

**PORTSMOUTH BOARD OF BUILDING CODE APPEALS
APPLICATION**

Appeal Fee: Non-refundable \$100.00

Fee must be paid at the time of application for appeal

The owner of a building or structure, the owner's agent or any other person involved in the design or construction of a structure may appeal a decision of the building official concerning the application of the USBC to such structure and may also appeal a refusal by the building official to grant a modification to the provisions of the USBC pertaining to such structure. The applicant may submit a written request for appeal to the Portsmouth Board of Building Code Appeals within 30 calendar days of the receipt of the decision being appealed for appeals involving the Va. Construction Code or 14 days for appeals involving Va. Maintenance Code. A copy of the code official's decision shall be submitted with the application for appeal and maintained as part of the record.

Date _____ Permit # _____

Relationship of applicant to this permit (IE: owner, contractor etc.) _____

Applicants name _____ Phone # _____

Applicants mailing address _____

Applicants Telephone Number: _____ Applicants email address: _____

(Briefly describe why you are appealing to the PBBCA – if necessary you may attach additional information to this form)

In accordance with the Virginia Uniform Statewide Building Code, I am requesting that a determination be made by the Portsmouth Board of Building Code Appeals. The basis for the appeal is that: _____

This appeal involves code section (s) _____ of the

Uniform Statewide Building Code (Admin.) Va. Construction Code Va. Maintenance Code

Va. Res. Code Va. Plumbing Code Va. Mechanical Code National Electrical Code

Other _____ Code Year: _____

Applicants Signature: _____

Date: _____

Date Received by the Code Official: _____

Code Official's Signature:

Official Use			
Grant	Deny	Table	Withdraw
Chairman: _____			
Date: _____			
Notice sent to applicant by certified mail:			
Date: _____		Sent By: _____	