Instruction Sheet for Application of Appeal
Uniform Construction Code Berks County Board of Appeals

All Pennsylvania Uniform Construction Code appeals for (participating Berks County Municipalities) must be submitted to Jamie L. Passon’ (Appeals Board Secretary at the Berks County Planning Commission) with the attached forms completed. Forms improperly completed will be returned to the applicant. Please consult your local Building Code Official for the code(s) and version(s) that are applicable to appeal.

Complete the attached forms as follows:

1. Complete the Applicant, Property Owner and Property Location Information.

2. Note: The hearing 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:  (A) $2,500.00 for a Residential Appeal under the International Residential Code (one and two family dwellings.)
   (B) $5,000.00 for a Non-residential Appeal

3. Select the appropriate ICC Code for which the appeal is requested. Attach a copy of the municipality's written denial and 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 separate sheet if necessary.

6. Complete Certification Page with Notary signature and seal.

7. Provide eight (8) copies of all documentation provided which is larger than 8-1/2” X 11”.

Payment of Hearing fee is due at time of filing of application. Checks shall be made payable to Berks County Treasurer.
Application for Appeal Hearing
Berks County Uniform Construction Code Appeals Board

Applicant:

Name: ________________________________

Company: ______________________________

Address: ______________________________

City, State, Zip: ________________________

Relationship to Property Owner: ______________

Property Owner:

Name: ________________________________

Company: ______________________________

Address: ______________________________

City, State, Zip: ________________________

Phone: ________________________________

Property Location:

Address: ______________________________

Municipality: __________________________

------------------------------------------Office Use Only------------------------------------------

Date Submitted: __________  Appeal Number: __________

Fee Amount: ______________

Received By: ____________________________
ICC Code for which appeal is requested:
(List applicable code section(s) behind code, attach a copy of the municipality’s written
denial and attach a copy of the text of the code)

____ International Building Code

____ International Residential Code

____ International Existing Building Code

____ International Fire Code

____ International Mechanical Code

____ International Plumbing Code

____ International Fuel Gas Code

____ International Energy Conservation Code

____ International Urban-Wildland Interface Code

____ International Electrical Code

____ Uniform Construction Code Amendment

Reason for Appeal:

____ The true intent of the Act or Uniform Construction Code was incorrectly Interpreted.

____ The provisions of the Act do not apply.

____ An equivalent form of construction is to be used.

____ Request for variance (modification).

____ Request for extension of time.

Supporting Documentation and/or Relief Requested:
(use separate sheet if necessary)
Please use one sheet per code appeal
Certification Page

I, ____________________________. Hereby attest the attached information is true
And accurate for the property located at ______________________________________
in ____________________________ (Name of Municipality).

________________________________ Signature of Applicant

________________________________ Print Name and Title

SWORN AND SUBSCRIBED before me

This ____ day of _____________, 20___

________________________________
Notary Public

My Commission Expires __________________

I hereby authorize the ___________________ UCC Appeals Board Members and other
___________________________(Township or Borough) Officials to view and inspect the property
which is the subject of this Application at any time during the pendency of said
Application and the construction related thereto.

________________________________ Signature of Applicant

________________________________ Signature of Property Owner
**Witness Registration Page**

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**Relationship to Applicant (circle one):**

- Architect
- Engineer
- Contractor
- Lawyer
- Other

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*Use multiple sheets if required*