

**UPPER DAUPHIN COUNCIL OF GOVERNMENTS
BUILDING CODE APPEALS BOARD**

**INSTRUCTIONS FOR COMPLETING
APPLICATION FOR REVIEW**

1. Complete sections 1 through 9 of the Application for Review form.
 2. Sign and date the application.
 3. There is an application fee for submitting an Application for Review to the Building Codes Appeals Board. The fee is currently \$1,500.00. This fee must be paid at the time the Application for Review is submitted. The application will not be accepted if the fee is not included. Payment must be made in the form of cash, certified check, money order, or check from an attorney's account. Checks are to be made payable to the member Municipality where this appeal is being filed. If several meetings are required, or costs exceed the initial application fee, additional costs will be paid by the applicant. **If the initial application fee is not fully expended during the appeal process, the balance will be refunded to the applicant.**
 4. All information, with supporting documents, must be furnished on the appeal form. An incomplete application will be returned to the applicant with the fling fee. Attach to your application a copy of the building permit at issue and other building permit related materials.
 5. An Application for Review must be based upon one or more of the following grounds:
 - (1) The true intent of the Pennsylvania Construction Code Act ("Act") and/or the Pennsylvania Uniform Construction Code ("Code") have been incorrectly interpreted.
 - (2) The provisions of the Act or the Code do not fully apply.
 - (3) An equivalent form of construction should be permitted.
- YOU MUST DEMONSTRATE, EITHER THROUGH WRITTEN DOCUMENTATION AND/OR ORAL TESTIMONY AT AN IN-PERSON HEARING, THAT YOUR REQUEST SATISFIES THE RELEVANT CRITERIA FOR GRANTING THE REQUEST.**
6. An original and seven (7) copies of the Application for Review are to be submitted to the Building Code Officer of the municipality where the property is located. Attach appropriate written explanations and arguments that demonstrate how your request meets one of the three reasons for the application. Attach appropriate drawings, plans, and/or illustrations, which help explain your request. Seven (7) copies of any document over 8.5" x 11" are required. Only one (1) original print of each photograph exhibit is necessary. All materials submitted with this application or entered as exhibits during the hearing become the property of the member Municipality of the Appeals Board and the Upper Dauphin Council of Governments ("UDCOG") and are kept with this application.
 7. The Appeals Board will meet on demand. The date, place, and time of the meeting or hearing during which the Application for Review will be considered will be confirmed by mail.

(The Appeals Board sets the date of the meetings and hearings. The municipality shall coordinate with the Administrator, and Appeals Board Chairman, to set the place of the hearing, complete advertising and send notice by registered mail to all parties.)

8. The Applicant must be prepared to proceed to hearing under appeal, as advertised, otherwise, the appeal may be dismissed unless postponed by the Appeals Board for cause shown or upon its own motion.

9. The Board may modify or reverse the decision of the code official only by a concurring vote of at least three (3) Board members, or by a majority of a quorum present, if fewer than 5 Board members are present.

10. The Building Codes Appeals Board may hold more than one meeting on an application. If a hearing is requested, the hearing may be held over several dates.

11. Where the Appeals Board decision will be based upon its review and consideration of relevant written materials and exhibits, the Board's decision will be made and presented at a public Appeals Board meeting within 60 days of the date the Application for Review was submitted. The board may extend this time period if it determines that additional time is necessary. A written decision will be issued to the parties involved.

12. Where the Appeals Board decision will be based upon its review and consideration of relevant written materials, exhibits and testimony offered during a hearing, the hearing will be held within 60 days of the date that a completed Application for Review is submitted. The Board's decision will be made and presented at a public Appeals Board meeting within 60 days of the date of the hearing. The Board may extend the time period for issuance of its decision if it determines that additional time is necessary. A written decision will be issued to the parties involved.

I/We have read and understand the forgoing instructions:

Signature

Date

Signature

Date

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