated in the requested approval if the same is issued. The General Manager may also consider any other factors pertaining to the manufacturing processes of the applicant as he may, in the reasonable exercise of his discretion, deem to be relevant.

(e) Action Upon Applications. (Amended by Ord. No. 165,310, Eff. 12/31/89.) If it is determined that an applicant possesses qualifications sufficient to justify the issuance of the requested approval, the Department shall issue the same to the applicant. If a contrary determination is made, the application shall be denied and the Department shall notify the applicant of that action. Such notification shall be in writing and shall specify the reasons for the denial. Initial applications will expire 12 months after the filing date if the request for approval of a fabricator has not been cleared of corrections and approved. No approval shall be issued until the application is re-filed and a new fee paid.

EXCEPTION: The Department or the Board may grant extensions of time if an applicant submits in writing sufficient evidence that unusual conditions or circumstances precluded the approval within the allocated time.

(f) Conditional Approvals. The Department may impose reasonable conditions precedent upon the issuance of approvals and may include in any approval special conditions deemed necessary to insure that the work to be performed under such approval will comply with the provisions of Chapter IX of the Los Angeles Municipal Code. Such special conditions may include, but are not limited to, special quality control procedures and requirements for specific identification of particular materials. Any special conditions included in an approval shall impose mandatory duties on the fabricator to comply therewith.

(g) Rules and Regulations. The General Manager shall establish such rules and regulations as he may deem appropriate relative to the following:

- a. The implementation of the investigatory duties imposed upon him by Subsection (d) of this section;
- b. The maintenance of standards applicable to the facilities, equipment, employees and physical plants of approved fabricators.
- c. Such other matters as are within the scope of this division. (h)

Inspections. (Amended by Ord. No. 180,868, Eff. 10/22/09.)

1. The General Manager of the Department shall cause to be made such inspections of a fabricator's facilities, equipment, procedures, materials and construction sites upon delivery of fabricated products as, in the reasonable exercise of discretion, shall be deemed necessary to carry out the purpose of this division. Such inspections may consist of any or all of the following:

Initial Inspections. Inspections conducted prior to the issuance of an approval for which an application has been made.

Annual Inspections. In-plant inspection at least once a year.

Periodic Monitoring Inspections. Unannounced in-plant inspections of the premises of a fabricator to whom an approval has been issued.

Job Inspections. On-site or in-plant inspection of fabricated material to be used at construction sites within the City.

Requested Inspections. Inspections conducted at the specific written request of a fabricator at a prearranged time and inspections conducted of fabricated material of an unlicensed fabricator.

2. All in-plant inspections of fabrication facilities will be performed by Department personnel, except that an initial inspection conducted prior to the issuance of a Type I approval applicable to facilities situated more than 60 miles from the Los Angeles City Hall may, at the election of the applicant, be performed by an approved testing agency. Such inspection by an approved testing agency, however, will not preclude such further investigation relative to the application as the General Manager of the Department, pursuant to Subsection (d) hereof, may deem necessary.
(i) Inspection Charges. (Amended by Ord. No. 180,868, Eff. 10/22/09.)

1. Whenever an inspection is conducted by Department personnel at facilities located more than 60 air miles from the Los Angeles City Hall, whether such inspection be conducted pursuant to Subsection (d) or Subsection (h) of this section, or both, the fabricator shall reimburse the City of Los Angeles for the cost thereof in accordance with the following:
 - A. Automobile Travel. Mileage at the city rate per mile for all miles driven, both ways, between a point 60 miles from Los Angeles City Hall to the facilities where the inspection is to be conducted, plus \$98.00 per hour for all inspection and travel time for each inspector required.
 - B. Air Travel. The coach-class fare of a regularly scheduled airline from and to Los Angeles International Airport and the airport closest in proximity to the facilities to be inspected; the cost of motor vehicle transportation to and from such airport and such facilities; inspection and travel time at the rate of \$98.00

per hour for each inspector required.

