

## **INSTRUCTION SHEET FOR APPLICATION OF APPEAL UNIFORM CONSTRUCTION CODE APPEALS BOARD**

All Pennsylvania Uniform Construction Code appeals for \_\_\_\_\_ (Name of Municipality) must be submitted to Delaware County Office of Housing and Community Development, 600 North Jackson Street, Suite 101, Media, PA 19063-2561, telephone number: 610-891-5425 with the attached forms completed. Forms improperly completed will be returned to the petitioner. Please consult \_\_\_\_\_ (Name of Municipality) for the code(s) and version(s) that are applicable to appeal.

Complete the attached forms as follows:

1. Complete the Petitioner, Property Owner and Property Location Information.
2. Choose Appeals Meeting or Appeals Hearing:
  - a) **Appeals Meeting:** Meeting format where the Appeals Board reviews the Appeal Application. It is recommended that the Applicant 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 for testimony of witnesses regarding the appeal.  
  
**Fee: \$500.00** for code appeal.
  - b) **Appeals Hearing:** Hearing format where the Petitioner and Owner present the appeals request to the Appeals Board. This format provides for testimony from witnesses and/or counsel as deemed required by the applicant. All people whom present information will be testifying under oath during the proceedings. The Appeals Board may have legal counsel present at the Hearing.  
  
**Fee: \$1,000.00** for code appeal.
3. Select the appropriate ICC Code for which the appeal is requested. **Attach a copy of the code section for which relief is being requested.** Check the appropriate ICC Code and provide the code section number on the space provided.
4. 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.
5. Provide supporting documentation and/or the relief requested from the Pennsylvania Uniform Construction Code. Use a separate sheet if necessary.
6. Complete Certification Page.
7. Provide eight (8) copies of all documentation provided which is larger than 8-1/2" x 11".

Payment for Meeting or Hearing is due at time of application. Check and/or money order shall be made payable to the **Treasurer of Delaware County.**