

# Alternate Methods and Materials Requests

When there is an Alternate Methods and Materials Request an AMMR record needs to be created. This tip sheet provides guidance on using the Tacoma Permitting (ACA) site for applicants to create a record and make the request.

## How to Create AMMR Records.

1. Go to the City of Tacoma ACA online permit page:

<https://aca.accela.com/tacoma/Default.aspx>

2. Log-in and select “Apply for a Permit”.

3. SELECT “Commercial Building” and in the drop down click on the radial button for “Alternate Means and Methods Request”.

4. Enter the address or parcel number for the project.

The screenshot shows the 'Permits' section of the website. The 'Permits' menu is open, and 'Commercial Building' is selected. Under 'Commercial Building', the 'Alternate Means and Methods Request' option is highlighted with a red background. Other options include Commercial Alteration, Commercial Demolition, Commercial Mechanical, Commercial New Building, Commercial Plumbing, and Sign. Below the menu is a 'Continue Application' button.

The screenshot shows the 'Alternate Means and Methods Request' form. The 'Step 1: Location and People' tab is selected. The 'Address' section is highlighted in red, indicating it is a required field. The form includes input fields for 'Address No.', 'Street Name', 'Unit No.', 'Parcel Number', 'Owner Name', 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip'. There are 'Search' and 'Clear' buttons for each section. A 'Continue Application' button is at the bottom left, and a 'Save and resume later' button is at the bottom right.



*Note: This Tip Sheet does not substitute for codes and regulations.*

*The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.*

**More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030**

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

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5. After selecting the property address or parcel click on continue application and complete the next page including all individuals associated with the project.
6. Provide a brief description of the request for an alternate means and methods.

Include any related building permit in the description.

Home **Permits**

Apply for a Permit Search Permit Records Schedule an Inspection

Alternate Means and Methods Request

1 Location and People 2 **Details and Attachments** 3 Review 4 Record Issuance

**Step 2: Details and Attachments > Detailed Information**

Please provide as much information as possible. The more information you provide the faster we are able to process your application.

If Night or Weekend Work field is Yes, this will require a separate Noise Variance Request Application. You may retrieve this record number from the 'Record Info', 'Related Records' section after you finish this application.

\*indicates a required field.

**Project Description**

Please enter the project name and description of work below.  
If you do not have a project name, please enter the address or block where the work is to be conducted.

Project Name:  
Project Name or Address Number

\* Description of Work:

**Permit Information**

RELATED RECORD INFORMATION

\* Related Record:

Continue Application » Save and resume later

7. Download and fill out the Alternate Means and Methods form here: <http://tacomapermits.org/wp-content/uploads/2017/07/Code-Alternate-Request-to-Building-Official.docx>
8. Click on “Add Attachments” and upload the “Alternate Means and Methods Request” form along with any associated documents.

Home **Permits**

Apply for a Permit Search Permit Records Schedule an Inspection

Alternate Means and Methods Request

1 Location and People 2 **Details and Attachments** 3 Review 4 Record Issuance

**Step 2: Details and Attachments > Attachments**

Please attach all required and supplemental project documents.

Note: All files should be named or formatted consistent with [Electronic File Standards](#). Any attached files that are not named or formatted consistent with City Standards will result in the application being declined.

\* indicates a required field.

**Attachment**

Attach drawings and other documents that are required for review here. This page is also where your permit documents will be located when your permit is issued. To reach this page again, login and go to My Records, select your Record number, select Record Info, then select Attachments.

Note: You should see a green banner at the top of your screen when your documents have uploaded successfully. If you need any assistance, please contact us at (253) 591-5030.

Each attachment must be a PDF file of 50 MB or less, flattened, and unlocked/unprotected.  
The following file types are not acceptable: html,htm,cmh,cmhtml.

Name	Type	Size	Date	Action
No records found.				

Add Attachments

Continue Application » Save and resume later

9. Review your application. If everything appears to be correct click on “Continue Application”.
10. You will need to repeat steps 1 – 9 for any additional Alternate Means and Methods Request.



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