C. Per Diem. Per diem at the rate of \$52.00 per day for inspections requiring more than eight hours of combined travel and inspection time. The cost of lodging and meals required during the combined travel and inspection time

2. Whenever periodic monitoring inspections, requested inspections, or job inspections are conducted by Department personnel at facilities or sites 60 air miles or less from the Los Angeles City Hall, the fabricator shall pay the City of Los Angeles a fee of \$98.00 per inspection, per inspector, plus \$98.00 per hour for all inspection and travel time in excess of one hour.

3. The Department may require an estimated travel expense fee to be paid prior to inspection

The initial application for approval, and the renewal application, shall include a statement that the applicant agrees to pay all inspection charges imposed pursuant to this subsection.

(j) Notification. Prior to fabrication of products to be used within the City, the licensed fabricator shall notify the Department of all fabrication schedules and delivery dates. (Added by Ord. No. 165,310, Eff. 12/31/89.)

(k) Identification. All fabricated products to be used within the City shall be identified in a manner acceptable to the Department. (Added by Ord. No. 165,310, Eff. 12/31/89.)

SEC. 96.205. SUSPENSION AND REVOCATION OF APPROVALS.

(a) Grounds. An approval issued pursuant to the provisions of this division may be suspended or revoked upon the following grounds:

1. The performance of work for which the approval was issued which fails to comply with the applicable provisions of Chapter IX of the Los Angeles Municipal Code.
2. Failure of the fabricator to satisfy any condition of the approval, or to comply with applicable rules and regulations established pursuant to Subsection (g) of Section 96.204 of this Code. (Amended by Ord. No. 143,447, Eff. 7/16/72.)
3. Any of the reasons specified in Section 98.0202 of the Los Angeles Municipal Code.

In addition to the foregoing, any approval may be temporarily suspended for failure to reimburse the City of Los Angeles for inspection costs as required by Subsection (i) of Section 96.204 of this division.

REFERENCE MATERIALS

I. The following list of technical references are required for approval as a Fabricator in the City of Los Angeles. The Quality Control staff shall have available and be familiar with the contents and use of all references materials.

1. The 2017 City of Los Angeles Building Code based on the 2016 California Building Code and 2015 International Building Code, which is a two volume set.
2. Los Angeles City Information Bulletins are available from the internet web site at WWW.LADBS.ORG

Access to the A.S.T.M. Standards in Building Code for answers to questions on specifications, test methods, practices, classification and identification.

STRUCTURAL STEEL AND WELDING FABRICATORS are required to have the following references in addition to the above.

1. AISC Steel Construction Manual – Thirteenth or Fourteenth Edition
2. AWS D1.1 Structural Welding Code - 2015 Edition
3. AWS D1.2 Aluminum - 2015 Edition (Optional)
4. AWS D1.3 Structural Welding Code - Sheet Steel - 2008 Edition (Optional)
5. AWS D1.4 Structural Welding Code - Reinforcing Steel - 2017 Edition (Optional)
6. AWS D1.6 Structural Welding Code - Stainless Steel - 2017 Edition (Optional)
7. AWS A2.4 Current Edition
8. Any other AWS Technical Manual pertaining to a welding operation or procedure being made under their inspection supervision.

II Your equipment, depending on the kind of license being sought, shall include:

1. Weld Gauge(s)
2. Temperature Measuring Device (Temp. Sticks)
3. Slump Cone(s)
4. Approved thermostatically controlled Drying/Storage Oven for low Hydrogen Electrodes

