



PLANNING & CODES ADMINISTRATION

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BUILDING 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.

File no.: \_\_\_-\_\_\_ PIN: \_\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_\_ Date submitted: / / Building Board of Appeals meeting date: / /

PROPERTY OWNER(S) INFORMATION
Last name: First: Middle: Interest
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

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: