



Completing the MODIFICATION FORM

When there are practical difficulties in meeting the requirements of the building code, an applicant request a modification of the code requirements. Requests for a modification of the building code requirements are subject to the Building Official receiving the necessary details to provide specific findings, outlined in Sec. 104.10 of the Building Code. It is the responsibility of the applicant to provide sufficient justification by expressing what the request is for, why compliance with the code requirements is impractical and why granting the request will still meet the intent of the building code requirements.

There is a non-refundable fee to file any request for a modification. The minimum fee is \$195, but may increase based upon the complexity of the request being made. Please note that payment of this fee is non-refundable and approval is NOT guaranteed.

To file a request, the applicant must complete the Building and Safety "MODIFICATION FORM". The "MODIFICATION FORM" is organized into five sections which all applicants must complete prior to submitting to Building and Safety.

SECTION 1

Provide the address of the property associated with the request, the information associated with the individual making the request and the information indicating the owner of the property.

SECTION 2

Provide specific details about the actual request (location, item and reason why the modification is needed for this item).

Attach items that clearly show the request. These can be plans, sketches, photos or reports. No attachments larger than 11"x 17". All documents submitted will be kept with the request form. **DO NOT SUBMIT DOCUMENTS THAT YOU WILL NEED LATER IN THE PERMIT PROCESS.**

SECTION 3

State the building code section that you are seeking modification of.

SECTION 4

Provide a detailed justification for the request.

- Attach documents that justify the request (plans, photos, product information, and/or details of unusual conditions or construction). Please keep documents to a uniform size no larger than 11"x17".
- Include all mitigating measures that may justify a request (Example: added sprinkler systems, construction out of non-combustible materials, an engineered design, increase of a duct size to allow a longer run of duct, etc.)

SECTION 5

Requestor must sign to indicate that the information submitted is true and complete.



MODIFICATION FORM

BMOD _____

| | |
|---|--|
| <input type="checkbox"/> Request for modification to provisions of the Glendale Building & Safety code. (See reverse for basis of approval) | <input type="checkbox"/> Request for alternate material or method of construction (See reverse for basis of approval) |
| <input type="checkbox"/> Request for exemption from disabled access due to physical or legal constraints. (Ratification by the Board of Appeals will be required) | <input type="checkbox"/> Request from exemption from disabled access due to technical infeasibility. (See reverse for definition) (Ratification by the Board of Appeals will not be required) |

Complete sections 1 - 5 by printing in ink or typing. Submit site plan and pictures for approval.

| | | |
|--|--|--------------------------------------|
| 1 | Project Address, City and Zip: _____ | Plan Check No. _____ |
| Petitioner's Name: _____ Address: _____ City _____ Zip _____ | | |
| Petitioner's E-mail Address: _____ | | Petitioner's Phone Number: _____ |
| Property Owner's Name: _____ Address: _____ City _____ Zip _____ | | |
| Property Owner's E-mail Address: _____ | | Property Owner's Phone Number: _____ |
| 2 | Request: Submit plans and/or photographs to illustrate request (11" x 17" max. sheet where possible). | |
| 3 | Code Sections: _____ | |
| 4 | Justification for Request: Attach additional page if necessary (See reverse for requirements). | |
| 5 | Petitioner's signature: _____ Position _____ Date _____ | |

FOR OFFICIAL USE ONLY

| | | | | | | |
|---|--------------------------|----------------------------|--|-----------------------------|---------------------|----------------------------|
| Hourly _____ | Estimated Hours _____ | Fee Estimate _____ | Additional fees may be assessed based on the complexity of the request. | | | |
| <small>OK TO SUBMIT</small> <small>PRINT</small> | <small>SIGNATURE</small> | <small>DATE</small> | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;"><small>ACCEPTED BY:</small></td> <td style="width:25%;"><small>DATE</small></td> <td style="width:50%;"><small>RECEIPT NO.</small></td> </tr> </table> | <small>ACCEPTED BY:</small> | <small>DATE</small> | <small>RECEIPT NO.</small> |
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| | | | | | | |
|------------------|----------------|------------------------|--|---------------------|-----------|-----------------|
| APN | Tract No. | Lot | HIGH FIRE ZONE 4 <input type="checkbox"/> YES <input type="checkbox"/> NO | NAICS/Structure | Occupancy | Occ. Floor Area |
| Design Occ. Load | Type of Const. | Stories Basement Mezz. | FIRE SPRINKLER <input type="checkbox"/> YES <input type="checkbox"/> NO | Edition of the Code | | |

Distribution:

Owner
 Petitioner
 Plan Checker
 Inspector
 Fire
 File
 Other

The Request is
 Granted (See attached letter)
 Granted (Ratification required)
 Denied (See reverse for appeal information)

Concurrence from the: _____ **Written Comments attached**

Fire Marshal **Approved**
 Director of P.W. **Denied** By _____ Date _____

Request (DOES) (DOES NOT) Lessen any fire protection requirements.
 Request (DOES) (DOES NOT) Lessen the structural integrity.

_____ Dept. Action by _____ Date

Conditions of Approval:

APPEAL OF DEPARTMENT ACTION TO THE BUILDING AND FIRE BOARD OF APPEALS (See reverse)
 (Signature, statement of owner or applicant, statement of reasons for appeal and filing fees are required.)

X _____ Position _____ Date _____

Print Name: _____

TECHNICAL INFEASIBLE

An alteration of a building or a facility that has little likelihood of being accomplished because the existing structural conditions require the removal or alteration of a load-bearing member that is an essential part of the structural frame, or because other existing physical or site constraints prohibit modification or addition of elements, spaces or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility.

BASIS FOR APPROVAL

For the Building Official and the Fire Marshal or their designated agent to approve a request for modification or a request for alternate material or method of construction, he/she must determine that special individual reasons exist that make compliance with the strict letter of the Code impractical and that equivalency is provided. The resulting condition must be in conformance with the spirit and purpose of the Code provisions involved. The applicant must provide sufficient information with this application to allow the above evaluation to be made.

INFORMATION ON PROCEDURE FOR APPEAL FROM A DETERMINATION OR ACTION BY THE BUILDING OFFICIAL OR FIRE MARSHAL.

Appeal from the determination or action of the Building Official or Fire Marshal or their designated agent may be made to the Building and Fire Board of Appeals. To appeal, the applicant must provide special individual reasons that made compliance with the strict letter of the Code impractical.

Appeals or ratifications pertaining to State standards require complete evidence to substantiate that the proposed design is equivalent to that prescribed by the standards or that due to legal or physical constraints, compliance with the standards or providing equivalency would create an unreasonable hardship.

Appeals must be submitted on the appeal form available at Building & Safety accompanied by the proper fee. You will be notified in writing of the appeal hearing's time and date.

(this space for supplemental information and/or sketch of job condition)