

**Purpose of form:**

This form is used to initiate review of existing standards and/or evaluation criteria for products categorized as alternative to the code. OTCR staff will manage the review process for adoption of DOB approved acceptance criteria. Approved acceptance criteria are used by third party agencies for testing and/or certification (if required).

**General Information**

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- All forms must be typed.
- If additional space is required, please use 8 1/2 x 11 sheets and attach to the form.
- Each form shall be printed double-sided, if additional sheets are required.
- Do NOT write in any block without a block number (i.e., Internal Use).

**1 Application Contact Information**

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- Provide the name, title, business name, address, email address, phone number and fax of the applicant.

**2 Product Review Classification**

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- Chose one of the following: Evaluation of Alternative Materials if seeking recognition of acceptance criteria for alternative materials OR Material assessment and approval if seeking OTCR classification of code-prescribed and alternative materials.

**3 Evaluation Topic**

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- 3B - Provide a detailed description of the technology to be evaluated.
- 3C - Provide sections of the NYC Construction Codes which are related to the technology to be evaluated. Related technology should include consideration for similarities in safety, durable, intended purpose, etc.
- 3D - Provide list of recognized relevant testing and evaluation standards. Include references to code sections from codes other than the NYC Construction Codes (i.e., IBC, IRC, UBC, BOCA, etc.). These references should be specified in the research reports and applicable acceptance criteria.
- 3E - Provide all research reports (i.e., ICC-ES, MEA resolutions, etc.) issued under the acceptance criteria. Provide all related nationally published standards.
- 3F - Provide other supporting documentation such as technical reports published in journals, books, articles, etc.

**4 Industry and Trade Association Contact Information**

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- Provide names and contact information for industry / trade organizations supporting the proposed technology.

**5 Statements and Signature**

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- The applicant must read the qualifying statements, provide his/her name, and sign and date the application.