



# CITY OF ORLANDO

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## BUILDING AND FIRE CODES BOARD OF APPEAL

### APPEAL APPLICATION FORM

1. Name of appellant: \_\_\_\_\_
2. Address of appellant: \_\_\_\_\_
3. Appellant's mailing address: \_\_\_\_\_
4. Telephone number: \_\_\_\_\_
5. Date final decision was rendered by Building Official/Fire Official: \_\_\_\_\_
6. Date appellant received notice of final decision: \_\_\_\_\_
7. Relationship of the appellant to the building, structure or service system that is the subject of this appeal (check where applicable):  
  
\_\_\_\_\_ Owner                      \_\_\_\_\_ Agent                      \_\_\_\_\_ Other
8. Owner's address: \_\_\_\_\_
9. Owner's telephone number: \_\_\_\_\_
10. If the appellant checked "Agent" or "Other", please describe the relationship and attach to this document a copy of the agent's authorization to act on behalf of the owner. \_\_\_\_\_  
\_\_\_\_\_
11. Location of the building, structure or service system that is the subject of this appeal: \_\_\_\_\_  
\_\_\_\_\_
12. New building \_\_\_\_\_ Existing building under renovation \_\_\_\_\_
13. Name of Architect or Engineer: \_\_\_\_\_
14. Address of Architect or Engineer: \_\_\_\_\_
15. Telephone number of Architect or Engineer: \_\_\_\_\_
16. The nature of this appeal is as follows (circle where applicable):



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## Appeal Application Form – Page 2

- a. The Building Official/Fire Official has rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system.
- b. The provisions of the technical codes do not apply to this specific case.
- c. An equally good or more desirable form of installation can be employed in this specific case.
- d. The true intent and meaning of the technical code or any of the regulations there under has been misconstrued or incorrectly interpreted by the Building Official/Fire Official.
- e. The Building Official/Fire Official has denied or revoked a permit.
- f. Other (explain): \_\_\_\_\_

20. State your desired action from the Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACKNOWLEDGMENT

I, the appellant whose name appears above and whose signature appears below, understands that, prior to a hearing before the Building and Fire Codes Board of Appeal, the Board Members or city staff may undertake an investigation of this appeal, including an inspection of the building, structure or service system that is the subject of this appeal and may request additional information. I agree that I will cooperate with the investigation and provide any additional information requested.

Furthermore, I understand that I will be notified at least five (5) days prior to the hearing date. I have enclosed the hearing fee of \$100.00 for a petition.

Lastly, I understand that, if applicable, I must attach nine (9) sets of plans, supporting documents and/or specifications of sufficient size and scale to this appeal, and that a hearing may not be held until this appeal form is completed and, if applicable, nine (9) sets of plans or specifications are submitted. I further understand it is the appellant's responsibility to provide audio/visual equipment if needed.



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## Appeal Application Form – Page 3

[Submit appeal applications and documents to the City of Orlando, Permitting Services Division, City Hall, First Floor, 400 S. Orange Avenue, P.O. Box 4990, Orlando, FL 32802-4990 Attn: Tisa Mitchell, Recording Secretary.]

\_\_\_\_\_  
Appellant

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_)

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by \_\_\_\_\_, known to me to be the person described in and who executed the foregoing. He/she is personally known to be or has produced \_\_\_\_\_ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public Signature  
Print Name:  
My Commission Expires:

\_\_\_\_\_  
Architect or Engineer  
(If applicable)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before my by \_\_\_\_\_, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public Signature  
Print Name:  
My Commission Expires:

**See Orlando City Code, Article XXVI for more about the Appeal Process.**



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## INSTRUCTION FOR COMPLETING AN APPEAL APPLICATION FORM

### A. GENERAL INFORMATION FOR ALL REQUESTS:

- You must fill each blank and completely answer each question. Incomplete applications will not be processed. This may result in a delay in your hearing.
- If the applicant is not the owner of record of the property, the owner must sign the application or submit a notarized letter authorizing the applicant to sign it and to act as the agent.
- Upon receipt, the application will be reviewed and investigated.
- The owner or authorized agent will be notified of the Board hearing date and time. The deadline for filing an application is **fifteen (15) days** before the next Board meeting (see filing deadline schedule). Filing date will be defined as the date the application is received by the Permitting Services Division.
- Additional information may be required depending on the nature or type of request. The applicant will be contacted if further information is necessary.
- Photos, plans, receipts, letters or other evidence submitted with any request will become part of the Board's hearing record and cannot be returned to the applicant.
- The owner or authorized agent **MUST** be present at the scheduled and noticed Board hearing. Once the hearing has been scheduled and noticed, the Board, at its discretion, may take action on the application or continue the case, regardless of the presence of the applicant or authorized agent.

### B. FEES:

- Appeal of Final Decision of the Building Official or Fire Official: \$100.00
- Application Fees are not refundable once the request has been placed on the Board's agenda. Please make checks payable to: City of Orlando

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