

AMMR Records

WHAT IS AN AMMR?

AMMR is an acronym for Alternative Means and Methods Request. An AMMR is a request to the City of Tacoma Building Official for either a code modification, or use of an alternate material, system, or method. These apply to the City of Tacoma adopted Building Codes, which include the currently adopted versions of the International Building Code, International Residential Code, International Existing Building Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, and Washington State Energy Code.

HOW DO I KNOW IF I NEED AN AMMR?

If you are unable to meet the prescriptive requirements of a requirement or requirements in the City of Tacoma Building Codes, you can either re-design the project to comply with code or else submit an AMMR to the Building Official for consideration. If you decide that you cannot comply with the code, first of all, you need to determine if you are asking for a code modification or a code alternate.

A code modification is a waiver of a code requirement that is intended to provide flexibility to the Building Official where there are practical difficulties in meeting specific code requirements.

A code alternate is use of a different material, system, or method for which the code did not anticipate. Essentially, a code alternate is intended to meet a performance standard rather than a prescriptive standard.

WHEN DO I SUBMIT AN AMMR?

An AMMR can be submitted at any time during a project, either before permit submittal, during plan review, or during construction. Please keep in mind that the Building Official may not accept the proposal, and if so, the applicant must either re-design their project to comply with code, or else appeal the Building Official's decision to the Board of Building Appeals.

WHAT INFORMATION DO I NEED TO PROVIDE?

For a code modification, the proposal must be able to show that it is in conformance with the intent and purpose of the code and the modification, together with other safety features of the building or other relevant circumstances, will provide a reasonable level of strength, effectiveness, fire resistance, durability, safety, accessibility and sanitation.

For a code alternate, the proposal is expected to demonstrate that the alternate does not conflict with the code and together with other safety features of the building or other relevant circumstances, will provide an equivalent level of strength, effectiveness, fire resistances, durability, safety, accessibility and sanitation.

When engaged for the project, the registered design professional in responsible charge shall submit the request for a code alternate under their seal and signature, including a statement that in their professional opinion, the modification meets the intent of the code or alternate is equivalent to the code provisions.

WHAT IS THE PROCESS AFTER SUBMITTAL OF AN AMMR?

The AMMR will go through an intake screening process with a building plans examiner to help in determining if the Building Official has enough information to evaluate the request. After it has been screened, you may be required to submit additional information. After screening, the AMMR will go to the Building Official for review. After the Building Official makes a determination, you will be notified if it has been approved, denied, or approved with conditions. If an AMMR has been denied, the Building Official will provide a reason for the denial, and a revised AMMR could be submitted if necessary.



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 (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.

AMMR Records

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 “Additional Services” and in the drop down click on the radial button for “Alternate Means and Methods Request”.

The screenshot shows the top navigation bar with 'Home' and 'Permits' (highlighted). Below it are links for 'Apply for a Permit', 'Search Permit Records', and 'Schedule an Inspection'. A section titled 'Select a Permit Type' contains instructions and a list of permit types. The 'Additional Services' dropdown is expanded, showing 'Alternate Means and Methods Request' highlighted in red. A 'Continue Application >' button is at the bottom.

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

The screenshot shows the 'Alternate Means and Methods Request' form. It has a progress bar with four steps: 1. Location and People, 2. Details and Attachments, 3. Review, and 4. Record Issuance. The 'Step 1: Location and People > Address, Parcel, Owner' section is active. The 'Address' section has a red error box for the 'Address No.' and 'Street Name' fields. The 'Parcel' section has a red error box for the 'Parcel Number' field. The 'Owner' section has a note about data from Pierce County. There are 'Search' and 'Clear' buttons for each section, and 'Continue Application >' and 'Save and resume later' buttons at the bottom.



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5. After selecting the property address or parcel click on continue application and complete the next page requiring individuals associated with the project.

6. Provide a brief description of the request for an alternate means and methods.

Include any related building permit if available.

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. Click on “Add Attachments” and upload the “Alternate Means and Methods Request” form along with any associated documents.

Alternate Means and Methods form can be found at this hyperlink:

<http://tacomapermits.org/wp-content/uploads/2017/07/Code-Alternate-Request-to-Building-Official.docx>

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 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, .mhtml, .mhtml.

Name	Type	Size	Date	Action
No records found.				

Add Attachments

Continue Application » Save and resume later

8. Review your application. If everything appears to be correct click on “Continue Application”.

9. Repeat steps 1 – 9 for each additional request for “Alternate Means and Methods”.



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