



Municipality of Norristown
Department of Buildings & Code Compliance
235 East Airy Street, Norristown, PA 19401
Phone: 610-270-0441



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 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 1-9 on the attached application form:

Section 1-3: Complete the Appellant, Property Owner and Property Location information.

Section 4: There are two (2) 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 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

- 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 SCHEDULE: The following amounts are charged to the appellant in order to cover the cost of holding a hearing:

- a. Stenographer -- \$400
- b. Advertising -- \$50
- c. Administrative Fee -- \$50
- d. Solicitor -- \$135

Section 5: Appeals of the Uniform Construction Code or any referenced ICC Codes, the Municipal Fire Code, Property Maintenance Code or Municipal Ordinance. – Select the 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.

Section 6: 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.

Section 7: Owner completes Letter of Authorization with Notary signature and seal if unable to attend meeting/hearing.

Section 8: Complete Certification Page with Notary signature and seal.

Section 9: In the event a hearing is requested, complete the Witness Registration page.

Please complete all applicable sections. Incomplete or improperly completed applications will be returned to the Appellant. Payment for Meeting or Hearing is due at the time of application. Checks shall be made payable to the Municipality of Norristown. If payment is not made in full the appeal will be rejected.



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For Office Use Only

Date Application Received: _____

Fee: _____ .00 Routing Slip # _____

Control # _____ Permit # _____

Application of Appeal

Please complete all applicable sections. Incomplete or improperly completed applications will be returned to the Appellant

Section 1 – Appellant *(For appeal hearings, list witnesses on witness registration page)*

Name					
Company					
Address					
City		State		Zip Code	
Phone			Cell Phone		
Email					
Relationship to Property Owner					

Section 2 – Property Owner

Name					
Address					
City		State		Zip Code	
Phone			Cell Phone		
Email					

Section 3 – Property Location

Address					
City		State		Zip Code	

Section 4 – Method of Appeal

Appeal Method <i>(Check One)</i>	☐ Board of Appeals Meeting	☐ Board of Appeals Hearing	
Type of Request <i>(Check One)</i>	☐ Appeal	☐ Variance	☐ Extension of Time

Section 5 – Code For Which Appeal Is Requested

UCC/ICC Code for which appeal is requested:

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

- ☐ International Building Code

Edition: _____ Code Section(s): _____

- ☐ International Residential Code

Edition: _____ Code Section(s): _____

- ☐ International Existing Building Code

Edition: _____ Code Section(s): _____

- ☐ International Mechanical Code

Edition: _____ Code Section(s): _____

- ☐ International Plumbing Code

Edition: _____ Code Section(s): _____

- ☐ International Fuel Gas Code

Edition: _____ Code Section(s): _____

- ☐ International Energy Conservation Code

Edition: _____ Code Section(s): _____

- ☐ NEC Electrical Code

Edition: _____ Code Section(s): _____

- ☐ International Fire Code

Edition: _____ Code Section(s): _____

The Pennsylvania Construction Code Act for which appeal is requested:

Please 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:

Please list the applicable sections and attach a copy of the text of the Regulations.

Section(s): _____

Municipal Ordinance for which appeal is requested:

Please list the applicable ordinance and sections and attach a copy of the text of the ordinance.

Ordinance: _____ Section(s): _____

International Property Maintenance Code for which appeal is requested:

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

Edition: _____ Code Section(s): _____

Section 6 – Supporting Documentation and/or Relief Requested

Application for Appeal

Please check which of the following form the basis for your appeal:

- ☐ The true intent of the Pennsylvania Construction Code Act (PCCA) or the UCC was incorrectly interpreted.
- ☐ The provisions of the PCCA do not apply to this construction.
- ☐ An equivalent form of construction was proposed for use.

Please detail the grounds for appealing this decision, citing provisions of the PCCA or the UCC, or explaining how your proposed construction would be equivalent to that specified in the UCC. If additional space is required, please attach additional 8 ½" x 11" pages.

Application for Extension of Time Request

Compliance date request for time extension _____

Please detail the reasons for this request. If additional space is required, please attach additional 8 ½" x 11" pages.

Request for Variance(s)

Please provide all of the following information for each variance requested: (Failure to provide sufficient information will result in the return of your variance request(s) and delay the Board's consideration of your request(s)).

- Specify the particular code and the section(s) of the code, or any referenced standard mentioned in the specified section(s).
- Indicate on your plans what portions of the building will be affected by the variance request.
- Detail what your alternative approach entails and any compensatory measures.
- State the reasons for the requested variance, including why the strict letter of the code is impractical, how the variance would satisfy the code's interest, and why the modification would not lessen health, life and fire safety or structural requirements in the listed code section(s).

If additional space is required, please attach additional 8 ½" x 11" pages.

Section 7 – Letter of Authorization

I, _____, have reviewed the proposed appeal, variance or extension of
(Property Owner's Name)

time, regarding my property located at _____ in
(Property Address)

The Municipality of Norristown, and authorize _____ to
(Representative's Name)

represent 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)

Property Owner's Signature

Date

SWORN AND SUBSCRIBED before me

This _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

Section 8 – Certification Page

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

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 9 – Witness Registration Page

Witness Name: _____

Company: _____

Phone: _____ Cell Phone: _____

Relationship to Petitioner (check one):

☐ Architect ☐ Engineer ☐ Contractor ☐ Attorney ☐ Other _____

Witness Name: _____

Company: _____

Phone: _____ Cell Phone: _____

Relationship to Petitioner (check one):

☐ Architect ☐ Engineer ☐ Contractor ☐ Attorney ☐ Other _____

Witness Name: _____

Company: _____

Phone: _____ Cell Phone: _____

Relationship to Petitioner (check one):

☐ Architect ☐ Engineer ☐ Contractor ☐ Attorney ☐ Other _____

Witness Name: _____

Company: _____

Phone: _____ Cell Phone: _____

Relationship to Petitioner (check one):

☐ Architect ☐ Engineer ☐ Contractor ☐ Attorney ☐ Other _____