



Issuance #465



DEPARTMENT OF BUILDINGS

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TECHNICAL  
POLICY AND PROCEDURE NOTICE # 12/94

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TO: Distribution

FROM: Richard C. Visconti, R.A.  
First Deputy Commissioner 

DATE: November 29, 1994

SUBJECT: Self-Certification of Limited Category  
of Materials and Equipment

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PURPOSE: To streamline the MEA approval process by allowing a New York State Professional Engineer or Registered Architect to self certify a limited category of materials and equipment.

EFFECTIVE: Immediately

REFERENCE: Administrative Code Section 27-131(a)(1)

"...(1) Code test method.- Whenever the code prescribes a method for testing any material, the material shall be tested in accordance with such test method (a) under the direction of an architect or engineer, or (b) by a testing service or laboratory acceptable to the commissioner. The commissioner may require the witnessing of tests by his or her representative. The test report showing compliance with code requirements and bearing the signature of the architect or engineer, or the signature of an officer of the testing service or laboratory, as the case may be, shall be filed with the department..."

The Materials Equipment Acceptance Division ("MEA") approves material and equipment which are usually a permanent part of a building and are subject to building and fire safety regulations. MEA acceptance is based on the demonstration by laboratory test reports that a product has passed a specific required performance standard or test set forth in the New York City Building Code ("the Code").

SPECIFICS: This limited category of material or equipment shall meet the prescribed performance standard or test set forth in the Code; be tested by a laboratory that is listed as acceptable to the Commissioner and the listing of the material or equipment in the directory must be under the same specific standard as set forth in the Code.

Attached Form MEA-5 shall be used for the above purposes.

The filing fee is \$600.00; checks shall be made out to the "DEPARTMENT OF BUILDINGS".

Attached to the above form shall be:

- 1) A photocopy of the front cover of the directory that shows the name of the laboratory and the date of issuance, and the appropriate pages of the directory, showing the listing of the model numbers by any of the laboratories listed below. The standard in the directory shall be underlined in Red. The model numbers shall be underlined in Red.
- 2) Photocopy of the New York City Building Code page, where the standard appears. Underline the standard in Red.
- 3) A sales brochure or photograph or drawing or installation manual that properly describes the equipment.

No laboratory report is necessary. This procedure relies on the equipment being updated and listed in a current laboratory directory, any dropping of the listing by the laboratory in their directory will automatically result in the loss of approval.

Applications will be audited for current model number(s) listing in the current laboratory directory and for compliance with the New York City Building Code.

This form is limited to Five (5) model numbers, or one series only of a product.

The MEA examiner will assign a subject Index No. on the form.

All installations shall be in accordance with the New York City Building Code, all applicable laws, rules and regulations and the manufacturer's instructions.

ACCEPTABLE LABORATORIES:

1. Underwriters Laboratories Inc.
2. Factory Mutual Research
3. Warnock Hersey
4. American Gas Association Laboratories Inc.
5. ETL

/dt

CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

MEA \_\_\_\_\_ -S \_\_\_\_\_ Index No. \_\_\_\_\_

Report on Material and Equipment, by New York State Professional Engineer or Registered Architect

New York State Lic. No. \_\_\_\_\_

I, \_\_\_\_\_, a Registered Architect/Professional Engineer licensed in the State of New York, certify that the product listed below complies with the applicable laws and regulations that govern this product, including but not limited to the Administrative Code of the City of New York, Building Code, Fire Prevention Code, Health and the Federal Safety Code (OSHA), New York State Labor Law, and all other applicable rules and regulations. I further certify that this product is listed by a laboratory which is acceptable to the Commissioner and named below, and complies with the applicable New York City Building Code Reference Standard for this type of equipment/material.

Manufacturer -

Trade Name -

Product -

Pertinent Code Sections or a Reference Standard -

Prescribed Test(s) - (State the New York City Building Code Reference Standard and the National Standard under which the product is listed, rated, etc.)

Laboratory -

Model Number(s) and Description - (List model numbers (include suffixes and prefixes), attach copies of listing with the model numbers and drawings or sales brochures to properly identify the model numbers)

This application is limited to certification for all Air Conditioning Equipment, Refrigeration Equipment (Ice Maker, etc.), all Heaters and Cooking Appliances, Broilers, etc., Dryers, Gas Logs, Nourishment Stations, Walls Ovens, Plastic (Slow Burning), Freezers.

I further certify that this application is made on behalf of the manufacturer of this product and that this certification does not cover the following types of products: commercial cooking appliances with recirculating hoods, hot water heaters that recirculate potable water through radiators, gasoline station type waste oil heaters, equipment of any kind that uses butane as a refrigerant; equipment that uses propane or kerosene as fuel.

I hereby state the above information is correct and complete to the best of my knowledge. Falsification of any statement is a misdemeanor under Section 26-124 of the Administrative Code and punishable by a fine or imprisonment or both and loss of the privilege to self-certify.

P.E./R.A.  
SEAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Pursuant to Section 27-131 of the Administrative Code, the following equipment or material has been found acceptable by the City of New York for use based upon the certification made by a New York State licensed Professional Engineer or Registered Architect and maintaining a current listing by an acceptable laboratory.

This form and required attachments (proof of listing, drawings or sales brochures) must be filed with the Material and Equipment Acceptance Division together with a \$600 check, payable to the New York City Department of Buildings as required by Section 26-214 of the New York City Building Code.

MEA-5 Revised 11/15/94