



*Sedgwick County...
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Wichita-Sedgwick County Metropolitan Area Building and Construction Department

MABCD DIRECTIVE #13-G9 (GENERAL DIRECTIVE)

ISSUE: Code Variance and/or Alternative Code Compliance Process

EFFECTIVE DATE: 12/3/13

Requests and processing of code variance requests or “alternative code compliance” issues will be handled as follows:

- The Metropolitan Area Building and Construction Department (MABCD) variance committee will consist of the following staff:
 - Director (chair)
 - Division Head – Building and Construction Division (co-chair)
 - Senior Planner
 - Supervisor – Building Section Inspectors
 - Other MABCD staff as requested with specific expertise in the variance matter
 - Wichita and/or Sedgwick County Fire Staff (fire suppression related issues)
 - City of Wichita and/or Sedgwick County ADA expert (regarding ADA matters)
 - Other City of Wichita or Sedgwick County staff with knowledge of the variance issue being discussed

- MABCD will host variance meetings every Wednesday morning. Ad hoc meetings may be called in exigent circumstances so that building projects are not unduly delayed.
- All requests should come to MABCD via email or written letter. No verbal requests will be allowed until reduced to writing so that proper accountability and tracking can occur. These requests generally come from architects but will also be accepted from engineers, contractors, developers, project owners, or project managers.
- After receipt of a variance request and subsequent meetings, a member of the variance committee will report back to the requestor as soon as possible in writing or email stating the determination reached by the committee. The formal response should be placed on MABCD letterhead.
- If the party requesting the variance is not satisfied with the committee’s decision, they may appeal to whatever advisory board fits the description of the issue at hand. For example, a plumbing variance appeal would go to the Plumbing Advisory Board.
- A copy of the MABCD variance committee formal response will be forwarded to the plans examiner handling the project, all building/construction supervisors and the appropriate inspectors who will be responding to the site. A copy of the response will be placed into the MABCD shared file and into the electronic document and permitting system so that proper archiving is assured.

Thomas J. Stolz
Director – MABCD
12/3/13