FIRE PREVENTION AND
COMMUNITY RISK REDUCTION
102 Remington St
Fort Collins, CO 80524
(970) 416-2891

REQUEST FOR ALTERNATE MATERIALS AND METHODS REVIEW (AMM)

Fire code Technical Assistance Sec 104.2.2, Alternate Materials Sec 104.2.3 and Modifications Sec 104.2.4

SECTION 1 – APPLICANT

Applicants are Project Designers and Owners. Please complete SECTION 1 and submit this form and all supporting documents (building plans, calculations, specifications, test reports, etc.) to the Office of the Fire Marshal for review of this document.

Project Address: _____ City: _____

Owner: _____ Owner's Address: _____

Applicant's Name: _____ Applicant's Contact Phone Number: _____

Applicant's Email: _____

Type of Construction: _____ Occupancy: _____ Stories: _____ Sprinklered: ☐ Yes ☐ No

Referral for: ☐ Alternate Methods of Construction or Protection ☐ Modifications

Projection Description:

Modification Request: Explain the practical difficulties involved in carrying out the provisions of the code and proposed application *OR* **Alternate Request:** Explain the materials, designs, or methods of construction not specifically prescribed as the Code and proposed application. (Attach additional documents as necessary.)

Applicable Code References: (List all applicable Code Sections.)

Justification: Demonstrate conformity and equivalence with that prescribed in the Code. Describe any proposed offsetting safety features. (Attach additional documents if necessary.)

The fire code official has the authority to require the owner or owner's authorized agent to provide a technical opinion safety report. The report is to be prepared by parties that have the technical ability to evaluate the design of the facility or the operational process in question. A registered design professional is commonly used for these services. It is critical that the preparer of the report have the proper background and experience for the project since the credibility of the report depends on these qualifications.

THIS SECTION MUST BE COMPLETED AND SIGNED

Requestor	
Name:	
Address:	
Phone:	
Email:	
Signature:	

Property Owner	
Name:	
Address:	
Phone:	
Email:	
Signature:	

FIRE MARSHAL'S OFFICE USE ONLY

SECTION 2 – Staff Review

Ensure the submittal package is complete and all pertinent information is included. Complete Section 2 and forward this form and all supporting documents to Assistant Fire Marshal or Fire Marshal.

Reviewed by: _____ Date: _____

Comments:

SECTION 3 – FINAL DETERMINATION

This request is:

☐ Approved (provide Conditions of Approval if any.) Approved by: _____

☐ Not Approved: (Provided comments, if any). Date: _____

Comments:

SECTION 4 – USE

Contractors: Approvals must be incorporated into the plans by attachment to the plans. All approvals must be presented to Department Inspectors at the time of the project inspection.

An approval of alternative materials and methods of construction (AMM) does not abrogate requirements or approval by other agencies having jurisdiction or responsibility.

Approval, if granted, is specific to the project or process in question and shall not be construed as approval or acceptance of this application on future projects and is specific to the address under which the AMM was approved.

AMM approvals shall only remain valid within the currently adopted Building and Fire Code cycle in which they were reviewed and approved. AMM approvals will expire upon adoption of subsequent editions of the Code.

COMPANY LETTERHEAD

SAMPLE LETTER

Date

Code Modifications Request
Or Alternate Materials or Methods
Review request
1601 Mac Davis Lane
Lubbock, TX 79401

Re: <Project Name, Address, Code issue>

At a minimum, provide the following information in your code modification request letter.

☐ Introduction: Identify the project and address that you are requesting consideration of a modification or an alternate method of construction or materials.

☐ Code Issue: Identify the specific code section for which the Code Modification Request and Alternative Methods and materials is proposed.

☐ Discussion/Justification: Provide rationale and supporting information such as technical data, engineering calculations, results of actual field tests, requirements or allowances in other model codes, etc. that provide the basis for PFA to accept the request. Proposed design documents (i.e., architectural or engineering plans) and supporting information listed above should be attached to the requests as needed to clarify proposed request.

☐ Conclusion: Provide a summary statement such as “In my/our professional opinion. The proposed code modification/alternate method of construction/materials meets the intent of the Codes and provides a level of safety equivalent to, or better than that requested by the Code.”

Sincerely,

_____ _____

Signature and Title Block of Applicant Signature of Owner (if applicable)