



**PORTSMOUTH BOARD OF BUILDING CODE APPEALS  
APPLICATION**

**Appeal Fee: Non-refundable \$100.00**

**Fee must be paid at the time of application for appeal**

The owner of a building or structure, the owner's agent or any other person involved in the design or construction of a structure may appeal a decision of the building official concerning the application of the USBC to such structure and may also appeal a refusal by the building official to grant a modification to the provisions of the USBC pertaining to such structure. The applicant may submit a written request for appeal to the Portsmouth Board of Building Code Appeals within 30 calendar days of the receipt of the decision being appealed for appeals involving the Va. Construction Code or 14 days for appeals involving Va. Maintenance Code. A copy of the code official's decision shall be submitted with the application for appeal and maintained as part of the record.

Date \_\_\_\_\_ Permit # \_\_\_\_\_

Relationship of applicant to this permit (IE: owner, contractor etc.) \_\_\_\_\_

Applicants name \_\_\_\_\_ Phone # \_\_\_\_\_

Applicants mailing address \_\_\_\_\_

Applicants Telephone Number: \_\_\_\_\_ Applicants email address: \_\_\_\_\_

(Briefly describe the decision being appealed or the modification that was not granted as the reason you are appealing to the PBBCA – if necessary you may attach additional information to this form)

In accordance with the Virginia Uniform Statewide Building Code, I am requesting that a determination be made by the Portsmouth Board of Building Code Appeals. The basis for the appeal is that: \_\_\_\_\_

This appeal involves code section (s) \_\_\_\_\_ of the

- Uniform Statewide Building Code (Admin.) • Va. Construction Code • Va. Maintenance Code
- Va. Res. Code • Va. Plumbing Code • Va. Mechanical Code • National Electrical Code
- Other \_\_\_\_\_ Code Year: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

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

Date Received by the Code Official: \_\_\_\_\_

Code Official's Signature:  
\_\_\_\_\_

**Official Use**

- Grant • Deny • Table • Withdraw

Chairman: \_\_\_\_\_

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

Notice sent to applicant by certified mail:

Date: \_\_\_\_\_ Sent By: \_\_\_\_\_