

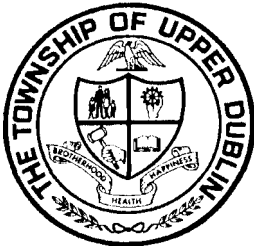
## INSTRUCTION SHEET FOR APPLICATION OF APPEAL BUILDING CODE BOARD OF APPEALS

All Pennsylvania Uniform Construction Code appeals for Upper Dublin Township must be submitted to the Code Enforcement Department with the attached forms completed. Forms improperly completed will be returned to the petitioner. Please consult the Code Enforcement Department for the code(s) and version(s) that are applicable to appeal.

Complete the attached forms as follows:

1. Complete the Petitioner, Property Owner and Property Location Information
2. Choose Appeals Meeting or Appeals Hearing:
  - a) **Appeals Meeting:** Meeting format where the Appeals Board reviews the Appeal Application. It is recommended that the Applicant and Property Owner attend the meeting as questions may be asked of the applicants for clarification purposes. The decision rendered by the Appeals Board is based on the information presented in the application. This format does not provide for testimony of witnesses regarding the appeal.  
Fee: \$150.00
  - b) **Appeals Hearing:** Hearing format where the Petitioner and owner presents the appeals request to the Appeals Board. This format provides for testimony from witnesses and/or counsel as deemed required by the applicant. All people who present information will be testifying under oath during the proceedings. The Appeals Board may have legal counsel present and a stenographer at the Hearing.  
Fee: \$500.00
3. Select the appropriate ICC Code for which the appeal is requested. Attach a copy of the code section for which relief is being requested. Check the appropriate ICC Code and provide the code section number on the space provided.
4. Select reason for appeal. The Pennsylvania Uniform Construction Code Act contains justifications for appeal of the Pennsylvania Uniform Construction Code. These provisions for appeal are:
  - a) The true intent of the Act or Uniform Construction Code was incorrectly interpreted.
  - b) The provisions of the Act do not apply.
  - c) An equivalent form of construction is to be used.
5. Provide supporting documentation and/or the relief requested from the Pennsylvania Uniform Construction Code. Use a separate sheet if necessary.
6. Complete Certification Page with Notary signature and seal.
7. Provide seven (7) copies of all documentation provided.

Payment for Meeting or Hearing is due at time of application.  
Checks shall be made payable to Upper Dublin Township.



**APPLICATION OF APPEAL  
BUILDING CODE BOARD OF APPEALS**

**Petitioner:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Property Owner: \_\_\_\_\_  
*(for appeals hearings, list witnesses on witness registration page)*

**Property Owner:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Property Location:**

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Appeal Method:**

*(check one)*

Appeals Meeting

Appeals Hearing

-----Office Use Only-----

Date Submitted \_\_\_\_\_

Control Number \_\_\_\_\_

Fee \_\_\_\_\_

Permit Number \_\_\_\_\_

Received By \_\_\_\_\_

**ICC Code for which appeal is requested:**

*(list applicable code section(s) behind code and attach copy of the text of the code)*

- International Building Code \_\_\_\_\_
- International Residential Code \_\_\_\_\_
- International Existing Building Code \_\_\_\_\_
- International Fire Code \_\_\_\_\_
- International Mechanical Code \_\_\_\_\_
- International Plumbing Code \_\_\_\_\_
- International Fuel Gas Code \_\_\_\_\_
- International Energy Conservation Code \_\_\_\_\_
- International Urban-Wildland Interface Code \_\_\_\_\_
- ICC Electrical Code \_\_\_\_\_

**Reason for Appeal:**

- The true intent of the Act or Uniform Construction Code was incorrectly interpreted.
- The provisions of the Act do not apply.
- An equivalent form of construction is to be used.
- Request for variance (modification).
- Request for extension of time.

**Supporting Documentation and/or Relief Requested:**

*(use separate sheet if necessary)*

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Please use one sheet per code appeal

**CERTIFICATION PAGE**

I, \_\_\_\_\_ Hereby attest the attached information is true  
and accurate for the property located at \_\_\_\_\_  
in Upper Dublin Township.

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Print Name and Title

SWORN AND SUBSCRIBED before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

I hereby authorize the Upper Dublin Township Board of Commissioners, Upper Dublin Building Code Board of Appeals and other Township Officials to view and inspect the property which is the subject of this Application at any time during the pendency of said Application and the construction related thereto.

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Signature of Property Owner

**WAIVER**

I/We hereby waive the provision that the hearing before the Building Code Board of Appeals be held within 60 days of the filing of the application as required in Title 34 of the Pennsylvania Uniform Construction Code.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**WAIVER**

I/We hereby waive the provision that the Upper Dublin Township Building Code Board of Appeals or the Building Code Official, shall render a written decision, or when no decision is called for, makes written findings on the application within 45 days after the last hearing before the Board or the Hearing Officer, as required by the Pennsylvania Uniform Construction Code.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**WITNESS REGISTRATION PAGE**

Witness Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Petitioner (check one):

Architect    Engineer    Contractor    Lawyer    Other \_\_\_\_\_

Witness Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Petitioner (check one):

Architect    Engineer    Contractor    Lawyer    Other \_\_\_\_\_

Witness Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Petitioner (check one):

Architect    Engineer    Contractor    Lawyer    Other \_\_\_\_\_

Witness Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Petitioner (check one):

Architect    Engineer    Contractor    Lawyer    Other \_\_\_\_\_

*Use multiple sheets if required*