

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 electrically via Accela Citizen Access (ACA) at: <https://permitting.oversightdistrict.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.)*

The screenshot shows the top navigation bar of the ACA system. It includes a checkbox, the permit number 'BD15-0586', the status 'Plan Check', and the project name 'TEST RECORD'. On the right, it displays the address '1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830' and the number '46'. The 'Change Request' button is circled in red.

The screenshot shows a dialog box titled 'Select an Amendment Type'. It prompts the user to 'Choose one of the following available amendment types. For assistance c'. There is a search bar and a 'Search' button. The 'Alternative Materials and Methods' option is circled in red.

- 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 105.3.2 Time limitation of application.” The number of days will be auto-populated as a reference.

The screenshot shows the 'Extension Request' form. The 'Extension Request' checkbox is checked. The 'Current Parent Expiration' is 12/13/2021. The 'Current Temporary Installation Removal Date' is blank. The 'Proposed New Removal/Expiration Date' is 01/31/2022. The 'Number of Days Requested for Extension' is 49. The 'EPCOT Code Section' is 'EBC 305.3 Time limitation'.

The screenshot shows the 'Extension Request' form with a help popup. The help popup text reads: 'New temporary removal date or non-temporary permit expiration date.' The 'EPCOT Code Section' is 'EBC 305.3 Time limitation'.

Step 1: Step 1 > AM&M

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

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

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/>.