



**APPLICATION AND INSTRUCTIONS FOR THE APPROVAL OF AN ALTERNATIVE MATERIAL,  
DESIGN OR METHOD OF CONSTRUCTION - FAC 61G20-3, FBC 2023 SEC 1703**

Name of Applicant: \_\_\_\_\_

Job Address: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Name of Job site EOR: \_\_\_\_\_ License #: \_\_\_\_\_

This is for an:

Alternative Material

Design

Method of Construction

Description of proposed alternative: \_\_\_\_\_

Name of Manufacturer: \_\_\_\_\_

Name of Testing Agency: \_\_\_\_\_

Name of Quality Assurance Agency: \_\_\_\_\_

Name of Person Certifying Independence: \_\_\_\_\_

Name and title of person authorized to sign on behalf of the agency or signature, registration number and seal in the case of architects and engineers: \_\_\_\_\_

All reports and documentation required in subsections 61G20-3.005(1) and (2), F.A.C., and submitted for review shall contain the basic information listed below. Design drawings submitted for permitting purposes are not to be construed to be an evaluation report and do not require this information. When the Code or the building official requires a standard test as a component of a product approval using the evaluation methods, the test lab must be accredited by a Florida approved accreditation body for the test performed. The entity issuing the evaluation report or certification is responsible for ensuring that the test lab is accredited.

Where the alternative material, design or method of construction is not approved, the building official shall respond in writing, stating the reasons why the alternative was not approved.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
License #

\_\_\_\_\_  
Date

Checklist of the minimum information required with each application:

Application form

Name and address of the manufacturer, evaluation entity, engineer or architect or testing laboratory.

Statement of compliance with the appropriate section or standard of the Code.

Complete description of the product, including all drawings, manufacturer's product designations and materials, except materials specifications identified as proprietary.

Technical documentation, including all substantiating data, supporting the compliance statement. Substantiating data shall include all test reports and calculations which may be referenced within the evaluation report.

Installation requirements. Installation instructions including attachments developed by an evaluation entity, test lab or by the manufacturer's licensed design professional.

Limitations and conditions of use.

Certification of independence in conformance with Rule 61G20-3.009, F.A.C.

Name, title and signature of person authorized to sign on behalf of entity or signature, registration number and seal in the case of architects and engineers.

A signed-sealed statement from the EOR is required, attesting that the material, method or work offered for the purpose intended, is not less than the equivalent of that prescribed in the code



**INSTRUCTIONS FOR SINGLE JOB, SITE SPECIFIC APPROVAL OF AN ALTERNATIVE MATERIAL, DESIGN OR METHOD OF CONSTRUCTION**

**FAC 61G20-3, FBC 2023 SEC 1703**

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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 alternative meets all of the following:

- A. The alternative material, design or method of construction is satisfactory and complies with the intent of the provisions of this code.
- B. The material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code

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**A. The alternative material, design or method of construction is satisfactory and complies with the intent of the provisions of this code.**

For the building official to review a particular material, design or method of construction for a Collier County single job site-specific installation the manufacturer must have the material, design or method of construction evaluated for compliance with standards established by the code, by a Florida Building Commission approved entity or Florida licensed P.E. or R.A.

The applicant must submit each of the following:

- 1) Documentation on the evaluation of the alternative material, design or method of construction to the building department signed and sealed by a Licensed Engineer demonstrating compliance with all applicable codes.**
  - a. A Florida Building Commission approved agency shall provide all information as necessary for the building official to determine that the agency meets the applicable requirements specified in Sections FBC 1703.1.1 through 1703.1.3.
  - b. All reports and documentation required in subsections 61G20-3.005(1) and (2), of the Florida Administrative Code shall contain the information listed below. Design drawings submitted for permitting purposes are not to be construed to be an evaluation report and do not require this information. When the Code or Building Official requires a standard test as a component of approval using evaluation methods, the test lab must be accredited by a Florida approved accreditation body for the test performed. The

entity issuing the evaluation report or certification is responsible to ensure that the test lab is accredited.

1. Name and address of the manufacturer, evaluation entity, engineer or architect or testing laboratory.
2. Statement the entity is a Florida Building Commission approved agency
3. Statement of compliance with the appropriate section or standard of the Code.
4. Complete description of the product, including all drawings, manufacturer's product designations and materials, except materials specifications identified as proprietary.
5. Technical documentation, including all substantiating data, supporting the compliance statement. Substantiating data shall include all test reports and calculations which may be referenced within the evaluation report.

