



TOWN OF OCEAN CITY PLANNING & COMMUNITY DEVELOPMENT BUILDING DEPARTMENT

301 Baltimore Avenue
Ocean City, Maryland 21842

410-289-8789

PETITIONS TO THE CHIEF BUILDING OFFICIAL

Through municipal ordinance, the Chief Building Official may: 1) interpret or provide clarification of the adopted codes and standards, 2) grant alternate methods of design, and 3) grant the use of alternate materials. These petitions must be made in writing to the Chief Building Official, with all supporting information necessary to support your request.

The requirements are outlined below, with your petition made directly to the Chief Building Official by email.

I. FORMAL CODE CLARIFICATIONS OR INTERPRETATIONS

When seeking a formal code clarification or code interpretation, the petition to the Chief Building Official must provide the following:

1. A petition for code clarification or interpretation must be written on letterhead and signed by the petitioner.
2. Include the petitioners contact information, with email address.
3. Indicate the project name and project address, as applicable.
4. Provide your interpretation or clarification of the code section(s), as they apply to your project
5. Cite the code section(s) applicable to your request for a clarification or interpretation.
6. The petition must be scanned as a PDF and emailed to the Chief Building Official.

The written response from the Chief Building Official may take up to 10 (ten) business days to complete. Your petition will engender a written response, which is project specific from the Chief Building Official, which you may appeal to the Town of Ocean City Board of Adjustments & Appeals.

II. ALTERNATE METHODS OF DESIGN

A petition for an alternate method of design made to the Chief Building Official must include all information necessary to allow for a finding. Since the adopted codes and standards carry the weight of law for enforcement, the written argument in support of the alternate method of design petition must be based on both the intent of the code or standard and provide an argument based on building science or fire science, as applicable.

1. A petition for an alternate method of design must be generated by registered design professional on letterhead and be submitted under licensing seal.
2. Include the petitioner's contact information, with email address.

3. Indicate the project name and project address, as applicable.
4. Provide a brief project narrative.
5. Outline the prescriptive requirements of the adopted code or standards, with code citations as they relate to your project.
6. Propose an alternate method of design, which offers up an equivalency to the benefits derived from following the prescriptive requirements.
7. Provide all supporting documentation in support of the argument outlined within the petition.

The written response from the Chief Building Official may take up to 10 (ten) business days to complete. Your petition will engender a written response, which is project specific from the Chief Building Official, which you may appeal to the Town of Ocean City Board of Adjustments Appeals.

III. REQUESTS FOR AN ALTERNATE MATERIAL

A petition for an alternate material made to the Chief Building Official must include all information necessary to determine if the proposed material offers an equivalency to those prescriptively approved by the adopted codes and standards. The necessary research and tests required to prove the equivalency shall be incurred at the petitioner's own expense.

1. A petition for an alternate method of design must be generated by a Professional Engineer on letterhead and be submitted under licensing seal.
2. Include the petitioner's contact information, with email address.
3. Indicate the project name and project address, as applicable.
4. Provide a brief project narrative.
5. Identify the prescriptively required material(s) and testing standard(s) used for the material(s).
6. Propose an alternate material, which offers up an equivalency to the benefits derived from following the prescriptive requirements.
7. Provide all supporting documentation, which must include independent third-party testing.

The written response from the Chief Building Official may take up to 10 (ten) business days to complete. Your petition will engender a written response, which is project specific from the Chief Building Official, which you may appeal to the Town of Ocean City Board of Adjustments & Appeals.