SOURCES FOR PURCHASE OF REFERENCE MATERIALS

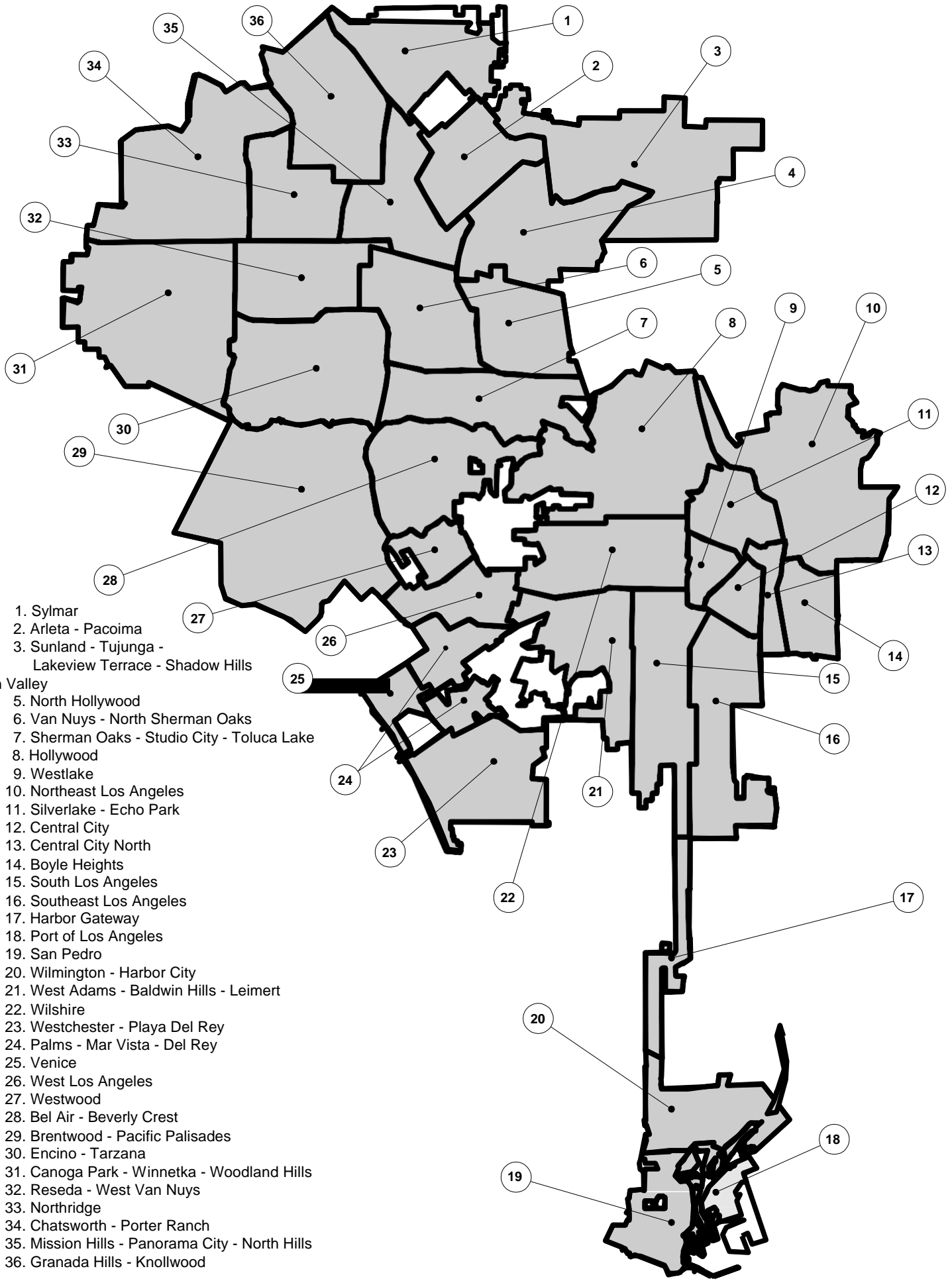
Builder's Book, Inc.
8001 Canoga Avenue
Canoga Park, CA 91304
(800) 273-7375
<http://www.buildersbook.com>

I.C.B.O.
5360 South Workman Mill Road
Whittier, CA 90601
(562) 699-0511
<http://www.icbo.org>

Building News, Inc.
3055 Overland Avenue
Los Angeles, CA 90034
(310) 202-7775

Global Engineering Documents
15 Iverness Way East
Englewood, CO 80112
(800) 854-7179 or (303) 397-7956
<http://www.global.ihs.com>

