



Planning Building & Development

215 Church Ave., SW, Room 170
Roanoke, VA 24011

Phone: **(540) 853-1090** Fax: **853-1594**

www.roanokeva.gov
permitcenter@roanokeva.gov

Date

Application For An
Appeal
of A Building Code Decision

A \$75 Appeal Fee Must Be Included With This Application

The owner of a building or structure, the owner's agent or any other person involved in the design or construction or use of a building or structure may appeal a decision of the code official concerning the application of the USBC to such building or structure and may also appeal a refusal by the code official to grant a modification to the provisions of the USBC pertaining to such building or structure. The applicant shall submit a written request for appeal to the Local Board of Building Code Appeals (LBBCA) within 30 calendar days of the receipt for the Virginia Construction Code, within 14 days of receipt for the Virginia Maintenance Code, and within 14 days of receipt for the Virginia Amusement Device Regulations, of the decision being appealed.

The application shall contain the name and address of the owner of the building or structure and in addition, the name and address of the person appealing, when the applicant is not the owner. A copy of the code official's decision shall be submitted along with the application for appeal and maintained as part of the record.

The application shall be marked by the LBBCA to indicate the date received. Failure to submit an application for appeal within the time limit established by this section shall constitute acceptance of a building official's decision.

Applicant Name

Relationship Owner Owner's Agent

Applicant Address City State Zip Code

Phone Number Fax Number email

Owner Name

Owner Address City State Zip Code

Phone Number Fax Number email

Date of Code Official's Decision

Written Copy of Code Official's Decision
Must Be Attached To This Appeal

Description of Appeal
(Attach additional sheets if necessary)

Signature

Application Received By

Date Received

\$75 Appeal Fee Received