## **OFFICE OF THE STATE ARCHITECT**

## **STATE BUILDINGS PROGRAM**

**POLICIES AND PROCEDURES**

**REQUEST FOR MODIFICATION - TRANSMITTAL**

| Institution/Agency: |       |
| --- | --- |
| Project No./Name: |       |
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| Date: |       |
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The Office of the State Architect/State Buildings Program (OSA/SBP) building code plan review consultants may recommend alternative means and methods per International Building Code (IBC) Section 104.11 as amended in Exhibit A of the Building Code Compliance Policy.

Requests for modification for the IBC (Amendment to the IBC Section 104.10) must be directed to the building code administrator at OSA/SBP. **This is not a delegated responsibility**.

Amended for OSA/SBP use, IBC Section 104.10 states: “Whenever there are practical difficulties involved in carrying out the provisions of this code, OSA/SBP shall have the authority to grant modifications for individual cases, upon application of the owner …, provided OSA/SBP shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered into the files of OSA/SBP.”

OSA/SBP must have adequate documentation concerning the request to fully explain and demonstrate due diligence in making the determination. Sufficient drawings that document the project and the issue requested must be provided. Note that while the building code plan review consultants are familiar because of their review of the documents, no graphic information has been submitted to OSA/SBP.

The request for modification must be initiated by the OSA/SBP delegate or agency contact person, not the architect/engineer or other consultant.

On a separate page, please provide the following information:

* Individual making request (with email and phone contact information)
* Building Code Plan Review Consultant for the project
* ICC Section(s) for which Modification is requested
* Drawings attached

☐Yes

☐No

* Code analysis if not included on drawings
* Description of issue and identify any supporting documentation