

## INSTRUCTIONS FOR APPLICATION FOR APPEAL

The attached application form will enable the applicant to appeal a decision of the Building Official, Code Official or Fire Official to the Alexandria Building Code Board of Appeals. The item numbers listed below refer to the items in the attached appeal form.

- Item 1: Please provide the date that you are submitting the appeal to the Code Enforcement Office. The time frame for appeals after application of the code are:
- Uniform Statewide Building Code (USBC) - 90 calendar days
  - Statewide Fire Prevention Code (SFPC) - 14 calendar days
  - Property Maintenance Code (PM) - 21 calendar days
- Item 1a: Please provide the date that the Building/Fire/Property Maintenance code was applied.
- Item 2: Please check all codes that you wish for the Board to consider.
- Item 3: Please provide your legal name.
- Item 4: Please provide your current mailing address.
- Item 5: Please provide daytime phone number/s and fax number - if you have one
- Item 6: If the applicant and the representative are the same person, print or type "same" in this space.
- Item 7: If the applicant and the owner are the same, print or type "same" in this space.
- Item 8: Please provide the exact address of the project/property where the issued code application is being appealed.
- Item 9: If a permit has not been issued, please print or type "n/a" in this space.
- Items 10 & 12: Please provide the applicable codes and code sections being appealed.
- Item 11: Will be completed by the Board Secretary. Please do not write in this space.
- Item 13: Please provide a written explanation of the appellant's understanding of the code. This allows the Board to have a clearer understanding of the appellant's request.
- Item 14: The codes only provides four grounds for appeals (see listing on appeal form). Please check each one that you believe applies. If none apply, the Board may be unable to act.
- Item 15: Please attach a thorough explanation for each item checked in Item 14. Attachments must be legible - please print or type.

**Once you have submitted your completed application, a hearing will be scheduled with the Building Code Board of Appeals. This hearing will usually be held within ten working days of the filing of your appeal.**

Copies of the city's codes may be purchased in the Office of Citizen's Assistance, City Hall, 301 King Street, Alexandria, 703-838-4800, or you may view these codes in the Code Enforcement Office, Room 4200, City Hall, Alexandria, 703-838-4360.