Technical Book Company
2056 Westwood Boulevard
Westwood, CA 90024
(310) 475-5711



- 1. Sylmar
- 2. Arleta - Pacoima
- 3. Sunland - Tujunga - Lakeview Terrace - Shadow Hills
- 4. Sun Valley
- 5. North Hollywood
- 6. Van Nuys - North Sherman Oaks
- 7. Sherman Oaks - Studio City - Toluca Lake
- 8. Hollywood
- 9. Westlake
- 10. Northeast Los Angeles
- 11. Silverlake - Echo Park
- 12. Central City
- 13. Central City North
- 14. Boyle Heights
- 15. South Los Angeles
- 16. Southeast Los Angeles
- 17. Harbor Gateway
- 18. Port of Los Angeles
- 19. San Pedro
- 20. Wilmington - Harbor City
- 21. West Adams - Baldwin Hills - Leimert
- 22. Wilshire
- 23. Westchester - Playa Del Rey
- 24. Palms - Mar Vista - Del Rey
- 25. Venice
- 26. West Los Angeles
- 27. Westwood
- 28. Bel Air - Beverly Crest
- 29. Brentwood - Pacific Palisades
- 30. Encino - Tarzana
- 31. Canoga Park - Winnetka - Woodland Hills
- 32. Reseda - West Van Nuys
- 33. Northridge
- 34. Chatsworth - Porter Ranch
- 35. Mission Hills - Panorama City - North Hills
- 36. Granada Hills - Knollwood

NOTIFICATION REQUIREMENTS FOR APPROVED FABRICATORS

As required by Section 91.204(j) notification shall be provided prior to beginning fabrication of products to be used on projects in the Los Angeles city limits. This notification shall be made directly to the Materials Control Section at least 24 hours in advance by using the form included in this information package.

When filling out the notification form it is important to give complete and accurate information regarding the materials of fabrication and the project where the materials are to be shipped.

The first line should include a brief description of the fabrication (i.e. structural frame, miscellaneous, stairs etc.) and the materials to be used such as; A36 beams and shapes, A 572 Gr 50 plate, engineered lumber.

The next line is the street address of the project as shown on the permits issued by the City and the community within the City where the fabricated items are to be shipped. An intersection or area description is usually not enough information, particularly when there may be other construction projects in the vicinity. A map giving the community names has been included to assist you in completing notification form.

The next two lines giving fabrication and delivery dates are important so that the Materials Control Inspector can schedule site or shop visits as necessary. A notification form does not automatically initiate an inspection in the shop. The reason for a qualified quality control personnel in the shop is they are the primary source of acceptability for the fabrication. The materials Control Inspector has limited time at both fabricating and erection locations to assess acceptability.

The name of the Licensed Fabricator as it appears on our files and the identification labels affixed to each fabricated item. While the fabricator's license number is required to be on each label, it is not necessary on the notification form.

The signature line and date shall be completed as a verification that the owner, or principal officer, of the fabricating facility is aware that this work is intended to be delivered to a location within the Los Angeles city limits and subject to the rules and regulations of the fabricator approval.

Department of Building and Safety
Director of Materials Control
221 N. Figueroa Street, Suite 700
Los Angeles, California 90012

NOTIFICATION FORM

SUBJECT; NOTIFICATION OF BEGINNING OF SHOP FABRICATION AND/OR DELIVERY TO THE JOB SITE, PER SECTION 96.204(j) OF THE L.A.M.C.

This letter is to inform you of our intentions to begin fabrication of _____

_____ to be erected or used at

(Specify type and/or grade of materials

(Street address and community)

L.A. City building Permit # _____

The starting date for fabrication is _____

The delivery date(s) to the job site is _____

(Name of Approved Fabricator

BY _____
(Owner or Corporate Officer)

Date

NOTE: Notification must be in the office of Materials Control at least 24 hours prior to the beginning of fabrication and 24 hours prior to delivery of materials to the job site.

