



# Alternative Methods and Materials (AMMR) Request Guide

*This document is intended to offer guidance for the AMMR process. It should not be considered all-inclusive, as the unique nature of a project could require additional documentation.*

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

## QUICK TIPS

Accela Instructions

See [Guide to Starting an Online Permit Application](#) 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).

## PROCESS

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

▼ BUILDING RECORDS

- Add Contact to a Building Record
- Add Contractor License To a Record
- Alternative Methods 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.”

Type

GENERAL

\* What type of Building Official determination are you applying for?:

Code Interpretation ▼

- Select--
- Alternative Methods and Material Request
- Code Interpretation
- Deferred Submittal Request

Attachment

- 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).

\* Type: File: My Co

--Select--

- Select--
- Building Plans - Contractor Signed
- Secured Building Plans - Contractor Signed

- P7. Submit application.
- P8. [Applicable fees](#) will be due once the application has been accepted.

## QUICK TIPS

### Signature Requirements

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

### 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.