



# Weights and Measures Certification Application

## SECTION I

Legal Name: \_\_\_\_\_

DBA (Doing Business As): \_\_\_\_\_

Business Address: \_\_\_\_\_

*(Actual location of gas pumps and/or scales)*

Floor: \_\_\_\_\_ Suite Number: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

Mailing/Billing Address (if different than above): \_\_\_\_\_

Account Number: \_\_\_\_\_ Site Number: \_\_\_\_\_

*(Located on the lower left hand side of your current business license)*

**Please answer the following questions:**

1) Will your business be using gas pumps?  Yes  No If yes, how many? \_\_\_\_\_ **Fill out Section II**  
*Note: Each nozzle and/or grade is considered one (1) pump*

2) Will your business be using scales?  Yes  No If yes, how many? \_\_\_\_\_ **Fill out Section III**

3) Why are you applying for certification?  New Business  Not currently certified  
 Replaced old gas pumps/scales  
 Other: \_\_\_\_\_

**NOTE: Please be sure to sign and date the application in Section IV.**

## SECTION II – GAS PUMPS

Please fill out in detail the section below if your business will be using gas pumps on the premises. Please be sure to enter information for every gas pump that the location intends for customers' use, as disclosed in Section I.

Note: Each nozzle and/or gas grade constitutes a pump and must be properly inspected and sealed by the Chicago Department of Business Affairs and Consumer Protection. This form permits entry of 8 pumps. Please use Addendum A – Gas Pumps if you are applying for certification for more than 8 pumps.

Please enter the pump number, circle the grade type and enter the octane level on the line provided next to the grade. (See example below and note that a separate record must be entered per each gas grade.)

### Example

1. What is the Pump Number?   1    
Grade Type & Octane Level:  
Regular \_\_\_\_\_ Mid-Grade \_\_\_\_\_ Premium **93** Diesel \_\_\_\_\_ Kerosene \_\_\_\_\_ Other: \_\_\_\_\_  
Was gas pump/nozzle replaced?  Yes  No *If yes, please provide Old Seal #*   12589

1. What is the Pump Number? \_\_\_\_\_  
Grade Type & Octane Level:  
Regular \_\_\_\_\_ Mid-Grade \_\_\_\_\_ Premium \_\_\_\_\_ Diesel \_\_\_\_\_ Kerosene \_\_\_\_\_ Other: \_\_\_\_\_  
Was gas pump/nozzle replaced?  Yes  No *If yes, please provide Old Seal #* \_\_\_\_\_

2. What is the Pump Number? \_\_\_\_\_  
Grade Type & Octane Level:  
Regular \_\_\_\_\_ Mid-Grade \_\_\_\_\_ Premium \_\_\_\_\_ Diesel \_\_\_\_\_ Kerosene \_\_\_\_\_ Other: \_\_\_\_\_  
Was gas pump/nozzle replaced?  Yes  No *If yes, please provide Old Seal #* \_\_\_\_\_

3. What is the Pump Number? \_\_\_\_\_  
Grade Type & Octane Level:  
Regular \_\_\_\_\_ Mid-Grade \_\_\_\_\_ Premium \_\_\_\_\_ Diesel \_\_\_\_\_ Kerosene \_\_\_\_\_ Other: \_\_\_\_\_  
Was gas pump/nozzle replaced?  Yes  No *If yes, please provide Old Seal #* \_\_\_\_\_

4. What is the Pump Number? \_\_\_\_\_  
Grade Type & Octane Level:  
Regular \_\_\_\_\_ Mid-Grade \_\_\_\_\_ Premium \_\_\_\_\_ Diesel \_\_\_\_\_ Kerosene \_\_\_\_\_ Other: \_\_\_\_\_  
Was gas pump/nozzle replaced?  Yes  No *If yes, please provide Old Seal #* \_\_\_\_\_

5. What is the Pump Number? \_\_\_\_\_  
Grade Type & Octane Level:  
Regular \_\_\_\_\_ Mid-Grade \_\_\_\_\_ Premium \_\_\_\_\_ Diesel \_\_\_\_\_ Kerosene \_\_\_\_\_ Other: \_\_\_\_\_  
Was gas pump/nozzle replaced?  Yes  No *If yes, please provide Old Seal #* \_\_\_\_\_

6. What is the Pump Number? \_\_\_\_\_  
Grade Type & Octane Level:  
Regular \_\_\_\_\_ Mid-Grade \_\_\_\_\_ Premium \_\_\_\_\_ Diesel \_\_\_\_\_ Kerosene \_\_\_\_\_ Other: \_\_\_\_\_  
Was gas pump/nozzle replaced?  Yes  No *If yes, please provide Old Seal #* \_\_\_\_\_

7. What is the Pump Number? \_\_\_\_\_  
Grade Type & Octane Level:  
Regular \_\_\_\_\_ Mid-Grade \_\_\_\_\_ Premium \_\_\_\_\_ Diesel \_\_\_\_\_ Kerosene \_\_\_\_\_ Other: \_\_\_\_\_  
Was gas pump/nozzle replaced?  Yes  No *If yes, please provide Old Seal #* \_\_\_\_\_

8. What is the Pump Number? \_\_\_\_\_  
Grade Type & Octane Level:  
Regular \_\_\_\_\_ Mid-Grade \_\_\_\_\_ Premium \_\_\_\_\_ Diesel \_\_\_\_\_ Kerosene \_\_\_\_\_ Other: \_\_\_\_\_  
Was gas pump/nozzle replaced?  Yes  No *If yes, please provide Old Seal #* \_\_\_\_\_

## SECTION III – SCALES

Please fill out in detail the section below if your business will be using scales on the premises. Please be sure to enter information for every scale or weighing device that the location intends to use, as described in Section I.