If you need assistance, please call us at (213) 482-0315

Notification v i a e-mail is preferred at: ladbs_materialscontrol@lacity.org

GUIDELINES FOR APPROVAL AS FABRICATOR

This Information Bulletin provides guidelines for obtaining approval and acceptance of Type I Fabricators by the Los Angeles Department of Building and Safety (LADBS) per the rules and regulations established in accordance with Section 96.204 (g) of the Los Angeles Municipal Code.

Please note that fabrication shops located within the Los Angeles city limits must comply with all zoning requirements of the City. While each application will be reviewed on an individual basis for zoning compliance, most fabricators will be restricted to the M-1, M-2 and M-3 zones.

1. **Application:** A complete application, signed by the applicant and owner/corporation officer, and related fees shall be submitted to LADBS Materials Control Section at the address listed below. Reimbursement by the fabricator for the inspection charges specified in Section 96.204 of the Los Angeles Municipal Code shall be received within 30 calendar days from the date of the billing invoice or such reimbursement shall be considered delinquent and the provisions of Section 96.202 of the Municipal Code are applicable. Such delinquency and any suspension or revocation of approval do not relieve the fabricator of the obligations to reimburse the City for the applicable inspection charges. The application form is available online at, <http://ladbs.org/docs/default-source/forms/inspection-forms/application-for-approval-as-fabricator-in-app24.pdf?sfvrsn=39>

Los Angeles Department of Building and Safety
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2. **Description of Organization:** Provide a brief history of the organization and include description of the products and components that are being fabricated. Provide an organizational chart showing the names and titles of the principal and responsible employees. If the organization is a subsidiary or division of a large organization, provide information describing the relationship to the larger including an organization chart of the larger organization. Include a report describing the background experience in the type of fabrication for which the application is being made.
3. **Material Description:** Include a general description of each kind of material entering into the final product and a description of the final product. All materials shall be acceptable in accordance with Chapter 35 of the Los Angeles Building Code and, where applicable ASTM designations shall be given.
4. **Equipment List:** Include all major items of equipment necessary to properly fabricate the product. Indicate the general condition, capacity and adequacy of equipment.
5. **Operating and Quality Control Procedures:** Include a brief description of operating procedure and detailed description of in-plant inspection and test methods. When necessary to maintain effective quality control or product identification, a system of traceability for materials used in fabrication will be maintained by the fabricator applicant and reviewed by the Department's representative. Identification and tracking of materials through the various stages of the fabrication will be done with the use of mill certificates, job numbers and/or date stamping. Personnel who are responsible for the effectiveness of fabrication quality control and by whom the "in-shop" inspections are made must be specified and their resume provided.

Quality Control supervision shall be separate from production supervision. Provide a list of reference materials available on site to all quality control personnel.

6. **Plant Description:** Include a physical description of type and area of building and yards. At least three 8" X 10" photographs, clearly showing the inside and yards of the facility with the major equipment, shall be furnished.
7. **Experience of Company:** Include a report describing the background experience in the type of fabrication for which the application is being made.
8. **Identification:** Include a graphic sample of a label, stencil, or any acceptable method of identification that will be applied to each fabricated piece being delivered to an 'LADBS' permitted project site. Bundled or boxed fabricated pieces need only be identified once. The minimum information to be shown on this required identification is as shown in the following example:

COMPANY NAME

L.A. FABRICATOR LICENSE # _____

RESEARCH REPORT # (IF APPLICABLE) _____

CITY OF LOS ANGELES APPROVED

9. **In-Plant or Field Inspection:** Inspections and investigation of applications for Type I Fabricator approval shall be performed by Department personnel prior to approval of initial application or renewal. Authorized employees of the Department will make an inspection of the fabricator's plant, equipment, procedures, operations and products within the scope of fabricator's approval and may require exposure for inspection or tests of materials or products that may be deemed necessary to assure compliance with the approved plans and the Los Angeles Municipal Code. Such tests shall be made at no expense to the City.

Exception: A Type I Fabrication facility located more than 60 miles from Los Angeles City Hall may be accredited to an applicable Accreditation Criteria by a nationally recognized accreditation body that operates in accordance with ISO/IEC Standard 17011. Further, the Department retains the right to investigate, conduct onsite visits or require additional documentation if it is deemed necessary. Such investigations shall be made at no expense to the City.

