



# CITY OF PASADENA

## BUILDING AND SAFETY DIVISION

175 North Garfield Avenue, Pasadena, CA 91101-1704  
(626) 744-4200 Fax: (626) 744-3979  
[www.cityofpasadena.net](http://www.cityofpasadena.net)

# REQUEST FOR MODIFICATIONS OR ALTERNATE MATERIALS AND METHODS REVIEW

Building Code Sections 104.10 – Modifications and 104.11 – Alternate Materials, Design and Methods of Construction and Equipment.

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Case #: \_\_\_\_\_

Occupancy Group: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Sprinklers (Y/N): \_\_\_\_\_

Floor Area: \_\_\_\_\_ Tenant Area: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Describe Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_

Request for: (Check all that apply)

Modifications \_\_\_\_\_ Alternate Materials \_\_\_\_\_ Alternate Methods of Construction/Protection \_\_\_\_\_

Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**REQUEST FOR MODIFICATIONS OR ALTERNATE  
MATERIALS AND METHODS REVIEW**

Modification Request: Explain the practical difficulties involved in carrying out the provisions of the code and proposed application.

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Alternate Request: Explain the materials, designs, or methods of construction not specifically prescribed in the code and proposed application. (Attach additional supporting documents, building plans, calculations, specifications, and test reports, etc.)

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Applicable Code References: (List all applicable code sections)

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Justification: Demonstrate conformity and equivalence with that prescribed in the Code. (Attach additional supporting documents as necessary).

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I certify that I have filled out this application completely and state that the above information is true.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### CONDITIONS OF APPROVAL

This form enables requests and explains the conditions of approval. The Building Official may require the applicant to hire a consultant to perform applicable tests, conduct research & analysis, and submit an evaluation report to the Building & Safety Division for consideration.

The application to use an alternate design, material and/or construction method, may be approved if sufficient evidence is provided that demonstrates:

- The proposed design complies with the intent of current code provisions.
- The proposed material or construction method is equivalent to code requirements in: **Suitability, Strength, Effectiveness, Fire Resistance, Durability, Safety, and Sanitation.**
- All features of the approved application, including a copy of the application, must be incorporated into the drawings.
- **Disclaimer.** Applicants must recognize that approval of the proposal for Alternate Design, Material, and Method of Construction is based on the documentation provided at the time of approval. If at any point during the review or inspection process, a city building official notices deviations from the original application, the approval becomes null and void. The applicant will then need to either revert to the original proposal or file a new application based on revised plans. Submittal of your application is no guarantee of approval.

For proposals that are processed prior to submittal of a full set of plans, only a conceptual approval can be given; a valid approval to proceed with the proposal requires submittal of all construction documents.

**UPON APPROVAL, ALL THE FEATURES OF THE APPROVED ALTERNATE METHOD OR MATERIAL (INCLUDING A COPY OF THIS FORM) SHALL BE INCORPORATED INTO THE DRAWINGS.**



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**(FOR OFFICE USE ONLY)**

Findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Official Signature (if applicable): \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_