

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 AM&M request 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, AMM, Brief Description of Alternative, Year Month Day* in 118 characters or less. For example: **TP20-0000-AMM-ExtendOutDate-2020-09-30**.
- 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.

Construction Permits
Fire Permits

Apply for Permits or Temporary CO
Search for Permits / Records
Schedule Inspections

AVAILABLE PERMIT / RECORD TYPES

Choose one of the following before continuing...

Please review the various record types carefully! For assistance or to apply for a permit type not listed below please contact us.

▼
Search

▼ AM&M / TCO Request

Alternative Materials and Methods

Fill in each section completely:

Permit Number: Must be the correct root Permit number.

Type of Request: Only select one item from the check boxes.

Response to Correction Notice: Select if in response to a CNI - enter the correct #.

Extension Request: Check box and enter total number of days for extension request.

EPCOT Code Section: Proper code section must be selected or entered.

Request Details: Be as specific as possible. The box will grow with comments.

Documents: Accompanying documentation shall be uploaded to this request.

Requestor Information: Required for contact purposes.