10. **Renewal:** Approximately 60 days prior to expiration of approval, the fabricator will be notified by the Department that a request for renewal of fabricator approval must be received not later than the expiration date of the current approval. The notification will include a brief questionnaire to be completed and signed along with the request for renewal of fabricator approval and returned to the Department with the appropriate renewal fee. The request for renewal shall include a statement that the fabricator agrees to pay all inspection charges imposed under Section 96.204 of the Los Angeles Municipal Code.

Overdue renewals may be reinstated by the Department if application is made within 30 days after the expiration date. After this period a renewal request shall be processed as a new application and the fee shall be as specified for new applications.

11. **Follow-up Audits:** The fabricator shall notify the Department of any change of responsible personnel or other conditions from that previously reported in the original application submittal. Changes in equipment, processes, or key personnel which directly affect conformity with the scope of approval for which the fabricators license was originally issued shall be reported to the Department within 30 days of the effective date of such change. A request for Modification of Fabricator's Approval, with the appropriate fees, shall be filed within 60 days of the effective date of the change and shall include a brief report describing the changes. Examples of changes considered a major modification of the license are: change of plant

location; addition of a branch plant or facility; change of materials used in fabrication; change in fabrication process; change of quality control personnel. Examples of changes considered a minor modification of the license are: Change of street address, phone number or zip code.

12. **Branches:** Branches which the applicant desires to be included in the acceptance shall be listed in the initial application, or may be added at a later time. Additional fees will apply as required by the LAMC.
13. **Revocation:** The Department of Building and Safety may suspend, revoke or limit the scope of any Type I Fabricator approval for sufficient cause. Sufficient cause includes, but is not limited to, non-compliance with this Information Bulletin or the LAMC Section 96.205.

ONE TIME APPROVAL AS UN-LICENSED FABRICATOR

In accordance with provisions in Section 96.204 of the Los Angeles Municipal Code, materials fabricated by an un-licensed fabricator may be accepted under the following conditions. These conditions shall apply to the fabrication of structural elements regulated by the Code and to one specific location only. The fabricator shall be granted such approval once only.

EXCEPTION: If a current Application for Approval as Fabricator, with all required information as noted above, has been filed and fees paid, an approval as an un-licensed fabricator may be granted during approval processing.

1. **Application:** Application shall be made on forms provided by the Department with sufficient information to describe the project and all elements to be fabricated. The application shall be filed prior to beginning fabrication and shall be subject to all conditions included with the approval, if such is granted. The application shall be signed by the owner or a principal of the fabrication facility. Information submitted with the application shall include, but not necessarily be limited to the items 2 to 5 below.
2. **Material Description:** Include a general description of each kind of material entering into the final product and a description of the final product. All materials shall be acceptable in accordance with Chapter 35 of the Los Angeles Building Code and, where applicable, ASTM designations shall be given.
3. **Plans and Specifications:** 8½ x 11 detail sheets from approved plans of the portion of the project affected by the fabricated materials on drawings of each piece. Welding procedures, when required and submitted with the application, will be considered a part the application. If submitted after approval has been granted fees will be charged in accordance with Section 91.2205.10.
4. **Fabrication Process:** Include a description of the equipment to be used in fabrication and the capacity of such equipment.
5. **In-Plant or Field Inspection:** When the fabricator's facility is located within 60 miles from Los Angeles City Hall, an inspection of the plant will be performed during the application review period. If the plant is located more than 60 miles from Los Angeles City Hall, investigation by a Registered Deputy Inspector may be accepted provided the Deputy has been directed to do so by the Materials Control Section. A fabricator's facility in the Los Angeles city limits shall be in a zone permitting fabrication. If fabricated materials have been delivered to the jobsite prior to approval of an application, inspection or tests of materials or products may be deemed necessary to assure compliance with the approved plans and the Los Angeles Municipal Code. Such tests shall be made at no expense to the City.