*NOTE:* Each scale must be inspected and sealed by the Chicago Department of Business Affairs and Consumer Protection. This form permits entry of 6 scales. Please use Addendum B – Scales if you are applying for certification of more than 6 scales.

Please enter where on the premises the scale is located, the maximum capacity of the scale, the scale make, model and serial number and all the information about the COC number, NTEP, or approved number. Please enter a separate record for each scale (see example below).

### Example

1. Where on premises is the scale located? (e.g., Deli, Produce, Bakery, Checkout Lane, etc.)

Produce

What is the maximum weight capacity that the scale can measure? Is it over or under 24,000 pounds?

30 lbs. - under

What is the scale Make: Hobart Model: MD-6000 Serial No.: HM987654321MD

What is the Certificate of Conformance (COC), National Type Evaluation Program (NTEP), or approved number (any of the three): COC 12-345

Reason for applying?  Replaced Old Scale Seal #: 9870 Scale Location: PRODUCE

New Scale  Other: \_\_\_\_\_

1. Where on premises is the scale located? (e.g., Deli, Produce, Bakery, Checkout Lane, etc.)

What is the maximum weight capacity that the scale can measure? Is it over or under 24,000 pounds?

What is the scale Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No.: \_\_\_\_\_

What is the Certificate of Conformance (COC), National Type Evaluation Program (NTEP), or approved number (any of the three): \_\_\_\_\_

Reason for applying?  Replaced Old Scale Seal #: \_\_\_\_\_ Scale Location: \_\_\_\_\_

New Scale  Other: \_\_\_\_\_

2. Where on premises is the scale located? (e.g., Deli, Produce, Bakery, Checkout Lane, etc.)

What is the maximum weight capacity that the scale can measure? Is it over or under 24,000 pounds?

What is the scale Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No.: \_\_\_\_\_

What is the Certificate of Conformance (COC), National Type Evaluation Program (NTEP), or approved number (any of the three): \_\_\_\_\_

Reason for applying?  Replaced Old Scale Seal #: \_\_\_\_\_ Scale Location: \_\_\_\_\_

New Scale  Other: \_\_\_\_\_

3. Where on premises is the scale located? (e.g., Deli, Produce, Bakery, Checkout Lane, etc.)

\_\_\_\_\_

What is the maximum weight capacity that the scale can measure? Is it over or under 24,000 pounds?

\_\_\_\_\_

What is the scale Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No.: \_\_\_\_\_

What is the Certificate of Conformance (COC), National Type Evaluation Program (NTEP), or approved number (any of the three): \_\_\_\_\_

Reason for applying?  Replaced Old Scale Seal #: \_\_\_\_\_ Scale Location: \_\_\_\_\_

New Scale  Other: \_\_\_\_\_

4. Where on premises is the scale located? (e.g., Deli, Produce, Bakery, Checkout Lane, etc.)

\_\_\_\_\_

What is the maximum weight capacity that the scale can measure? Is it over or under 24,000 pounds?

\_\_\_\_\_

What is the scale Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No.: \_\_\_\_\_

What is the Certificate of Conformance (COC), National Type Evaluation Program (NTEP), or approved number (any of the three): \_\_\_\_\_

Reason for applying?  Replaced Old Scale Seal #: \_\_\_\_\_ Scale Location: \_\_\_\_\_

New Scale  Other: \_\_\_\_\_

5. Where on premises is the scale located? (e.g., Deli, Produce, Bakery, Checkout Lane, etc.)

\_\_\_\_\_

What is the maximum weight capacity that the scale can measure? Is it over or under 24,000 pounds?

\_\_\_\_\_

What is the scale Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No.: \_\_\_\_\_

What is the Certificate of Conformance (COC), National Type Evaluation Program (NTEP), or approved number (any of the three): \_\_\_\_\_

Reason for applying?  Replaced Old Scale Seal #: \_\_\_\_\_ Scale Location: \_\_\_\_\_

New Scale  Other: \_\_\_\_\_

6. Where on premises is the scale located? (e.g., Deli, Produce, Bakery, Checkout Lane, etc.)

\_\_\_\_\_

What is the maximum weight capacity that the scale can measure? Is it over or under 24,000 pounds?

\_\_\_\_\_

What is the scale Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No.: \_\_\_\_\_

What is the Certificate of Conformance (COC), National Type Evaluation Program (NTEP), or approved number (any of the three): \_\_\_\_\_

Reason for applying?  Replaced Old Scale Seal #: \_\_\_\_\_ Scale Location: \_\_\_\_\_

New Scale  Other: \_\_\_\_\_

## SECTION IV

I hereby attest the information contained herein is true and accurate to my knowledge.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

The signed application form(s) may be delivered to BACP via one of the following methods:

**PREFERRED METHOD:** By email to: [bacpweights@cityofchicago.org](mailto:bacpweights@cityofchicago.org)  
Or: In person, go to: Weights and Measures  
2350 West Ogden Avenue, 2<sup>nd</sup> Floor  
Chicago, IL 60608  
Or: By mail to: the street address above.  
Or: By fax to: (312) 743-1841

Questions? Contact us at (312) 746-4882.

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### **OFFICE USE ONLY:**

Today's Date: \_\_\_\_\_

Received Date: \_\_\_\_\_

Entered Date: \_\_\_\_\_

Entered By: \_\_\_\_\_