



**Community Development Department**  
**11 English Street**  
**Petaluma, CA 94952**  
**<http://cityofpetaluma.org>**

Building Division  
 Phone: (707) 778-4301  
 To schedule inspections: (707) 778-4479  
 Email: [building@cityofpetaluma.org](mailto:building@cityofpetaluma.org)

Online Permit Portal Link: <https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home>

**APPLICATION FOR ALTERNATE MATERIALS OR METHODS OF CONSTRUCTION**

Submit copies of all documents, including plans, showing the proposed alternative via our online portal.  
 All attachments must be 8½" x 11" or 11" x 17".

Under the authority of **Sections 104.10 & 104.11 of the 2019 CBC**, or **R104.10 & R104.11 of the 2019 CRC**, as amended by the City of Petaluma, the undersigned requests approval of

- MODIFICATION TO THE PROVISIONS OF TITLE 24 OF THE CALIFORNIA BUILDING STANDARDS
- ALTERNATE MATERIAL OR METHOD OF CONSTRUCTION

**For:** \_\_\_\_\_

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

Plan Check/Permit#: \_\_\_\_\_ - \_\_\_\_\_

Project Address: \_\_\_\_\_

Occupancy Group: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Sprinklers (Y/N): \_\_\_\_\_ # of Stories: \_\_\_\_\_

Floor Area: \_\_\_\_\_ Tenant Area: \_\_\_\_\_

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

**Subject of Alternative Material or Methods** (A separate form should be filled out for each alternative item): **A brief description of the item must be included if additional documents are attached.**

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

**Code Section/Requirement:**

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

**Alternate Proposal** (A brief description of the item must be included if additional documents are attached):

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

**Justification** (Attach 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 of the item must be included if additional documents are attached.**

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**Requested by:**

\_\_\_\_\_  
Architect/Engineer Name (print)

\_\_\_\_\_  
Architect/Engineer (Wet Stamp & Signature)

\_\_\_\_\_  
Contractor Name (print)

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Owner Name (print)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Phone Number

**CONDITIONS OF APPROVAL FOR APPLICATIONS FOR ALTERNATE MATERIALS,  
ALTERNATE DESIGNS AND METHODS OF CONSTRUCTION**

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

Upon approval, all the features of the approved alternate method or material (including a copy of the application) shall be incorporated into the drawings and this form shall be reproduced on the drawings.

**For Office Use Only**

Request (DOES) (DOES NOT) significantly lessen any fire protection requirements

Request (DOES) (DOES NOT) significantly lessen the structural integrity

APPROVED       DENIED

APPROVED       DENIED

\_\_\_\_\_  
**BUILDING OFFICIAL**

\_\_\_\_\_  
**FIRE MARSHAL**

**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 plan review or inspection process, the Building Official finds deviations from the approved alternative, the approval becomes invalid, and any changes to the approved alternative will require a new submittal by the applicant and an approval by the Building Official. For Alternate Proposals processed before submittal of full set of plans, the approval is only conceptual. The approval needs to be validated after submittal of all construction documents.*

**Guidelines for Approval of Alternate Materials, Design and Methods of Construction**

**Basis for Approval**

For the Building Official and Fire Marshal or their designated agent to approve a request for modification or a request for alternate material or method of construction, he/she must determine that special, individual reasons exist that make compliance with the strict letter of the Code impractical and that equivalency is provided. The resulting condition must be in conformance with the spirit and purpose of the Code provisions involved and that such modification does not lessen fire protection, structural integrity or occupant safety. The applicant must provide sufficient information with this application to allow the above evaluation to be made.

**Requirements for Submittals**

The applicant design professional shall prepare a Written Report that describes the alternate proposal along with the applicable data listed below.

- ✓ State specific code provisions for which alternative is requested and why request is being submitted.
- ✓ Describe by code section those provisions for which alternative is desired.

- ✓ Compare the proposed alternative versus the code requirements in terms of structural strength, suitability, effectiveness, fire resistance, safety and health impacts affecting the building or user of the building.
- ✓ Demonstrate that the proposed alternative is compatible with balance of code requirements.
- ✓ Provide assumptions, references and documentation of evaluation methods utilized. This includes intended use, input data, anticipated outputs and limitations of computer models and other analytical tools or methods.
- ✓ Specify when and where special inspection and testing are required and the standards of acceptance for demonstrating compliance. Show how the proposed alternate, if accepted, will be identified on the job site.
- ✓ Where land use restrictions and building setbacks are required, deed restrictions may be an appropriate method to ensure continued compliance.
- ✓ State how and where the alternate proposal is incorporated within construction plans; and prepare plan amendments as necessary. The design professional has the responsibility to coordinate all construction documents and ensure compatibility between documents.
- ✓ The report and design documents shall be dated, signed and stamped by the design professional as per the plan submittal procedure.
- ✓ For alternate methods of design requests, the applicant shall set performance criteria for his design. Performance criteria reviewed, amended and approved by the Building Official prior to start of design work.

### **Alternative Design Review/Verification**

The Building Official has the responsibility to review design submittals for compliance to the adopted codes and procedures. If the Building Official does not have the expertise on staff to make a thorough and competent review, the Building Official shall select a consultant that possesses the necessary qualifications to perform a third-party or peer review. Cost of peer review shall be paid by applicant to the Building Department prior to commencing the review.

- ✓ Verify that all applicable information and justifications listed above as requirements for submittals is received and verify that evaluation and design methods used by the designer are appropriate to the alternative proposed.
- ✓ Verify products are being used in accordance with their listing conditions as required by recognized listing agencies. If not available, submit documentation and/or testing to demonstrate compliance with intent of code and intended use.
- ✓ Evaluate the performance of material and discuss possible flaws that could affect performance of material in its installed state.
- ✓ The reviewer shall document that the submittal has been reviewed and accepted as meeting the alternative materials, design and methods of construction provisions of the code. If the Building Official is not satisfied that the applicant has met the conditions, the request should be denied in writing with the applicable reason(s).

### **Inspection/Field Verification**

The alternate proposal as approved in the construction documents must be verified by inspection, and/or testing, as necessary:

- ✓ To verify that alternate material, systems and fabricated products comply with accepted design criteria and the manufacturers and/or the engineer's installation procedures, inspectors will check product labeling, certification, quality assurance processes, and testing, as applicable.
- ✓ When appropriate, an approved third party quality assurance inspection and testing service may be required to perform continuous and complex inspection and testing activities. This is intended to verify that construction complies with the building standard codes and the approved plans.