

MUNICIPALITY OF NORRISTOWN
BOARD OF CODE APPEALS
INSTRUCTION SHEET FOR APPLICATION OF APPEAL

All appeals of the Municipality of Norristown Fire Code, Property Maintenance Code or the Pennsylvania Uniform Construction Code, must be submitted to the Municipal Code Department Manager with the attached forms completed. Separate applications/fees must be submitted for each item appealed; each appeal shall be considered separately. Forms that are improperly completed will be deemed incomplete and returned to the appellant. Appeals to the board must be based on a claim that the true intent of the applicable code or the rules has been incorrectly interpreted, the provisions of the code do not fully apply, or an equal or better form of compliance is proposed. The basis for each such claim must be explained in detail on the appeal forms.

Please refer to this instruction sheet when completing Sections 1-8 on the attached application form:

1. Complete the Appellant, Property Owner and Property Location information
2. There are two methods for the Board to hear an appeal. Select the method that best meets your needs:
 - a) **Appeals Meeting:** Meeting format where the Appeals Board reviews the Appeal Application. It is recommended that the Appellant 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 testimony of witnesses regarding the appeal. *Any decision by the Board in this format is advisory only and will not supersede a building officer's decision if already made. These decisions cannot be appealed to a higher level.*
Fee: 0.00
 - b) **Appeals Hearing:** Hearing format where the Appellant and the Property Owner presents the appeal 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. *Any decision by the Board in this format can sustain or supersede a building officer's decision if already made. These decisions can be appealed to a higher level.*
Fee: \$635.00
3. **Appeals of the Uniform Construction Code or any referenced ICC Codes.** 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.
4. **Appeals of the Municipal Fire Code, Property Maintenance Code or Municipal Ordinance.** Select the appropriate Municipal Ordinance, Municipal Property Maintenance or Fire Code for which the appeal is requested.
5. Provide supporting documentation and/or the relief requested from the applicable Fire Code, Property Maintenance Code or the Pennsylvania Uniform Construction Code. Use a separate sheet if necessary.
6. Owner completes Letter of Authorization with Notary signature and seal if unable to attend meeting/hearing.
7. Complete Certification Page with Notary signature and seal.
8. In the event a hearing is requested, complete the Witness Registration Page

Payment for Meeting or Hearing is due at time of application. Checks shall be made payable to the applicable municipality. If payment is not made in full the appeal will be rejected.

**APPEALS BOARD
APPLICATION OF APPEAL**

SECTION 1

Appellant:

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Relationship to Property Owner: _____

(For appeals hearings, list witnesses on witness registration page

Property Owner:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Property Location:

Address: _____

City, State, Zip: _____

SECTION 2

Appeal Method:

(check one)

Board of Appeals Meeting

Board of Appeals Hearing

Type of Request:

(check one)

Appeal

Variance

Extension of Time

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

Date Submitted _____

Control Number _____

Fee _____

Permit Number _____

Received By _____

SECTION 3

UCC/ICC Code for which appeal is requested:

(list the applicable edition(year) & code section(s) behind the code and attach a copy of the text of the code)

- International Building Code _____
- International Residential Code _____
- International Existing Building Code _____
- International Mechanical Code _____
- International Plumbing Code _____
- International Fuel Gas Code _____
- International Energy Conservation Code _____
- ICC Electrical Code _____

The Pennsylvania Construction Code Act for which appeal is requested:

(list the applicable sections and attach a copy of the text of the Act)

Section(s): _____

The Uniform Construction Code for which appeal is requested:

(list the applicable sections and attach a copy of the text of the Regulations)

Section(s): _____

SECTION 4

- International Fire Code _____
- International Property Maintenance Code _____
- Municipal Ordinance _____

SECTION 5

Supporting Documentation and/or Relief Requested:

(use separate sheet if necessary)

SECTION 6

LETTER OF AUTHORIZATION

I, _____, have reviewed the proposed appeal, variance or
(Property Owner's Name)
extension of time, regarding my property located at _____ in
(Property Address)

The Municipality of Norristown, and authorize _____ to represent
(Representative's Name)
me at the Building Code Board of Appeals meeting/hearing regarding this appeal, variance or extension
of time.

If you have any questions, please feel free to contact me at _____
(Phone)

Owner's Signature

Date

SWORN AND SUBSCRIBED before me

This _____ day of _____, 20 _____

Notary Public

My Commission Expires: _____

SECTION 7

CERTIFICATION PAGE

I, _____ hereby attest the attached information is true and accurate for the property located at _____ in _____ Township.

_____ Signature of Appellant

_____ Print Name and Title

SWORN AND SUBSCRIBED before me

This _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

I hereby authorize the Municipality of Norristown Board of Appeals and other 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 Appellant

_____ Signature of Property Owner

SECTION 8

WITNESS REGISTRATION PAGE

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

Architect Engineer Contractor Attorney Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

Architect Engineer Contractor Attorney Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

Architect Engineer Contractor Attorney Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

Architect Engineer Contractor Attorney Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

Architect Engineer Contractor Attorney Other _____