



Corpus Christi Fire Marshal's Office  
2406 Leopard Street, Suite 300 Corpus Christi, Texas 78408  
361-826-3930  
[SmithC@cctexas.com](mailto:SmithC@cctexas.com)

## REQUEST FOR MODIFICATIONS OR ALTERNATE MATERIALS AND METHODS REVIEW

2021 International Fire code Sections 104.9 - Modifications and 104.10 - Alternate Materials and Methods

### 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 Fire Marshal's Office Protection Engineer for a review of this document.

Project Address: \_\_\_\_\_ City: \_\_\_\_\_

Owner: \_\_\_\_\_ Owner's Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant's Contact Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_ Fire Prevention Office: \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Stories: \_\_\_\_\_ Sprinklered: ☐ Yes ☐ No

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

### 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.  
(Attach additional documents if necessary.)

### FIRE MARSHAL'S OFFICE USE ONLY

#### SECTION 2 – FIRE PROTECTION ENGINEER

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).

Title: \_\_\_\_\_ 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.



# <Customer's letterhead>

Date

Code Modifications Request

Or Alternate Materials or Methods

Review request

2406 Leopard St. Ste.300

Corpus Christi, TX 78408

Re: <Project Name, Address, Code issue>

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

- ☐ Introduction: Identify the project and state 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 the city 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 propose 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)

Attachment(s)

<sup>1</sup> Example form for the Code Modification Request Letter.

<sup>2</sup> To be provided with applications form upon submittal of CMS/AMMR.