

**INSTRUCTIONS
FOR FILING
APPLICATIONS TO THE
BUILDING CODE BOARD OF APPEALS**

- Completed and signed application along with other items specified on the application **(neatly printed or typed)** must be submitted to:

Borough of Lansdale
Attn: Code Enforcement Department
One Vine Street
Lansdale, PA 19446

Monday – Friday [8:30 AM – 4:30 PM]

- Questions should be directed to Director of Code Enforcement, 215-368-1691.
- Six (6) sets of drawings, including floor plans must accompany each application.
- A filing fee of \$100.00 (for written decision only) must accompany each application.

Note: An application may contain multiple petitions and/or multiple variance requests; however, if additional requests are needed after an application is submitted, you must submit the additional requests on a separate form along with an additional filing fee.

Make check or money order payable to “Borough of Lansdale”.

- Application with all attachments must be submitted to the Borough of Lansdale not less than **21 days prior** to the Board’s regularly scheduled meeting.

Meeting dates:

January, March, May, July, September, and November [2nd Thursday of the month]

- The application will be presented to the Board for direct action (written decision only) at a regularly scheduled meeting. If the Borough finds that a personal hearing is necessary, then the applicant will be notified in writing of the date, time, and location of the hearing. The Board will provide written notice of its decision to the applicant.

If the applicant requests a hearing (public hearing and written decision), then the applicant must attach a letter – to the application – requesting the public hearing along with a \$600.00 fee (maximum 3 hour public hearing and written decision).

<p>For Borough Use Only</p> <p>Date Received: _____</p> <p>Check or Money Order #: _____</p> <p>Received By: _____</p>
--

Borough of Lansdale Building Code Board of Appeals Application

Code concerns: Building Plumbing Fire
 Electric Mechanical Other: _____

Note: IF ADDITIONAL REQUESTS ARE NEEDED AFTER THIS PETITION IS FILED, YOU MUST SUBMIT THE ADDITIONAL REQUESTS ON A SEPARATE FORM ALONG WITH AN ADDITIONAL FILING FEE.

Site Information	Site address: _____ Current Use(s): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____ Business Name(s): _____ _____ _____
Applicant	Contact Person: _____ Company Name: _____ Address: _____ _____ _____ Phone #: _____ Fax #: _____
Property Owner	Contact Person: _____ Company Name: _____ Address: _____ _____ _____ Phone #: _____ Fax #: _____
<u>Petition 1</u> Time Extension Request	Code Official: _____ Date of decision: _____ Ordered compliance date: _____ Time extension requested: _____ Please attach 8 1/2" x 11" page(s) detailing the reasons for the time extension request.

<p><u>Petition 2</u></p> <p>Appeal of Code Official Decision</p>	<p>Code Official: _____ Date of decision: _____</p> <p>Please check which of the following form the basis for your appeal:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The true intent of the Pennsylvania Construction Code Act (PCCA) was incorrectly interpreted. <input type="checkbox"/> The provisions of the PCCA do not apply to this construction. <input type="checkbox"/> The true intent of the Uniform Construction Code (UCC) was incorrectly interpreted. <input type="checkbox"/> The provisions of the UCC do not apply to this construction. <input type="checkbox"/> An equivalent form of construction was proposed for use. <p>Please attach 8 1/2" x 11" page(s) detailing the grounds for appeal including the appropriate provisions of the PCCA and/or UCC.</p>
<p><u>Petition 3</u></p> <p>Variance(s) Request</p>	<p>You must provide ALL of the following information for EACH variance request. Please note: IF you fail to provide sufficient information, your application will be returned to you and a re-filing fee may be necessary.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Specify the particular code. <input type="checkbox"/> Specify the particular code sections. <input type="checkbox"/> Specify any referenced standards. <input type="checkbox"/> Indicate what portions of the building will be affected by this variance request. <input type="checkbox"/> Detail your alternative approach including all proposed materials. <input type="checkbox"/> Identify why compliance with the code is impractical. <input type="checkbox"/> Demonstrate how the variance request will continue to meet the code's intent. <input type="checkbox"/> Demonstrate how the variance request will not diminish the public's health, safety & welfare. <input type="checkbox"/> Demonstrate how the variance request will not diminish the structural integrity of the building or structure. <p>Please attach 8 1/2" x 11" page(s) detailing ALL the above.</p>

The undersigned hereby affirms that the foregoing information and attachments are true and correct to the best of said persons knowledge, information, and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A., Section 4904 (un-sworn falsification to authorities).

Applicant's Signature (REQUIRED)

Date