## **2) A certification of independence by approved agencies**

- a. An approved agency shall be objective, competent and independent from the contractor responsible for the work being inspected. The agency shall disclose to the building official and the registered design professional in responsible charge, possible conflicts of interest so that objectivity can be confirmed.
- b. The certification of independence by the agency shall be provided by a Florida registered architect or licensed professional engineer as applicable or by an officer of the entity, agency or laboratory and must attest to each of the following:
  1. The entity, agency or laboratory does not have, nor does it intend to acquire or will it acquire, a financial interest in any company manufacturing or distributing products tested or labeled by the agency.
  2. The entity, agency or laboratory is not owned, operated or controlled by any company manufacturing or distributing products it tests or labels.
  3. The Florida registered architect or licensed professional engineer performing an evaluation does not have nor will acquire, a financial interest in any company manufacturing or distributing products for which the reports are being issued.
  4. The Florida registered architect or licensed professional engineer performing an evaluation does not have nor will acquire, a financial interest in any other entity involved in the approval process of the product.

## **3) Demonstration of active monitoring of production by a Florida approved QA entity**

- a. A Quality assurance agency shall audit the quality assurance program of manufacturers and audit production quality of products. Auditing of a quality assurance program shall be by one or more of the following methods: visits to manufacturing facilities, inspection of products at construction sites, inspection of products at state distribution facilities or testing of regular production items. Such auditing shall be performed at intervals not to exceed 12 months.
- b. The following products listed in Rule 61G20-3.001, F.A.C., shall be manufactured under a quality assurance program audited by an approved quality assurance entity.
  1. Panel Walls
  2. Exterior Doors
  3. Roofing Products

4. Skylights
5. Windows
6. Shutters
7. Structural Components
8. Impact Protective Systems

- c. This rule also applies to approval of products and systems, which comprise the building envelope and structural frame, for compliance with the structural requirements of the Florida Building Code.

**4) Installation instructions consistent with the evaluation of the product**

- a. Installation instructions, including any attachments shall be developed by an evaluation entity, test lab or by the manufacturer's licensed design professional. At a minimum they shall include the following:
  - i. The installation method must replicate the testing conditions
  - ii. Type, and grade of anchor, and/or manufacturer's anchor specifications including minimum nominal size, minimum penetration into substrate and minimum edge distances
  - iii. Type, physical dimensions, material and grade of any accessory item or strap, if applicable
  - iv. Spacing of anchors, shims, accessory items and straps
  - v. Illustrated diagrams of the attachment of the product to the structure
  - vi. Limitations and conditions of use

**5) Follow up inspection services for prefabricated assemblies**

- a. Where structural components or other items regulated by this code are not visible for inspection after completion of a prefabricated assembly, the owner or the owner's authorized agent shall submit a report of each prefabricated assembly. The report shall indicate the complete details of the assembly, including a description of the assembly and its components, the basis upon which the assembly is being evaluated, test results and similar information and other data as necessary for the building official to determine conformance to this code. Such a report shall be approved by the building official.

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**B. The material, method or work offered is for the purpose intended, not less than the equivalent of that prescribed in this code**

A signed sealed statement from the EOR is required, attesting that the material, method or work offered for the purpose intended, is not less than the equivalent of that prescribed in the code as it pertains to each of the following. Each category below must be specifically addressed by siting the relevant portions of the testing and evaluation reports:

1. Quality
  2. Strength
  3. Effectiveness
  4. Fire resistance
  5. Durability
  6. Safety
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All reports and documentation required in subsections 61G20-3.005(1) and (2), F.A.C., and submitted for review shall contain the basic information listed below. Design drawings submitted for permitting purposes are not to be construed to be an evaluation report and do not require this information. When the Code or the building official requires a standard test as a component of a product approval using the evaluation methods, the test lab must be accredited by a Florida approved accreditation body for the test performed. The entity issuing the evaluation report or certification is responsible to ensure that the test lab is accredited.

Minimum information required with each report

- a. Name and address of the manufacturer, evaluation entity, engineer or architect or testing laboratory.
- b. Statement of compliance with the appropriate section or standard of the Code.
- c. Complete description of the product, including all drawings, manufacturer's product designations and materials, except materials specifications identified as proprietary.
- d. Technical documentation, including all substantiating data, supporting the compliance statement. Substantiating data shall include all test reports and calculations which may be referenced within the evaluation report.
- e. Installation requirements. Installation instructions including attachments shall be developed by an evaluation entity, test lab or by the manufacturer's licensed design professional.
- f. Limitations and conditions of use.
- g. Certification of independence in conformance with Rule 61G20-3.009, F.A.C.
- h. Name, title and signature of person authorized to sign on behalf of entity or signature, registration number and seal in the case of architects and engineers.

Where the alternative material, design or method of construction is not approved, the building official shall respond in writing, stating the reasons why the alternative was not approved.