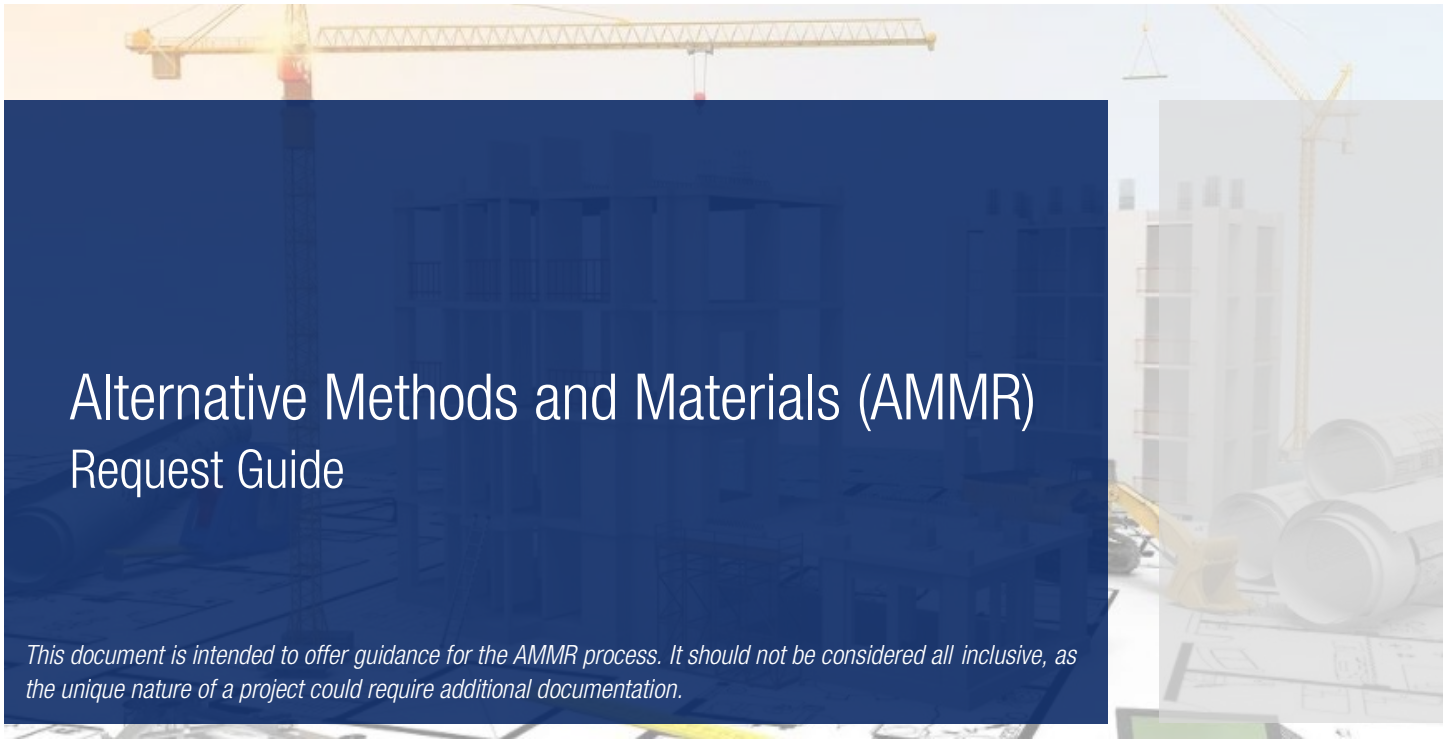


# Alternative Methods and Materials (AMMR)
## Request Guide

*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

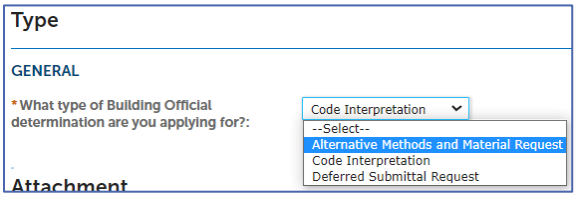
## DOCUMENTS

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."

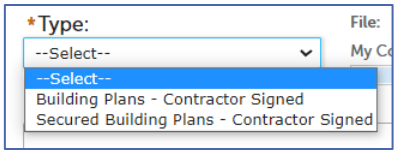
P2. Enter street address for proposed project.
P3. Enter required contact information.
P4. Enter abbreviated description to application.
P5. Select Type:
   - "Alternative Methods and Material Request."




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.

## 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.