

BUILDING AND FIRE BOARD OF APPEALS NOTICE OF APPEALS FROM ACTION OF THE BUILDING OFFICIAL

Please complete in ink and return to the Planning and Codes Administration Department with required attachments, information, and filing fee. Appeals applications require **a filing fee of \$50. Both sides of this application must be completed; incomplete applications will not be accepted.** The Building Board of Appeals meets only when agenda items are submitted. An agenda shall be prepared upon submission of an appeal of the decision of the Building Official. The agenda will be published in the local paper and posted at City Hall at least seven days prior to the hearing. The applicant shall be notified in writing by the Building Official when the hearing date is set.

File no.: ____ - ____	PIN: _____ - _____ - _____	Date submitted: _____ / _____ / _____	Building Board of Appeals meeting date: _____ / _____ / _____
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PROPERTY OWNER(S) INFORMATION

Last name:		First:	Middle:	Interest <input type="checkbox"/> Sole owner <input type="checkbox"/> Co-owner
Mailing address:	City:	State:	ZIP Code:	
Daytime phone no.: ()	Fax no.: ()		E-mail:	

APPLICANT INFORMATION

To be completed only if Owner is not the Applicant:

Applicant's last name:		First:	Middle:
Mailing address:	City:	State:	ZIP Code:
Daytime phone no.: ()	Fax no.: ()		E-mail:

PROPERTY AND PERMIT INFORMATION

Property address:	Permit Number:	Plan Review Date	Date of Issue
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DESIGNATION OF AGENT

To be completed by Applicant:

I certify that the information in this request is correct. I certify that I am the authorized representative in the foregoing application and that no persons other than those identified as the owner and or applicant has an interest in the property which is subject of this application.

Applicant name

Applicant signature

Date

REQUIRED INFORMATION

1. Request for appeal: Applicant hereby appeals to the Building Board of Appeals from the action or decision of the Building Official affecting the construction project described on this application on the grounds that the Building Official made the incorrect interpretation from the:

1. ____ International Building Code, ____ Edition
2. ____ International Residential Code, ____ Edition
3. ____ International ____ Code, ____ Edition

Section Number and Title: _____

2. How the applicant challenges the Building Official's interpretation: The applicant is aggrieved in that (reference sections of code as appropriate):

3. Applicant's interpretation of this matter: The applicant contends the correct interpretation is:

4. Relief demanded: The applicant requests the following relief: