

# POLICIES & PROCEDURES



**City of Wilsonville  
Building Division**  
29799 Town Center Loop E  
Wilsonville, OR 97070  
503.682.4960  
[www.ci.wilsonville.or.us/Building](http://www.ci.wilsonville.or.us/Building)

Alternate Methods and Materials Approvals	Adopted: July 2021
BPP 121	Last Reviewed: Future Date
	Next Review: Future Date

## Summary

Outlines procedures for the request, review, and approval of alternate materials and methods of construction (AM&M) proposals

## Background/Discussion

Section 104.10 of the Oregon Structural Specialty Code (OSSC) and Section 104.11 of the Oregon Residential Specialty Code (ORSC) states in part as follows:

The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material, design or method of construction shall be *approved* where the *building official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, *fire resistance*, durability and safety.

This section of the OSSC and ORSC may be one of the most important sections of the code. The intent is to provide a mechanism whereby the building official may allow and even encourage state-of-the-art materials and building construction concepts which are not currently specifically allowed by the code.

The procedures outlined below provide the essential elements for the review and approval of AM&M proposals.

## Procedure

AM&M applications shall be submitted to the building plans examiner. The plans examiner shall determine the need to consult the fire marshal's office when applications relate to aspects of the fire and life safety plan review.

The AM&M application shall conform to the following criteria and the review shall be conducted in accordance with the procedures listed below:

1. Prior to submittal of a proposed AM&M application, it is advisable for the applicant to discuss it with the plans examiner to determine feasibility. If the proposal is determined to be a viable alternative, the applicant may submit it for a formal review. The plans examiner may require the applicant to utilize a licensed design professional and shall provide the applicant with a copy of the standard AM&M application form. If a design professional is employed to develop the AM&M, all documents prepared for this purpose shall bear his/her professional stamp at the time of application.
2. In preparing the AM&M application, the applicant shall develop a written narrative explaining the need for the alternate. The narrative shall refer to the following list of minimum criteria necessary for evaluation and include each of the identified criteria within the proposal:
  - State the intent of the proposal and outline the proposal concept;
  - Identify the operative code and/or standard for which the AM&M is intended as an alternate;
  - Provide rationale and/or logical discussion as to the equivalency to code requirements;
  - Specify equivalency as it relates to the issue(s) of quality, strength, effectiveness, *fire resistance*, durability, safety, and/or sanitation;
  - Provide architectural detail elements of the proposal and/or any material or product data necessary to support the concept; and,
  - State which design items, if any, are deferred for submittal at a later date. A time frame for submittal, review, and installation of the deferred design items shall be established prior to final AM&M approval.
3. Upon submittal of the proposed AM&M application, the permit technician shall log in the application, applicants narrative, and all applicant information in the appropriate permit case and route the information to the plans examiner. If there has been no permit case previously established for the project, the AM&M shall be entered as its own BB case and routed to the plans examiner.
4. The plans examiner shall conduct the AM&M proposal review and develop a written recommendation to the building official for disposition of the request. This should occur within 5 working days of the application depending upon the level of complexity. The plans examiner will involve the fire marshal's office in developing the referenced recommendation as appropriate. If the plans examiner and fire marshal cannot reach a consensus, the Plans examiner has the responsibility to issue the final decision after gaining concurrence of the building official.
5. Information related to AM&Ms will be retained in the permit tracking system as a document for permanent record. AM&Ms reviewed as a BB case shall be closed by the permit technician when the BB case for the associated project has been created and the information is transferred.



**Building Division**

29799 SW Town Center Lp E.,  
Wilsonville, OR 97070  
503-682-4960  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

**ALTERNATIVE MATERIALS, DESIGN AND METHODS OF CONSTRUCTION AND EQUIPMENT**

Owner/Owner's Agent: \_\_\_\_\_ Permit #: \_\_\_\_\_

Job Address: \_\_\_\_\_ Wilsonville, Oregon 97070

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Pertinent Code and Section relation to the modification: \_\_\_\_\_

Describe the modification needed: \_\_\_\_\_

\_\_\_\_\_

Explain the need for modification: \_\_\_\_\_

\_\_\_\_\_

Explain how the spirit and intent of the building (or related) code is observed. (What is being provided in lieu of strict compliance with the code?) \_\_\_\_\_

\_\_\_\_\_

Design professional's written opinion, if applicable: (May be separate letter with seal): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING OFFICIAL'S ACTION:**

- Approved
- Approved with condition
- Approved based on design professionals opinion
- Denied

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_