



Building Department
Petition and Formal Request for
Construction Board of Appeals Action

The City has appointed qualified local citizens to serve on a Construction Board of Appeals for the various building and/or other construction codes. You may appeal staff code interpretations [as well as methods of construction] to the Board. Other than an annual organizational and education meeting, the Board meets on the second Wednesday of every month at 2:00 PM. Any submission made less than 30 days prior to the next regularly scheduled meeting, will be heard at the following regularly scheduled meeting. You will be notified when the meeting has been scheduled. You or your representative must attend the meeting to detail the request and answer any questions the Board may have.

APPELLANT INFORMATION:

NAME: _____

ADDRESS: _____ CITY/ST/ZIP: _____

PHONE: (____) _____ FAX: (____) _____ EMAIL _____

OWNER OF PROPERTY: _____

TAX PARCEL[s]: _____

APPEAL From [specify section of code]:

[] International Building Code _____

[] International Mechanical Code _____

[] International Plumbing Code _____

[] International Gas Code _____

[] National Electrical Code _____

[] Other: _____

BRIEF DESCRIPTION OF APPEAL: _____

DESCRIPTION of alternatives you wish considered: _____

NOTE: Please attach any supporting documentation

ATTACH ADDITIONAL SHEETS OR PLANS AS NEEDED

FOR OFFICE USE ONLY: Case #: _____ Date Filed: _____ Rec'd by: _____

[] Date of Scheduled Meeting: _____ Review Board: _____

Board Decision [attach minutes] - _____

Signed By: _____ Date: _____ Comments: _____