



**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 104.2.8, 2001 CBC, 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.**