

**INSTRUCTION SHEET FOR APPLICATION OF APPEAL
UNIFORM CONSTRUCTION CODE APPEALS BOARD
FOR THE MUNICIPALITY OF PENN HILLS**

All Pennsylvania Uniform Construction Code appeals for the Municipality of Penn Hills must be submitted to the Department of Code Enforcement with the attached forms completed. Forms improperly completed will be returned to the petitioner. Please consult the Department of Code Enforcement Office for the code(s) and version(s) that are applicable to appeal.

Complete the attached forms as follows:

1. Choose Appeals Meeting or Appeals Hearing:
 - a. **Appeals Meeting:** Meeting format where the Appeals Board reviews the 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 Residential and \$800.00 Commercial / Ind.
 - b. **Appeals Hearing:** Hearing format where the Petitioner and owner presents 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 and a stenographer at the Hearing.
FEE: \$500.00 Residential and \$800.00 Commercial / Ind.
2. Select the appropriate ICC or BOCA Code for which the appeal is requested. Attach a copy of the code section for which relief is being requested. Check the appropriate ICC or BOCA Code and provide the code section number on the space provided.
3. 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 of 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.

4. Provide supporting documentation and/or the relief requested from the Pennsylvania Uniform Construction Code. Use a separate sheet if necessary.
5. Complete Certification Page with Notary signature and seal.
6. Provide eight (8) copies of all documentation provided which is larger than 8-1/2" x 11".
NOTE: Copies will go to: Solicitor, Manager, Code Enforcement Director, Planning Director, three Appeals Board Members, Petitioner

Payment for Meeting or Hearing is due at time of application. Checks shall be made payable to the Municipality of Penn Hills.