

INSTRUCTIONS FOR COMPLETING THE DEVICE LICENSE APPLICATION/PLACED-IN-SERVICE REPORT...

NOTE: This form may be completed by the commercial device Owner/Licensee or a Registered Service Representative (RSR). If a commercial device requires calibration and/or sealing before it may be placed into commercial use, an RSR shall be the person authorized to perform this service and complete the form. All commercial devices licensed within the State of Arizona shall comply with the requirements outlined in the Arizona Revised Statutes (A.R.S.) Title 3, Chapter 19, Arizona Administrative Code (A.A.C.) Title 3, Chapter 7, and NIST Handbook 44.

BUSINESS INFORMATION...

1. Provide the BUSINESS NAME, PHYSICAL ADDRESS, and LOCATION CONTACT information. Please indicate the BMF # if one has previously been issued.
2. Provide the OWNER/LICENSEE and BILLING information. The LOCATION E-MAIL address provided will be automatically enrolled to receive license renewal notifications and invoices. If an e-mail address is not provided, renewal notifications and invoices will be sent by mail to the BILLING ADDRESS.
3. If the OWNER/LICENSEE is an INDIVIDUAL, a Statement of Lawful Presence form must be completed and submitted to the Division along with the Device License Application. This form is available online at: <https://agriculture.az.gov> using the FORM FINDER provided at the bottom of the page.
4. If a Registered Service Agency (RSA)/Registered Service Representative (RSR) installs, repairs, or removes the device, the REGISTERED SERVICE AGENCY, RSA #, and RSR # information boxes must be completed.

DEVICE INFORMATION:

1. Indicate the DEVICE TYPE using the check boxes provided on the form.
2. If the device is calibrated by an RSR as part of the installation or repair, the RSR must note the SERIAL NUMBERS of test equipment used to calibrate the commercial device(s) in the "RSA EQUIPMENT SERIAL #'s" box.
3. Using a separate line for each device, complete the device information. SERVICE CODE, FEE CODE (a list of fee codes is included with this application), and SERIAL NUMBER are required for each device noted on the form. The NTEP Certificate of Conformance (CC) number must be provided for devices placed into service after January 1, 1975. Timing devices such as car wash machines, laundry dryers, and compressed air machines as well as linear measuring devices do not require an NTEP Certificate of Conformance. A TAG NUMBER is required for all devices being repaired as a result of an official inspection by the Division.

SUBMITTING THE DEVICE LICENSE APPLICATION/PLACED-IN-SERVICE REPORT:

1. The Owner/Licensee and RSR (if applicable) must sign and date the form.
2. Completed forms must be sent to the Division within 7 calendar days of the service date. Forms may be e-mailed to licensing@azda.gov (preferred), sent by fax to **602-542-0466**, or mailed to the address provided at the top of the form.
3. Additional forms may be used when there are more than 10 devices. Please note the total number of pages in the space provided on the top right corner of the form.
4. Forms may be rejected by the Division for incomplete and/or incorrect information.

VIOLATIONS/ENFORCEMENT ACTION:

The device Owner/Licensee is responsible for the accuracy of the commercial device. A civil penalty may be issued under A.R.S. § 3-3475 to the Owner/Licensee if the device does not comply with A.R.S., A.A.C., or NIST Handbook 44 requirements. A civil penalty may be issued to the RSR if this form is incomplete, incorrect, or not submitted to the Division within the required timeframe.

PURSUANT TO A.R.S. § 41-1079, THE FOLLOWING INFORMATION IS PROVIDED TO THE OWNER/LICENSEE OF A COMMERCIAL DEVICE...

A license is required for any device as defined by A.R.S. § 3-3401(13). The license must be obtained within 30 days following the first day of commercial use for original installations of each device. On transfer of a license, new licensees shall notify the Division by submitting the CHANGE OF OWNERSHIP form available at <https://agriculture.az.gov> using the FORM FINDER provided at the bottom of the page. NTEP-approved devices shall be the only devices allowed for commercial use. To check if a device has an active NTEP Certificate of Conformance visit the following website: http://www.ncwm.net/ntep/cert_search

The Device License Application/Placed-In-Service Report must be completed and signed by the Owner/Licensee and submitted to the Division within 7 calendar days of the service date. A Registered Service Representative or Division Investigator may complete the license application detail for the Owner/Licensee, however, the Owner/Licensee must sign the application acknowledging accuracy of the information and certifying to abide by pertinent laws and administrative rules. The Division will review and process the application according to the licensing time frame rules provided below. The Owner/Licensee will be billed for the license fee of each device and must remit the amount in full prior to the license being issued.

