

Purpose of form:

This form shall be used to initiate the process of filing for a site specific approval of such as products too large to be tested in the laboratory, several component parts which must be assembled in the field, etc. The Testing Laboratory or Professional Engineer performing the required test must complete OTCR4 (Testing Laboratory or Professional Engineer Statement)

General Information

- 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

- Provide the name, title, business name, address, email address and phone number of the applicant.
- Provide the name, title, address, email address and telephone number of the owner.
- Indicate (X) whether the test report(s) will be filed by a Testing Laboratory, or Professional Engineer.
- Provide the name, address, telephone number, email address and license number of those filing test reports. The NYC Approved Testing Agency I.D. should identify the agency as an Approved Testing Agency as defined by 1 RCNY § 101-07 (i.e., IAS Identification Number, NYC MEA Registration Number, etc.)

2 Material/Equipment Information

- Provide all trade names of the materials or equipment.
- Provide the sections of the Administrative Code that are pertinent to the use of the materials or equipment.
- Provide the name, address, email address and telephone number of the manufacturer.
- Provide the names and model numbers of all individual products.
- Provide a brief description of the materials or equipment. Include intended use.

3 Data Filed with Application

- Check (X) all boxes that apply. If data is being submitted that is not listed on the form, provide the name of the type of data in spaces provided.

4 Statements and Signature

- The applicant and the owner or authorizing agent must each provide his/her name, and sign and date the application.