



**City of Long Beach**  
**Department of Development Services**  
 333 West Ocean Blvd., 4<sup>th</sup> Floor  
 Long Beach, CA 90802  
 Phone (562) 570-5237 Fax (562) 570-6753  
 Website: www.lbds.info

**Application Request For (please check box):**

- Modification of Building Ordinances (18.03.050 L.B.M.C.)
  - Alternate Material or Method of Construction (18.03.060 L.B.M.C.)
  - Hardship Exemption or Equivalent Facilitation (19957 H.S.C.)
- H.S.C.= Health and Safety Code, L.B.M.C.= Long Beach Municipal Code*

**Code Modification and Alternate Material Request Form**

		<b>Department Use Only</b>	
		Reviewed by:	Case #: (Mod. or Alt.)
Please print clearly (or typewrite). All portions of application must be completed (where applicable).		<b>BFFS</b>	

<b>Information</b>	Project Address:			Project #:		
	Petitioner's Name:		Owner's (or Officer's) Name:			
	Address:		Address:			
	Phone: (     )     )		Phone: (     )     )			
	Fax: (     )     )		Fax: (     )     )			
	Email:		Email:			
	Present Use:		Proposed Use:		Occupancy:	Occupant Load:
	Type of Construction:	# of Stories:	# of Basements:	Building Height:	# of Residential Units:	

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 or appeal must be cited.** All applications shall be submitted along with a request letter.

<b>Request</b>	
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Provide justification for the claim of impracticality or hardship for code modification request. Provide finding of equivalency to code requirements for alternate materials, design and methods of construction and equipment. Attach supporting documentations, drawings or reports to substantiate claims made herein.

<b>Justification</b>	
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Signature (see instruction on back of application)	Print Name	Title/Position	Date
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This document is available in an alternative format by request to (562) 570-3807. For an electronic version of this document, visit our website at [www.lbds.info](http://www.lbds.info).

**INSTRUCTION AND INFORMATION**

**APPLICATION**

Applications 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. For requests that are classified as Category 1 (see FEES section below), signature from the petitioner in lieu of the building owner or company officer is acceptable. **Where multiple issues exist, separate applications must be submitted for each issue.** This will permit approval of certain items in the event it is necessary to deny one or more of a series of issues.

**MAKING THE REQUEST**

The request portion of the application form must contain 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 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 an alternate materials, design and methods of construction and equipment. **All applications shall be submitted along with a request letter.** The request letter shall describe 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 application 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 alternate materials, design and methods of construction and equipment. Furthermore, a registered design professional licensed in the State of California must justify applications that involve issues related to fire-life safety or structural design in the request letter. The request letter shall be addressed to:

Building Official  
Department of Development Services  
333 W. Ocean Blvd., 4<sup>th</sup> Floor  
Long Beach, CA 90802

**PROCESSING TIME AND DEADLINES**

Applications may be submitted for consideration at any time during the design, plan review, or during the construction inspection process. Requests will be reviewed on a first come first served basis. Most applications will be processed **within 4 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, staff will contact applicants. For projects that are in high-rise buildings, Group A, E, H, I, L and R occupancies, and other applications regulated by the Office of the State Fire Marshal, the Long Beach Fire Department's input will be required for request related to fire-life safety.

**FEES**

The initial **non-refundable filing fee** to review applications is based on an hourly rate or fraction thereof. This fee must be collected and paid with all applications requesting action by the Building Official on a proposed modification or use of alternate material, design, or construction method. 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 Department.** Where Fire Department's input is required, an additional review fee must be collected and paid with all applications submitted. To view the current hourly rate, please see the Master Fee Schedule at [www.lbds.info](http://www.lbds.info).

Category 1. The minimum initial filing 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 filing 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 filing 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.

**FOR ADDITIONAL INFORMATION**

To obtain additional information regarding the process of requesting code modification, use of alternate materials, designs, or construction methods, or accessibility appeals or hardship exemptions, or submitting to the Board of Examiners, Appeals, and Condemnation, please contact the Development Permit Center at (562) 570-5237. Additional information may also be obtained at **[www.lbds.info](http://www.lbds.info)** (refer to Information Bulletin BU-001 / Code Modification & Alternate Material).

**FOR DEPARTMENT USE ONLY**

<i>Distribution List (please check box)</i>	Received by: _____	# of Hrs. (est.) _____
<input type="checkbox"/> Owner <input type="checkbox"/> Plan Check <input type="checkbox"/> Planning <input type="checkbox"/> Permit Center	Date: _____	# of Hrs. (act.) _____
<input type="checkbox"/> Petitioner <input type="checkbox"/> Inspection <input type="checkbox"/> Fire Prevention <input type="checkbox"/>		Fee \$ _____