



**REQUESTS FOR
Alternate Materials, Design or Construction
Methods or Code Modifications**

**City of San Diego
Development Services Department**
1222 First Avenue, MS 401, San Diego, CA 92101-4101

**INFORMATION
BULLETIN**

151

July 2017

This Information Bulletin outlines the application and submittal requirements necessary for processing an Alternate Materials, Design or Construction Methods or a proposed Code Modification as authorized in Land Development Code Section 129.0104 (a) 5 and Section 129.0109.

I. SUBMITTAL REQUIREMENTS

The following plans and documents shall be provided along with the appropriate fees.

A. Application

1. Application - Alternate Materials, Design or Construction Methods or Code Modification, Form DS-104.
2. The justification portion of the application must state the basis for the request and substantiate the claim of equivalency to code requirements for the proposed material, design, or construction method or code modification.

B. Plans and Other Substantiating Documents

Plans and documents submitted in support of the request must clearly indicate the location, nature, extent, and details relevant to the subject of the request. Provide the following ,as applicable.

1. Two copies of plans and reports. The submitted plans must be no smaller than 11 by 17 inch size format. The reports and plans shall be prepared by a licensed architect or engineer authorized by the State of California to sign reports and construction documents relevant to the deviation requested.
2. Where the issue in question relates to the means of egress provisions, a complete means of egress plan shall be included.
3. As applicable, a plan exhibit shall be included to graphically depict the alternatives offered and identify the

**Documents referenced in this
Information Bulletin**

- **San Diego Municipal Code, (SDMC)**
- **Application -Alternate Materials, Design or Construction Methods or Code Modifications DS-104**

additional features offered to mitigate deviations from the relevant building standard.

4. Additional information substantiating claims of equivalence such as code or engineering analyses, test reports, and other background information shall be compiled in a report used as a part of the justification. Copies of documents referenced in the report not commonly available may need to be provided.

When submitted, reports shall include an executive summary listing and describing all items offered as alternatives to mitigate the requested deviations from the relevant building standard.

II. PROCESSING TIME

First review comments will be issued within 20 business days or sooner, based upon the information provided and the complexity of the request. Incomplete packages may result in extended review periods.

III. FEES

The following fees are required to be paid prior to review unless otherwise indicated below. If, during the course of review, it is determined that additional reviews are required, additional fees may be charged based upon an hourly rate. If it is determined that the complexity of the project requires significant research, a deposit account may be required.

Alternate Materials, Design or Construction Methods or Code Modification Requests.....	\$2,010
Records Fee (per application).....	\$90

When available, a reduced review period can be accomplished by paying an express fee which is 1.5 times the standard fee (or 1.5 times the hourly rate).

For your convenience, DSD offers on-line payments through [OpenDSD](#). Payment may also be made in person by cash, check, debit card, Visa or MasterCard credit card. Checks shall be in the exact amount, drawn on US banks, and made payable to the "City Treasurer." Due to space constraints, we are unable to store submitted plans and documents awaiting fee payment.

Please note that the application/review fees and other administrative fees are non-refundable. See Refund Policy noted within Refund Application Form DS-721 for additional refund information.

IV. OPTIONS FOR SERVICE

Submittal appointments are recommended and can be made by calling 619-446-5300. Walk-in service is also available at the Development Services Department located at 1222 First Avenue, 3rd Floor. Please visit our [web site](#) for a list of business hours.