CITY OF LONG BEACH

Community Development Department
Building and Safety Bureau
411 W. Ocean Boulevard, 2nd Floor, Long Beach, CA 90802
562.570.PMIT (7648) | longbeach.gov/lbcd

FORM-001

Code Modification and Alternative Method Request

PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY. All portions of this form must be completed, where applicable. See the back of this form for additional information regarding the filing of this request.	Department Use Only Reviewed By: **BFFS**

INFORMATION

Project Address:				Project Number(s):	
Petitioner's Name:		Owner's (or Officer's) Name:			JOB STATUS: (Please check box) ☐ Proposed ☐ In Plan Check ☐ Under Construction PROJECT TYPE: (Please check box) ☐ New ☐ Addition ☐ Alteration/Remodel ☐ Change of Use
Address:		Address:			
City, State, Zip:		City, State, Zip:			
Phone: ( )		Phone: ( )			
Email:		Email:			
Current Use:	Proposed Use:	Occupant Load:	# of Stories:	Building Height:	
Current Occupancy:	Proposed Occupancy:	Type of Construction:	# of Basements:	# of Residential Units:	

REQUEST

Provide a clear statement of the issue(s) that the Building Official is requested to address. **The section(s) of the applicable code or standard that is the subject of the request must be cited.** Attach additional sheet or submit a letter to describe or explain the request.

JUSTIFICATION

Provide justification for the claim of impracticality or hardship for code modification request. Provide finding of equivalency to code requirements for alternative materials, design and methods of construction and equipment request. Attach supporting documentations to substantiate claims made herein.

Signature (see instruction on back of application)	Print Name	Title/Position	Date

CODE MODIFICATION AND ALTERNATE METHOD REQUEST

INSTRUCTION AND INFORMATION

APPLICATION

This Code Modification and Alternate Method Request ("Form") must be completed (and typewritten whenever possible) by the Petitioner (which may be the building owner or company officer, architect, engineer, etc.) and signed by the building owner or company officer.

MAKING THE REQUEST

The request portion of the Form must contain a clear statement of the issue(s) that the Building Official/Fire Marshal is/are requested to address. The section(s) of the applicable code or standard that is the subject of the appeal must be cited. The issue(s) may be an interpretation or application of a code provision or a finding on the equivalency to code requirements of alternative materials, design and methods of construction and equipment. The Form shall be submitted along with a request letter that describes the scope of the project and elaborate on the reason and justification for the granting of the request. In addition, any substantiating and supporting documents, details, or plans must be included and received by staff at the Development Permit Center.

JUSTIFICATION OR FINDING OF EQUIVALENCY

The justification portion of the Form and the submitted request letter must state the basis for the request and substantiate the claim of impracticality or hardship for the purpose of code modification or finding of equivalency to code requirements for the purpose of proposed alternative materials, design and methods of construction and equipment. Furthermore, a registered design professional licensed in the State of California must justify request that involve issues related to fire-life safety or structural design in the request letter. The request letter shall be addressed to:

Building Official	Fire Marshal
Building and Safety Bureau	Fire Prevention Bureau
411 W. Ocean Blvd., 2nd Floor	3205 Lakewood Blvd.
Long Beach, CA 90802	Long Beach, CA 90808

PROCESSING TIME AND DEADLINES

Forms may be submitted for consideration at any time during the design, plan review, or construction stage. Requests will be reviewed on a first come first served basis. Most requests are processed within 4 to 6 weeks of the initial submittal date with a written response returned at the culmination of the review process. Where additional information or clarification will be necessary for the review, the Building Official/Fire Marshal will contact the Petitioner.

FEES

The initial **non-refundable filing fee** to review the request is set in the schedule of fees and charges established by City Council resolution. This fee must be collected and paid at the time the Form is submitted. A supplemental hourly fee may be charged after the initial filing fee is paid when upon further review it is deemed necessary due to the complexity of the issue or the nature of the submittal. The initial filing fees charged for each application are categorized below based upon the level of complexity of the issues involved as determined by the Bureau and Safety Bureau and/or Fire Prevention Bureau. To view the current hourly rate, please see the Fee Schedule at longbeach.gov/lbcdd/fee-schedules/.

Category 1. The minimum initial filling fee is based upon 1 hour of review time and will be charged for issues of minimal complexity and/or have been evaluated frequently on other cases. Surcharges apply and will be added to the filing fee.

Category 2. The minimum initial filling fee is based upon 3 hours of review time and will be charged for issues of moderate complexity and/or have been evaluated infrequently. Surcharges apply and will be added to the filing fee.

Category 3. The minimum initial filling fee is based upon 5 hours of review time and will be charged for issues of higher complexity and/or have not been evaluated previously. Surcharges apply and will be added to the filing fee.

ADDITIONAL INFORMATION

To obtain additional information regarding the process of requesting code modification, use of alternative materials, designs, or construction methods, or accessibility appeals or hardship exemptions, refer to Information Bulletin IB-001 Code Modification and Alternative Method at longbeach.gov/lbcdd/building/inspection/ib/ or contact the Development Permit Center at 562-570-PMIT (7648) or email DV-BuildingSafety@longbeach.gov.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.