COMMERCIAL DEVICE LICENSING TIMEFRAMES (A.A.C. Title 3, Chapter 7, Article 1, Table 1):

AUTHORITY	ADMINISTRATIVE REVIEW	RESPONSE TO COMPLETION REQUEST	SUBSTANTIVE COMPLETENESS REVIEW	RESPONSE TO ADDITIONAL INFORMATION	OVERALL TIME-FRAME
A.A.C. R3-7-201	14 days	28 days	30 days	30 days	44 days

AGENCY CONTACTS:

AZDA Licensing: **602-542-3578** or licensing@azda.gov | Technical & Compliance Questions: **602-771-4939** or dwm@azda.gov | State Ombudsman: **602-277-7292**



**FEE CODES, FEES, AND PENALTIES
EFFECTIVE 09/01/2017**

CODE	DESCRIPTION	AMOUNT
WEIGHING DEVICES - A.R.S. 3-3452(A)		
001	0-500 pound capacity	\$12.00
002	501-2,000 pound capacity	\$18.00
003	2,001-7,500 pound capacity	\$36.00
104	7,501-20,000 pound capacity	\$80.00
004	20,001-60,000 pound capacity	\$120.00
005	60,001 pound capacity and greater	\$180.00
039	Portable Batch Plants	Varies
Livestock scales must be licensed if used more than 30 days/yr.		

CODE	DESCRIPTION	AMOUNT
LIQUID METERING DEVICES (METERS) OTHER THAN LIQUIFIED PETROLEUM GAS (LPG) - A.R.S. 3-3452(A)		
006	Maximum 12 gallons per minute (gpm)	\$12.00
007	Maximum 13-150 gpm	\$36.00
008	Maximum 151-500 gpm	\$90.00
009	Maximum 501-1,000 gpm	\$138.00
010	Maximum 1,001 gpm and over	\$168.00

CODE	DESCRIPTION	AMOUNT
MOTOR FUEL DISPENSERS OTHER THAN FOR LPG A.R.S. 3-3452(A)		
011	One meter or blending valve (includes Diesel Exhaust Fluid (DEF))	\$15.00
012	Two meters or blending valves	\$30.00
013	Three meters or blending valves	\$45.00
014	Four meters or blending valves	\$60.00
015	Five meters or blending valves	\$75.00
016	Six meters or blending valves	\$90.00
017	Seven meters or blending valves	\$105.00
018	Eight meters or blending valves	\$120.00
019	High volume (over 19 gpm) diesel <u>per hose & nozzle</u>	\$15.00
020	Key lock, limited access w/ accumulators, <u>per hose & nozzle</u>	\$22.50
022	Remote indicator and/or control unit (accessory only)	\$22.50

CODE	DESCRIPTION	AMOUNT
VAPOR RECOVERY TEST (AREA A)		
211	One meter or blending valve	\$30.00
212	Two meters or blending valves	\$60.00
213	Three meters or blending valves	\$90.00
214	Four meters or blending valves	\$120.00
215	Five meters or blending valves	\$150.00
216	Six meters or blending valves	\$180.00
217	Seven meters or blending valves	\$210.00
218	Eight meters or blending valves	\$240.00

CODE	DESCRIPTION	AMOUNT
LIQUID MEASURING DEVICES LPG (METERS) - A.R.S. 3-3452(A)		
027	Small bottle fill measuring devices	\$24.00
028	Motor fuel measuring devices, uncompensated	\$24.00
029	Motor fuel measuring devices, temperature compensating	\$48.00
030	Motor fuel measuring devices, keylocks	\$48.00
031	3/4" and 1" meters, uncompensated	\$48.00
032	1 1/4", 1 1/2" and 1 3/4" meters, uncompensated	\$72.00
033	2" meters and larger, uncompensated	\$72.00
034	1 1/4", 1 1/2" and 1 3/4" meters, temp compensating	\$90.00
035	2" meters and larger, temperature compensating	\$96.00
036	3/4" and 1" meters, temperature compensating	\$54.00
040	Natural gas filling devices	\$48.00

