

* Address
Base
633 Court St
14th Floor
Reading PA 19601

**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

Witness Name: _____

Company: _____

Phone: _____

Relationship to Applicant (circle one):

Architect Engineer Contractor Lawyer Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Applicant (circle one):

Architect Engineer Contractor Lawyer Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Applicant (circle one):

Architect Engineer Contractor Lawyer Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Applicant (circle one):

Architect Engineer Contractor Lawyer Other _____

Use multiple sheets if required