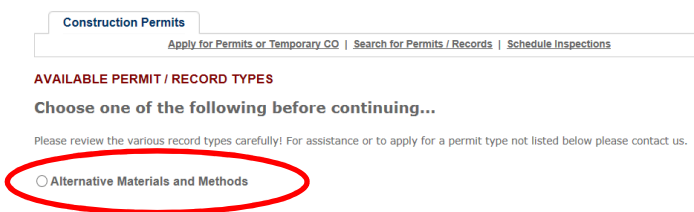


## REQUEST FOR APPROVAL OF ALTERNATIVE MATERIALS; METHODS OR SPECIAL PERMISSION REQUIREMENTS

Requests for Approval of Alternative Materials, Methods or Special Permission shall comply with the following requirements of the Reedy Creek Improvement District Building and Safety Department.

- 1) Alternative Materials, Methods or Special Permission (AM&M) requests shall be submitted electronically via the online permitting system, Accela Citizen Access (ACA). The electronic form can be found by selecting "Alternative Materials and Methods" from the Available Permit / Record Types list. Paper request forms will no longer be accepted.



- 2) Provide adequate justification for the alternative requested. Historical precedent will not suffice as justification.
- 3) Electronic documents are to be uploaded to the "root" Permit as one single pdf. Select the document "type" **Alternative Materials and Methods**. Be sure to summarize the alternate request in the "description" field. Supporting documents, which include, but are not limited to, site maps, plans, details, product data or specifications, must be included within a single pdf. All electronic document submissions must follow the file name nomenclature: *Permit Number, AM&M, Brief Description of Alternative, Year Month Day* in 118 characters or less. For example: **TP14\_0000\_AM&M\_ExtendOutDate\_2014\_07\_17**.
- 4) Only one permit number may be selected for an AM&M application, and one code section variance, per request. Multiple permits and code sections will require additional AM&M requests.
- 5) There are several EPCOT Code section options listed in the dropdown selection. If the code section is not listed, use "Other" found on the bottom of the list. The appropriate code section must be listed or the request will not proceed.

<div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Please complete the Following</div> <p><b>REQUEST INFORMATION</b></p> <p>* Permit Number: <input type="text"/></p> <p>Alternative Materials: <input type="checkbox"/></p> <p>Alternative Methods: <input type="checkbox"/></p> <p>Special Permission: <input type="checkbox"/></p> <p>Response to Correction Notice: <input type="checkbox"/></p> <p>Extension Request: <input type="checkbox"/></p> <p>Number of Days Requested for Extension: <input type="text"/></p> <p>* EPCOT Code Section: <input type="text" value="--Select--"/></p> <p>* Request Details: <input style="width: 100px; height: 40px;" type="text"/></p> <p style="font-size: small;">spell check</p> <p>* Documents Uploaded under Alternative Materials &amp; Methods category on the root Permit?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Requestor Name: <input type="text"/></p> <p>* Requestor Phone: <input type="text"/></p> <p>* Requestor Email: <input type="text"/></p>	<p><b>Fill in each section completely:</b></p> <p><b>Permit Number:</b> Must be the correct root Permit number.</p> <hr/> <p><b>Type of Request:</b> Only select one item from the check boxes.</p> <hr/> <p><b>Extension Request:</b> Check box and enter total number of days for extension request.</p> <hr/> <p><b>EPCOT Code Section:</b> Proper code section must be selected or entered.</p> <hr/> <p><b>Request Details:</b> Be as specific as possible. The box will grow with comments.</p> <hr/> <p><b>Documents:</b> Accompanying documentation shall be uploaded to the root Permit (same permit number listed above).</p> <hr/> <p><b>Requestor Information:</b> Required for contact purposes.</p>
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