



# CODE MODIFICATION OR ALTERNATE

## INFORMATION & REQUEST FORM

### WHAT IS A CODE MODIFICATION?

Section 104.10 and 104.11 of the California Building Code and Section R104.10 and R104.11 of the California Residential Code, gives the Building Official the authority to grant modifications to a code requirement where there are practical difficulties meeting specific code requirements so long as the intent of the code is accomplished. Applicants may also request the use of alternate materials, systems, and methods for which the code did not anticipate, provided that the alternate complies with the code and provides an equivalent solution.

### ARE THERE ANY CRITERIA FOR APPROVAL?

Yes, the requestor of a code modification is expected to demonstrate that: (1) there are special individual reasons that make the strict letter of the code impractical; (2) the modification conforms with the intent and purpose of the code; and (3) the modification does not lessen any health, accessibility, life and fire safety, or structural requirements. An alternate materials request must demonstrate that the alternate design complies with the intent of the code; and the material, method, or work will provide an equivalent level of quality, strength, effectiveness, fire resistance, durability, and safety.

### WHAT IS THE PROCESS?

These are the steps to file a code modification or alternate materials request:

1. Download and complete the fillable PDF **Code Modification Request Form** (page 2) and upload it to a new online Building Permit (BLD) Application.
2. You will be invoiced a minimum non-refundable fee calculated at ½ hour of plan check, which may be increased based upon the complexity of the request being made.
3. The request will be reviewed to determine if the Building Official has enough information to evaluate the request, and you may be asked to submit additional information. After the request is determined to be complete, it will go to the Building Official for review.
4. After the Building Official decides, the applicant will be notified if it has been approved, denied, or approved with conditions. If the request has been denied, the Building Official will provide a reason for the denial, and a revised request could be submitted. Decisions of the Building Official may also be appealed to the Building and Fire Code Board of Appeals. See the [Appealable Decisions](#) guide for more information on the appeal process.

# CODE MODIFICATION REQUEST FORM

- Request for Modification of Code – (CBC 104.10, CRC 104.10)
- Request for Alternate Material or Method of Construction – (CBC 104.11, CRC 104.11)

## PROJECT INFORMATION

Project Address: \_\_\_\_\_ BLD Record #: \_\_\_\_\_

## PROPERTY OWNER

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Title (Architect, etc.): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## DESCRIBE REQUEST

*Describe the applicable code requirements, including code sections, and extent of relief desired.*

## JUSTIFICATION & EQUIVALENCY

*Include the reasons for being unable to comply with the code requirements and provide any additional data or evidence that support the criteria for approval. Attach additional documents if necessary.*

----- Official Use Only -----

The Request Is:  **Granted**     **Denied**    By: \_\_\_\_\_ Date: \_\_\_\_\_

*If request is granted, this completed form MUST be reproduced on the plans before the permit is issued.*