



To be Completed by Staff _____ _____ →	Date Request Received: _____	
	Approved <input type="checkbox"/> Date: _____	Disapproved <input type="checkbox"/> Date: _____

**REQUEST FOR MODIFICATION FROM THE BUILDING OFFICIAL**

***Per Section 104.10 of the 2006 International Building Code:***

Wherever there are practical difficulties involved in carrying out the provisions of this code, the building official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the building official 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 in the files of the Building Services Division.

**(Applicant – Please complete Items #1 through #6)**

1. Applicant's Name \_\_\_\_\_
2. Applicant's Address \_\_\_\_\_
3. Telephone (daytime) \_\_\_\_\_ E-mail \_\_\_\_\_
4. Address (or location of property) for which this request applies:  
 \_\_\_\_\_
5. Describe ***in detail*** the nature of your request for modification with the code section(s); and describe the proposed manner of construction/installation for the requested modification: (attach additional sheets if necessary)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Provide applicable information supporting your modification request/proposed construction: (attach additional sheets if necessary)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Applicant(s) Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If the applicant is to be represented by an authorized agent, please also complete the following information:**

**Name of representative:** \_\_\_\_\_

**Complete Mailing Address, including zip code** \_\_\_\_\_

**Telephone (Business):** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Attention Applicants: The Building Official will review and notify the applicant of the results of the request within 1-3 business days.**

(See reverse side for Building Official's comments)

**Building Official's Comments:**

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If disapproved, the building official's decision may be appealed to the Building Advisory Board. The board's regularly scheduled meeting is on the first Tuesday of each month.

An application and application fee for the appeal is required. To be placed on an agenda, applications must be submitted at least three weeks (or 15 business days) prior to the next scheduled meeting.

Applications can be found on the City of Salina website or obtained at Building Services, 300 W. Ash Room 201.