

This guide contains general guidance on how to submit an AMMR request to the Chief Building Official.

QUICK TIPS

Accela Instructions

See <u>Guide to Starting an</u>
<u>Online Permit Application</u> for easy-to-follow instructions.

Accela Application Type

Select Accela Record:

- Alternative Methods and Materials Request or Code Interpretation.
- Type: Alternative Methods and Material Request.

Important Note

Use of an incorrect record type may delay your request.

Definition

Alternative Methods and Materials Request (AMMR)

- Appeals made to the Building Official for use of alternative construction methods and/or materials on projects in which it becomes impractical to meet the requirements of the adopted code.
 - An AMMR must demonstrate that the intent of the code in question is met and the proposed solution does not result in a compromise of structural integrity, life safety, quality, durability, and/or fire protection.



Alternative Methods and Materials Request (AMMR) Application Guide

DOCUMENTS

- D1. Detailed description of the AMMR request.
- D2. Supporting documentation.
- D3. Plans (if available).

QUICK TIPS

Signature Requirements

Plans submitted for a Code Interpretation are not required to be signed/sealed.

PROCESS

- P1. Create Accela Record.
 - a. Select Application Name:
 - "Alternative Method and Materials Request or Code Interpretation."



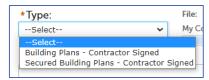
- P2. Enter street address for proposed project.
- P3. Enter required contact information.
- P4. Enter abbreviated description to application.
- P5. Select Type:
 - "Alternative Methods and Material Request."



- P6. Upload required documentation as a single, combined, multi-page PDF file.
 - a. Select document type "Building Plans Contractor Signed,"

OR

b. "Secured Building Plans – Contractor Signed" (when required).



- P7. Submit application.
- P8. Applicable fees will be due once the application has been accepted.

When Required

Secure designations apply to properties exempted from public records per Florida State Statute 119.071.

Important Note

Use designated document types even if no plans are included in the request.