CODE	DESCRIPTION	AMOUNT
MISCELLANEOUS DEVICES - A.R.S. 3-3452(A)		
301	Other linear measuring devices	\$12.00
302	Other time measuring mechanical, electrical & electronic devices	\$12.00
300	All mechanical and electronic counting devices	\$12.00

CODE	DESCRIPTION	AMOUNT
OTHER FEES AND PENALTIES		
050	Public Weighmaster - A.R.S. 3-3452(C)	\$48.00
048	Deputy Weighmaster - A.R.S. 3-3452(C)	\$0.00
049	Limited Weighmaster - A.R.S. 3-3452(C)	\$0.00
051	Registered Service Agency (RSA) - A.R.S. 3-3452(C)	\$24.00
052	Registered Service Representative (RSR) - A.R.S. 3-3452(C)	\$4.80
053	Metrology Certification - A.R.S. 3-3416(H)	\$110/HOUR (\$50 MIN.)
054	Commercial Livestock Scales - A.R.S. 3-3451(E)	Same as device fee
056	VR Stage I Area A, Authority to Construct - A.R.S. 3-3512(D)	\$250.00
057	VR Stage I Area B, Authority to Construct - A.R.S. 3-3512(D)	\$250.00
058	VR Stage II, Authority to Construct - A.R.S. 3-3515(D)	\$250.00
060	Public Record Request - A.R.S. 39-121.01(D)(1)	Varies
	Commercial and Non-Commercial Requests	
	Copies	\$.20/page
	Computer Reports	\$.02/kb
	CDs	\$1.00/disc
	Commercial Requests (includes Non-Comercial Fees)	\$.15/record
	Over 30 minutes staff time	\$25/hour
061	Civil Penalty - ARS 41-2115A	Varies
062	Credits	Varies
063	LATE PAYMENT PENALTY - A.R.S. 3-3452(F)	SEE BELOW
099	Forms and Manuals	Varies

LATE PAYMENT PENALTY: For each 30 day period past the due date, an additional penalty is imposed in increments of 20%. If all outstanding charges are not paid within 120 days of the due date, the license shall automatically be cancelled. It is illegal to operate a commercial device, or perform the duties of a public weighmaster, deputy public weighmaster, RSA, or RSR without a valid license.



**ARIZONA DEPARTMENT OF AGRICULTURE
WEIGHTS AND MEASURES SERVICES DIVISION**

1688 W. Adams Street, Phoenix, AZ 85007 <https://agriculture.az.gov>
 Phone: 602-542-3578 Fax: 602-542-0466 E-mail: licensing@azda.gov
 State Ombudsman: 602-277-7292

**DEVICE LICENSE APPLICATION
PLACED-IN-SERVICE REPORT**

A.R.S. § 3-3414

PAGE ___ of ___

BMF # (IF NEW LOCATION WRITE "NEW"):		BUSINESS NAME:			
PHYSICAL ADDRESS:			CITY:		ZIP CODE:
LOCATION CONTACT(S):				STORE # (IF APPLICABLE):	
LOCATION E-MAIL:			PHONE:		FAX:
OWNER/LICENSEE:				BILLING PHONE:	
BILLING ADDRESS:			CITY:		STATE: ZIP CODE:
REGISTERED SERVICE AGENCY:				RSA #: RSR #:	

DEVICE TYPE		LOCATION CODES (Scales Only)		RSA EQUIPMENT SERIAL #'s:	
Scales	LPG	B: Bakery	D: Deli		
Fueling Device	Other	M: Meat Dept.	O: Other		
		P: Produce	R: Register		

	SERVICE CODE	FEE CODE	MANUFACTURER	MODEL	SERIAL #	NTEP Certificate of Conformance # (CC)	LOCATION CODE OR	TAG #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

OWNER/LICENSEE: I will abide by Arizona law pertaining to device use and licensing specified in A.R.S. Title 3, Chapter 19, and am subject to civil penalty if a violation occurs (A.R.S. § 3-3475).

OWNER/LICENSEE NAME _____ SIGNATURE _____ DATE

RSA/RSR: I have complied with all Arizona legal requirements relating to the Division's RSA/RSR program and am subject to a civil penalty if a violation occurs (A.R.S. § 3-3475).

RSR NAME _____ SIGNATURE _____ DATE