LOCAL BOARD OF BUILDING CODE APPEALS
APPLICATION
(September 2008)

Case No: ___________________ Date Received: __________________
Fee $500: ______________ Check #: ______________ (submit with application - nonrefundable)

Assigned to the agenda for: _____________________________________________________________

THIS APPLICATION IS INVALID IF NOT SIGNED BY ALL PROPERTY OWNERS OR THEIR AUTHORIZED AGENTS,
PROPERLY COMPLETED AND EXCUTED APPLICATIONS, SUPPORT MATERIAL AND FEE MUST BE RECEIVED BY THE
APPROPRIATE DEADLINE FOR CONSIDERATION AT THE NEXT AVAILABLE MEETING.

Property Location: ______________________________________________________________________

Tax Map Identification: ___________________________ Acreage: ____________________________

Zoning District: _________________________________ Magisterial District: ____________________________

Owner: ___________________________________________ Email: __________________________

Owner Address: ___________________________________ State: ___________ Zip: ___________

Phone #: ___________________________ Phone #: ___________________________ FAX#: ______________

I/we respectfully request the Board to review this application as I desire to appeal the determination of the
Building Code Official in accordance with the building code Section __________ and being further
described as: __________________________________________________________________________

___________________________________________________________________________________

The following documents shall accompany this application for consideration:

1. Eight (8) copies of all documents.
2. Plot or Site plan with accurate dimensions of the parcel and showing all existing and proposed building(s) and
structure(s) with their exact location on the property.
3. Construction drawings that pertain to the appeal
4. Floor plans that pertain to the appeal
5. Building elevation views of the existing and proposed construction.
6. Other documentation you feel important for your case.

I/we hereby grant permission for staff and Board members to go upon the property. I/we certify that the information presented on
this application is true and correct to the best of my/our knowledge. I/we further understand that upon the review of the
documents submitted, should it be determined that they do not meet the requirements, the application shall not be forwarded to
the Board until the issue(s) are resolved.

Owner: ___________________________________________ Date: ___________________________

Owner: ___________________________________________ (Print)

Owner: ___________________________________________ Date: ___________________________

Owner: ___________________________________________ (Agent Signature)

Owner: ___________________________________________ (Print Agent Name)