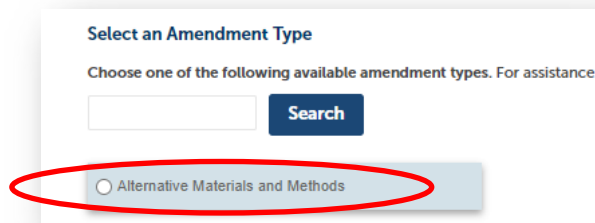
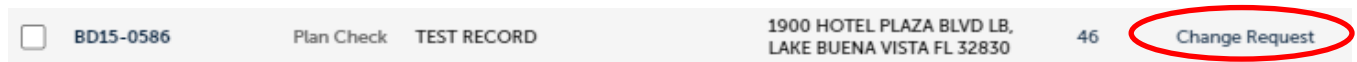


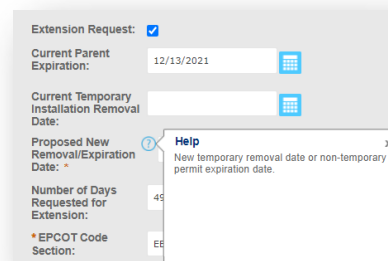
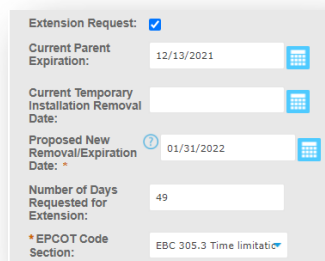
REQUEST FOR APPROVAL OF ALTERNATIVE MATERIALS, METHODS OR SPECIAL PERMISSION REQUIREMENTS

Requests for Approval of Alternative Materials, Methods or Special Permission shall comply with the following requirements of the Building & Safety Department.

- 1) Alternative Materials, Methods or Special Permission (AM&M) requests shall be submitted electronically via the online permitting system, Accela Citizen Access (ACA) at: <https://ca.rcid.org/citizenaccess/>. The electronic form can be found by selecting the Change Request option on the main/root permit and selecting Alternative Materials Request. *(Note: Paper request forms are no longer accepted.)*







- 2) Provide adequate justification limited to the actual alternative requested. Historical precedent will not suffice as justification.
- 3) Electronic backup documents are required to be uploaded to the AM&M request via the Digital Plan Room (DPR). A brief summary of the request is required in the “Request Title” field, along with full details of the alternate request in the “Request Details” field. Simply stating “see attached” will not be accepted. Supporting documents shall include, but are not limited to, site maps, plans, details and product data or specifications.
- 4) Only one permit number may be selected for an AM&M application, and one code section variance, per request. Multiple permits and code sections will require additional AM&M requests.
- 5) There are several EPCOT Code section options listed in the dropdown selection. If the code section is not listed, use “Other” found on the bottom of the list. The appropriate code section must be listed or the request will not proceed.
- 6) For permit or temporary installation extension requests, be sure to check “Extension Request” only and use “EBC 305.3 Time limitation. Extension request.” The number of days will be auto-populated as a reference.



Step 1: Step 1 > AM&M

Note this application is for an Alternative Means & Methods variation request.

Please complete the Following	
<p>REQUEST INFORMATION</p> <p>Permit Number: <input type="text" value="BD15-0586"/></p> <hr/> <p>Alternative Materials: <input type="checkbox"/></p> <p>Alternative Methods: <input type="checkbox"/></p> <p>Special Permission: <input type="checkbox"/></p> <hr/> <p>Response to Correction Notice: <input type="checkbox"/></p> <p>CN#: <input type="text"/></p> <hr/> <p>Extension Request: <input type="checkbox"/></p> <p>Current Parent Expiration: <input type="text" value="03/05/2025"/> </p> <p>Current Temporary Installation Removal Date: <input type="text" value="MM/DD/YYYY"/> </p> <p>Proposed New Removal/Expiration Date: <input type="text" value="MM/DD/YYYY"/> </p> <p>Number of Days Requested for Extension: <input type="text"/></p> <hr/> <p>* EPCOT Code Section: <input type="text" value="--Select--"/> </p> <hr/> <p>* Request Title: <input type="text" value="Brief summary of request"/></p> <p>* Request Details: <input type="text"/></p> <hr/> <p style="text-align: center;">spell check</p> <p>* Requestor Name: <input type="text"/></p> <p>* Requestor Phone: <input type="text"/></p> <p>* Requestor Email: <input type="text"/></p>	<p><i>Fill in each section completely:</i></p> <p>Permit Number: Auto-populated from the main root permit.</p> <hr/> <p>Type of Request: Only select one item from the check boxes.</p> <hr/> <p>Response to Correction Notice: Select if in response to a CNI - enter the correct #.</p> <hr/> <p>Extension Request: Check box and enter requested temporary removal date OR permit expiration date. <i>Note: Number of days will auto-populate.</i></p> <hr/> <p>EPCOT Code Section: Proper code section must be selected or entered.</p> <hr/> <p>Request Title: Brief title/summary of the request</p> <p>Request Details: Be as specific as possible. The box will grow with comments. <i>Note: Comments like "see attached" will not be accepted.</i></p> <hr/> <p>Requestor Information: Required for contact purposes.</p>

The applicant must acknowledge that documents will be uploaded immediately following the submittal request.

Acknowledgement

ATTACHMENTS

* I acknowledge that I will upload all required documentation immediately following this submittal.

Save and resume later Continue Application »

The next screen is an opportunity to make any edits before submitting the request.

Please complete the Following

REQUEST INFORMATION Edit

Permit Number: BD15-0586

Alternative Materials: Yes

Acknowledgement

ATTACHMENTS Edit

I acknowledge that I Yes will upload all required documentation immediately following this submittal.

Save and resume later Continue Application »

At this point, the DPR will be activated, and the accompanying documents can be uploaded for review with the submittal request. For instructions on submitting documents in the DPR, see the Digital Plan Room User Guide found on the department website: <https://www.oversightdistrict.org/building-department/>.