



SURRY AND SUSSEX COUNTIES



Revised Feb. 2022

Application for Appeal

Date _____

Pursuant to Part 1, Chapter 1 Section 119.0 of the Virginia Uniform Statewide Building Code, 2012 Edition and Title 36, Section 36-114 of the Code of Virginia (1990) as amended, I hereby request an appeal before the Board of Building Code Appeals for the County of Sussex, Virginia, relative to the following:

Appellant

v.

Appellee

Name _____

Firm/Company _____

Address _____

Phone _____

If building owned by other than Appellant, show owner's complete name and address:

Background Information

1. Building Use Group Classification/Type of Construction _____

2. Address _____

3. Relief sought (attach additional pages if necessary) _____

Basis For Filing Before Local Board Of Building Code Appeals

- 1. Building Official refuses to grant modification. _____
- 2. True intent of code or rules legally adopted thereunder have been incorrectly interpreted. _____
- 3. Provisions of code do not fully apply. _____
- 4. Equally good or better form of construction can be used. _____

Information Required In Order To Process Appeal Request

- 1. Copy of building Official’s decision (violation notice, modification request denial, etc.)

Supplemental Information

The applicant is encouraged (but not required) to submit any relevant supplemental data with the application (i.e., written arguments, briefs, photographs, etc.). this information will be photocopied* and distributed to the Board members for review approximately ten (10) days prior to the hearing.

If such supplemental documents are submitted, in order to expedite processing, applicants are asked to observe the following submission rules:

- 1. Assign exhibit designations for all evidentiary items (e.g., Appellant’s Exhibit A, etc.)
- 2. Number each page of multiple page documents.
- 3. Avoid two sided copies (when reproduced, the second side may be inadvertently omitted).
- 4. Avoid folding pages (mail flat, if possible).
- 5. If photographs are submitted, send eight (8) numbered sets mounted on 8 ½” x 11” single sided pages, punched for standard three hole binder.*
- 6. Provide eight (8) folded sets of any drawing or plan that exceeds 8 ½” x 11”.*

*If it is desired that materials be reviewed by the Board prior to the hearing, the applicant should provide eight (8) copies or sets of any item that cannot be reproduced as an 8 ½” x 11” photocopy. Otherwise, the applicant may present such items at the time of hearing (observe rules #1 and #2). Please call if you have questions about specific items.

The applicant hereby certifies that a true copy of this application and any other document submitted has been furnished to all parties named in the appeal.

Signature _____ Date_____

Staff Action

Date application received _____

Scheduled date and time of Hearing _____

Date notice mailed _____

Date decision mailed _____