



COMMUNITY DEVELOPMENT DEPT.

701 Laurel Street
Menlo Park, CA 94025
650.330.6704

**APPLICATION AND CONDITIONS OF APPROVAL FOR ALTERNATE MATERIALS,
ALTERNATE DESIGN & METHODS OF CONSTRUCTION**

Submit two copies of all documents, including plans showing the proposed alternate. All attachments must be 8-1/2"x 11" or 11"x 17".

Permit Number: _____ **Date Logged:** _____

Under the authority of Section 104.11 of the 2010 California Building Code and Section R104.11 of the California Residential Code, the undersigned requests approval of alternate materials, alternate design and methods of construction for:

Project Name: _____

Plan Check Number: _____

Project Address: _____

Occupancy Group: _____ **Type of Construction:** _____ **Sprinklers (Y/N):** _____

Number of Stories: _____

Floor Area: _____

Tenant Area: _____

Describe Use: _____

Subject of Alternative (a separate form should be filled out for each alternative item):
A brief description of the item shall be included here if additional documents are attached.

Code Requirements (specify code section):

Alternate Proposed (A brief description shall be included even if additional documents are attached):

Justification (Attached copies of any reference, test reports, expert opinions, etc. The Building Official may require that a consultant be hired by the applicant to perform all applicable tests, research and analysis and submit a full report of evaluation to the Building Division for consideration and approval).

A brief description shall be included here even if additional documents are attached.

Requested by (one of the following):

Owner: _____ Signature: _____

Architect/Engineer: _____ Signature: _____

Contractor: _____ Signature: _____

Architect or Engineer

Must wet stamp and sign _____

Contact Number: _____

Staff Findings:

(STAFF USE ONLY)

STAFF: _____

Approval Recommended _____ Not Recommended _____

Building Official: _____

Approved: _____ Not Approved: _____

Fire Chief (if applicable): _____

Approved: _____ Not Approved: _____

Conditions of Approval

Building Officials may approve the proposed alternate, if sufficient evidence is provided that:

- Proposed design compiles with the intent of provisions of the current codes
- The alternate material or method proposed is equivalent to code requirements in:
 1. Suitability
 2. Strength
 3. Effectiveness
 4. Fire resistance
 5. Durability
 6. Safety
 7. Sanitation

Upon approval, all the features of the approved application (including a copy of the application) shall be incorporated to the drawings.

DISCLAIMER

Applicants for Alternate Materials, Alternate Design and Methods of Construction shall note that the approval of the proposal is based on the factual documentation provided in support of the alternate at the time of approval. If at any point during the review or inspection process, the Building Official notices deviations from the original application, the approval becomes null and void. At that time, the application has to either revert to the original proposal or file a new application based on the revised plans.

For Alternate Proposal processed prior to submittal of full set of plans. In these instances, the approval is only in concept. The approval needs to be validated after submittal of all construction documents.