



# City of Millbrae

Community Development Department – Building Division  
621 Magnolia Avenue – Millbrae, CA. 94030 – Phone (650) 259-2330

## Application and Conditions of Approval for Alternate Materials – Design or Methods of Construction

Permit Application Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

*See the Conditions of Approval and Disclaimer at bottom of 2<sup>nd</sup> page before completing the application*

*Submit two copies of all documents, including plans showing the proposed alternate. All attachments must be 8 1/2" x 11" or 11" x 17". A separate application shall be submitted for each alternative item.*

*Under the authority of 2022 City of Millbrae Municipal Code Chapter 9.10, the undersigned requests approval of alternate material, alternate method of design or alternate method of construction for:*

Project Name:	Plan Check Number:	
Project Address:		
Occupancy Group:	Type of Construction:	Sprinklers: (Y/N)
Number of Stories:	Gross Floor Area	Tenant area:
Describe Use		

**Subject of Alternative** - *A brief description shall be included here even if additional documents are attached:*

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**Code Requirement** (specify code section):

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**Alternate Proposed** - *A brief description shall be included here even if additional documents are attached:*

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**Justification** (Attached copies of any reference, test reports, expert opinions, etc. The Chief 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 and Safety Department for consideration and approval) –

**A brief description shall be included here even if additional documents are attached:**

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Application Submitted by:

Owner Name	Owner Signature	Professional Seal
Architect/Engineer Name	Architect/Engineer Signature	
Contractor Name	Contractor Signature	

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

***Architect or Engineer Must Wet Stamp All Documents:***

(STAFF USE ONLY)		
Staff Findings: _____		
_____		
APPROVAL RECOMMENDED	NOT RECOMMENDED	By: _____
APPROVED	DENIED	CHIEF BUILDING OFFICIAL: _____
APPROVED	DENIED	FIRE MARSHALL (if applicable): _____

**CONDITIONS OF APPROVAL**

Building Official may approve the proposed alternate, if sufficient evidence is provided that:

- Proposed design complies with the intent of provisions of the current codes.
- The alternate material or method proposed is equivalent to code requirements in:
  - 1) Suitability.
  - 2) Strength.
  - 3) Effectiveness.
  - 4) Fire resistance.
  - 5) Durability.
  - 6) Safety
  - 7) Sanitation

*Upon approval, all the features of the approved application (including a copy of the application) shall be incorporated into the drawings.*

**DISCLAIMER** - Applicants for Alternate Materials, Alternate Design or Alternate Method 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 applicant has to either revert to the original proposal or file a new application based on the revised plans.

*For Alternate Proposals processed prior to submittal of full set of plans, the approval is only in concept. The validated after submittal of all construction documents.*