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**DEPARTMENT OF CODES & INSPECTIONS**

**CODE APPEALS BOARD APPEAL APPLICATION**

TO THE CITY OF ALTOONA CODE APPEALS BOARD:

The undersigned hereby gives notice of appeal to the City of Altoona Code Appeals Board and the Department of Codes and Inspections from a decision of the Code Official related to the:

- International Building Code
- International Plumbing Code
- International Property Maintenance Code
- International Fire Prevention Code
- International Mechanical Code
- International Energy Conservation Code
- International Fuel Gas Code

In the matter of the application made by \_\_\_\_\_

filed with the Department of Codes and Inspections on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The property affected is located as follows: \_\_\_\_\_.

**BASIS FOR APPEAL:**

- Code Incorrectly Interpreted
- Blighted Property Status
- Provisions of Code Do Not Fully Apply
- Other \_\_\_\_\_
- Equally Good or Better Form of Construction Is Proposed \_\_\_\_\_

Further information deemed relevant to a concise description of the premises affected is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
(state occupancy and construction type if other than 1 or 2 family residential)

**FOR OFFICE USE ONLY:**

Briefly stated, the grounds upon which this application from the decision of the Code Official related to the terms and provisions of the City of Altoona Code Ordinance and reference to the Sections of said Ordinance relied upon are as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Appellant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## INSTRUCTIONS

- (1) Six (6) copies of this form should be prepared and delivered to the office of the Department of Codes and Inspections along with a \$300.00 fee, within ten (10) days from the date of the Building Inspectors/Code Official(s) decision.

The completed appeal application along with all required supplemental documents must be delivered for a hearing to be held.

Incomplete applications, applications submitted without the supplemental documents required, or the required copies will not be scheduled for said appeal.

- (2) The following are provided as guidelines when filing an appeal:
  - (A) Include the principal points upon which the appeal is based. Use the application upon which the refusal order was issued or decision by which appellant claims to have been aggrieved or by which any officer, Department, Board or Bureau of the City, claims to have been adversely affected.
  - (B) Provide a clear and accurate description of the proposed work or use.
  - (C) Make a specific statement with appropriate references to the relevant sections of the Code when applying for an appeal.
  - (D) Six (6) copies of each appeal or application must be accompanied by six (6) copies of construction documents sufficient to demonstrate quality of material and conformity to the Building Code or to substantiate a variance from the provisions.
- (3) Applicant will be notified in writing as to the decision of the Board. Under no circumstances will employees of the Department of Codes and Inspections convey any verbal decisions.