



431 Prater Way
Sparks NV 89431
775-353-2306
permitdesk@cityofsparks.us

Request for Alternative Materials, Design and Methods of Construction

PROJECT INFORMATION:

Permit Number: _____
Project Address: _____
Project Name: _____

DATE: _____

OWNER INFORMATION:

Name: _____
Address: _____
Address: _____
Email address: _____
Phone Number: _____

APPLICANT INFORMATION:

Name: _____
Company/Firm: _____
Address: _____
Address: _____
Email address: _____
Phone Number: _____

REQUEST: Provide a narrative describing the intent/need for an alternative means and methods. Clearly define all alternates offered in lieu of the prescribed code requirements and identify relevant code selection(s).

JUSTIFICATION: Provide justification for how the proposed alternate, in performance, safety and protection of life and health, conforms to or is at least equivalent to the standards contained in the adopted codes, rules, regulations and amendments. Be specific and provide professional details, technical drawings, and supporting documentation to substantiate all professional opinions. Engineering designs should be stamped and signed by the analyzing professional licensed in Nevada.

- Upload this completed form and support documentation to the permit via the [Accela portal](#). For more information on this process, contact 775-353-2306 or permitdesk@cityofsparks.us
- The Building Official and/or the Fire Marshal shall review the proposed alternative and supporting documentation for conformance with the adopted codes, ordinances and regulations. If the City Officials do not have the expertise on staff to perform a thorough and competent review, a third party or peer review process may be utilized. The cost of any such review shall be paid by the applicant.
- If approved, the registered design professional shall coordinate construction documents to reflect the alternative proposal and shall be responsible for incorporating all the specifics of the proposal and conditions of approval into the plan set.
- Requests to use alternate materials, design or construction methods that are denied by the Building Official may be appealed to the Building Code Board of Appeals.

REQUIRED SIGNATURES:

Design Professional: _____
Print Signature Date

Owner: _____
Print Signature Date

*Minimum 3 hour plan review fee

For City Use Only

Approved: _____
Title Print Signature Date

Denied: _____
Title Print Signature Date