

# APPLICATION FOR USE OF ALTERNATIVE MATERIALS, DESIGN, AND METHODS OF CONSTRUCTION

Community Development – Building Division  
701 Laurel St., Menlo Park, CA 94025  
Tel 650-330-6704



Project information	
Permit number:	Application Date:
Project address:	
Project name:	
Occupancy group(s):	Floor area:
Type of construction:	Number of stories:
Sprinklers (Y/N):	
Code requirements (specify code section):	
Proposed alternate (a brief description shall be included even if additional documents are attached):	
<p>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 shall be included here even if additional documents are attached.</p>	
Conditions of approval	
<p>Building Officials may approve the proposed alternate, if sufficient evidence is provided that proposed design compiles with the intent of provisions of the current codes and the alternate material or method proposed is equivalent to code requirements in:</p> <ul style="list-style-type: none"> <li>• Quality</li> <li>• Strength</li> <li>• Effectiveness</li> <li>• Durability</li> <li>• Safety, other than fire safety</li> <li>• Fire safety</li> </ul> <p>Upon approval, all the features of the approved application (including a copy of the application) shall be incorporated to the drawings.</p>	

**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 review or inspection process, the Building Official notices deviations from the original application, the approval becomes null and void. At that time, the application must either revert to the original proposal or file a new application based on the revised plans.

For Alternate Proposal processed prior to submittal of full set of plans any approval is only in concept. The approval needs to be validated after submittal of all construction documents.

***Under the authority of the 2025 California Building Code § 104.2.3 and California Residential Code. § 104.2.2 (2025), the undersigned requests approval of alternate materials, alternate design and methods of construction.***

Architect/Engineer Name: \_\_\_\_\_

Architect/Engineer Signature: \_\_\_\_\_

Architect/Engineer Email: \_\_\_\_\_

Architect/Engineer Phone Number: \_\_\_\_\_

Architect/Engineer Stamp:

**FOR OFFICIAL USE ONLY**

Approved

Not Approved

Building official Signature: \_\_\_\_\_ Date: \_\_\_\_\_