



COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927
(530) 879-6700 | www.chicoca.gov

Alternate Materials, Design or Methods of Construction

Owner Name _____ Permit # _____

Email _____ Phone # _____

Property Address _____

☐ Application under review ☐ Permit issued

We have created a form to assist in your request for the use of an alternate material, design or method of construction. The request is specific to this construction project and permit number and cannot be used as a “blanket” approval.

Compliance: The model codes allow for approval of alternate method or material, provided the request complies with the intent of the code and is found to be equivalent to the prescribed code in quality, strength, effectiveness, durability, and safety or that methods of the proposed installation conform to nationally recognized standards.

Requirements: Evidence or proof must be submitted to substantiate any claims regarding the sufficiency of any proposed material or type of construction. Testing must be done by a recognized institution or by existing test reports from recognized agencies such as but not limited to ICC (ES reports), UL, ASTM, etc. The permit for the project must be active at the time of approval. The request can be made at any time during the project.

The Form: Indicate on the form the subject of your request such as installing, alternate venting, alternate structural elements, etc. and include the code requirement you are asking for as an alternative. However, no work is allowed unless the request is approved.

Describe the proposed alternate material or installation method. Include manufacturers name and the industry name of materials being used. Attach a copy of installer certification if required by the manufacturer of the product or by a state agency. Describe the justification(s) for using the alternate material or method proposed. Note: Ease of installation or cost alone is not an acceptable justification.

Request Review: After the information is received and fee is paid, the request will be reviewed, and a written response will be provided. Be sure all sections of the form are filled in. The details of any action granting modifications shall be recorded and entered in the Building Department files. Please include an email and contact phone number for any issue that may arise. You may request a copy from the Building Division via the email buildingdocs@chicoca.gov request a copy be sent to you.

In accordance with CBC Section 104.11, CRC Section R104.11, CMC Section 103, CPC Section 301.2, CEC Article 89.108.7 the undersigned requests approval of alternate materials and/or methods of construction for:

Subject of alternative: **each request must be separate with fee paid.**

Code Requirement (specify the code edition and applicable section):

Alternate proposed: describe material/procedure, manufacturer's name, and attach certifications.

Justification of alternate: attach copies of any reference, test reports, expert opinions, etc. if applicable.

Requested By:

Designer Name _____ **Phone** _____

Email: _____

Signature _____

Contractor Name _____ **Phone** _____

Email: _____

Signature _____

Owner Name _____ **Phone** _____

Email: _____

Signature _____

Fee Paid: _____ Date: _____

Results: ☐ Approved with conditions ☐ Denied

Name: _____ Phone _____

Signature _____ Title _____

Reason _____

Please email all documents to buildingdocs@chicoca.gov or upload to the [digital plan submittal link](#).