

---

# Editorial Revision to an Approved Product Application

## Editorial Revision

---

### Editorial Revision to an Approved Product Application

To initiate an Editorial Revision to an approved application requires that the applicant be logged in as a *Product Manufacturer* or *Architect* or *Engineer* organization type.

To submit an editorial revision requires that you pay a **\$150 fee** online using American Express, Discover, Visa or Master Card credit cards, or pay by Electronic Check.

### Important Notes:

- An Editorial Revision can be used when **NO ADDITIONAL UPLOADS ARE NEEDED**, and there is no change to number of products or product performance. In this sense, it is a very **LIMITED** revision, and should only be used when fixing a typo, changing Quality Assurance Agency, changing Quality Assurance Representative, or Technical Representative, or when bringing the application into compliance with the new Rule **61G20-3** requirements, but all documents (including installation documents) have already been uploaded prior to the last approval. Please refer to **Table 1** on the following page entitled **Appropriate Usage of Editorial Revisions**.
- **WARNING:** Please Contact Florida Department of Business and Professional Regulation **BEFORE** proceeding with an Editorial Change Application. If the applicant is not sure if the changes they need to make constitute an editorial revision, please call the Florida Department of Business and Professional Regulation at (850) 487-1824 and inquire **BEFORE** making the **\$150** payment.
- If an editorial revision is submitted on the applicant's own judgment, without inquiring, and any of the items constituting a "technical" revision are modified, a full revision submittal for **\$500** will be required, and no credit for the Editorial Revision will be issued.

---

Continued on next page

## Editorial Revision, Continued

**Table 1. Appropriate Usage of Editorial Revisions**

<b>EDITORIAL REVISION</b>	<b>TECHNICAL REVISION</b>
Correct typos in the model number, the description or limitations of use.	Category or Subcategory or Removal or Addition of products
Technical Representative entered on the first page of the application, or their address/email/telephone number.	Product Certification Agency, Product Testing Laboratory, Product Evaluation Entity, Registered Architect or Engineer, or Validation Entity.
Quality Assurance Representative entered on the first page of the application, or their address/email/telephone number.	Performance of product, i.e., rating, design pressures, Impact, HVHZ designation, etc.
Quality Assurance Agency performing annual audits throughout the life of the approval.	Any of the uploaded technical documentation, i.e., Certification Agency Certificate, Test Reports, Evaluation Reports, Equivalence of Standards, Certification of Independence, Installation Drawings,
In Certification method, to update the Quality Assurance expiration dates by uploading updated CAC on the application. The only change on the application and CAC should be QA expiration date.	Method of Compliance
	Building Code Version

**Important Reminder:**

If an editorial revision is submitted, and any of the items constituting a “technical” revision are made, a full revision fee for **\$500** will be required, and no credit for the Editorial Revision will be issued, therefore, we suggest you print out Table 1 (above) to use as a reference while submitting an Editorial Revision.

Continued on next page

## Editorial Revision, Continued

Step	Action
1	After logging in as a <b>Product Manufacturer</b> or <b>Architect</b> or <b>Engineer</b> , click on the <b>Product Approval</b> button, and select <b>Submit a Product Application</b> from the menu.

The screenshot shows the Florida Department of Business & Professional Regulation website. The main navigation bar includes links for BCIS Home, Log In, User Registration, Hot Topics, Submit Surcharge, Stats & Facts, Publications, and Feedback. The user is logged in as a 'Public User'. The 'Product Approval Menu' is displayed, with sections for 'General Users' and 'Logged In Users'. The 'Submit a Product Application' option under 'Logged In Users' is circled in red. A red arrow points from a text box on the left, which reads 'Select Submit a Product Application', to this option.

Continued on next page

## Editorial Revision, Continued

Step	Action
2	<p>Click to select <b>Editorial Change to a Product Application (\$150 fee)</b> and click <b>CONTINUE</b>.</p> <p>Note: Click the appropriate <b>Need Help?</b> for user instructions.</p>

FLORIDA DEPARTMENT OF  
**Business & Professional Regulation**

BCIS Home | Log Out | User Registration | Hot Topics | Submit Surcharge | Stats & Facts | Publications | Contact Us | BCIS Site Map | Links | Search

**Product Approval**  
USER: Zubeyde Binici, Department of Business & Professional Regulation, DBPR Personnel

Product Approval Menu > Submit a Product Application

Form Title: Application for State Product Approval  
Form #: 9N-3.0  
Effective Date: November 10, 2019

- Submit a New Product Application [Need Help ?](#)
- Revise a Product Application [Need Help ?](#)
- Editorial Change to a Product Application** [Need Help ?](#)
- Affirmation of a Product Application to New Code [Need Help ?](#)

**Warning: Contact the product approval administrator at [ProCodesProductApproval@myfloridalicense.com](mailto:ProCodesProductApproval@myfloridalicense.com) before proceeding with an Editorial Change Application. Please provide as much information as possible in your email for the administrator to review. Failure to do so may result in additional fees.**

[Continue](#)

Select Editorial Change to a Product

Continued on next page

## Editorial Revision, Continued

### Editorial Revision to an Approved Product Application

When making an editorial revision to an Approved Application, you only have to initiate a revision once. When you enter the **FL#** and click **CONFIRM**, the system confirms that you are logged in correctly, and that the application is “Approved”.

An Editorial Revision retains the same **FL#** as the previous approval, but adds a –R1, denoting it is a revision.

Once an editorial revision to an approved application becomes approved, it supersedes the previous application, which is always viewable by clicking the [History](#) link which appears under your FL####-R1 number.

The screenshot shows the Florida Department of Business & Professional Regulation (DBPR) website. The page title is "Product Approval" and the user is identified as "USER: Robert Benbow, Department of Community Affairs, DCA Personnel". The breadcrumb trail is "Product Approval Menu > Submit a Product Application > Editorial Change Application". The form title is "Application for State Product Approvals" with form number "9N-3.011(2)" and an effective date of "November 10, 2009". The form contains a text input field labeled "Enter FL # to Editorial Change" and two buttons: "Cancel" and "Confirm". A red circle highlights the "Confirm" button, and a red line points from a callout box to it.

**Enter the FL # (application number to use for the Editorial Revision.**

**Do not enter the FL , sub product number .1, .2 or the – R1, –R2. Enter only the numeric portion of the number and click CONFIRM.**

Continued on next page

---

## Editorial Revision, Continued

---

**BCIS Displays  
a FULLY  
Editable Copy  
of the  
Previous  
Approval**

Once you have initiated an **Editorial Revision** to an approved application, a **FULL** copy of the previously approved application will be displayed on your screen. This copy contains all the products/models, descriptions, limitations of use, standards, standard years, and selected compliance entities.

Because the copy of the previously approved application displays **ALL** fields, which are editable, it will be incumbent upon the applicant to ensure that the changes are **only editorial**, and that **no technical aspects are altered**. Therefore, please refer to **Table 1** on page 2 of this documentation to use as a guide for keeping within the bounds of an “**Editorial Revision**”.

---