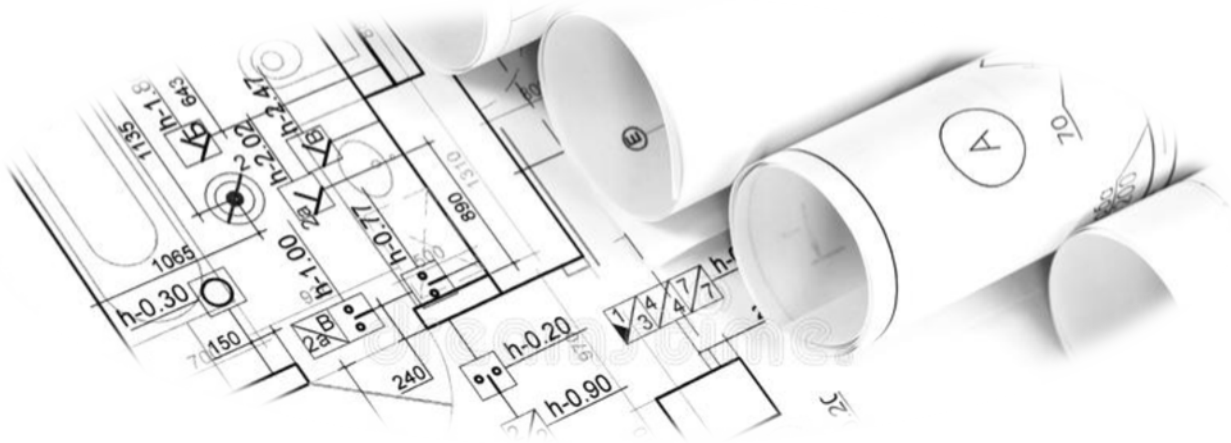


MECHANICAL & PLUMBING CODE BOARD



Mechanical and Plumbing Code Board: The Mechanical and Plumbing Code Board serves as an appeal body for the decisions of the building official. A person who is aggrieved by a decision of the building official regarding application and interpretation of the adopted mechanical and plumbing codes may appeal the decision to the Mechanical and Plumbing Code Board. The board may, by majority vote, affirm, modify, or reverse the decision of the Code official. In addition to serving as an appeal body for the decisions of the Code official or the Code official's designee, the Mechanical and Plumbing Code Board also advises the City Council on all Mechanical and Plumbing Code regulations and procedures.

Membership: The board is comprised of seven (7) residents of the city, appointed by the city council for three (3) year terms. Membership includes two (2) at large members and five (5) members who have a minimum of five (5) years' working experience in the plumbing or mechanical trade and hold a State certification as a mechanical or plumbing contractor, licensed mechanical or hydraulic engineer, or any combination thereof.

Roles and Responsibilities: The board, after hearing an appeal, has the authority to affirm, modify, or reverse the decision of the Code official.

The Board of Appeals has no authority regarding interpretation of the administrative provisions of the plumbing and mechanical code(s) and may not waive requirements of the plumbing or mechanical code(s). When modifying or reversing the decision of the building official, the Mechanical and Plumbing Code Board may authorize alternative materials or method of construction satisfactory for the use intended equivalent in suitability, strength, effectiveness, durability, and safety.

Appeal Process:

An appeal of the building official's decision must be made by the person aggrieved within twenty (20) days of receipt of the decision. If filed in a timely manner, the Mechanical and Plumbing Code Board will meet within thirty (30), and not more than ninety (90) days after the Building Services Department receives a complete application for an appeal.

- ✓ **Complete the appeal application form:** The appeal must be made by the person aggrieved within twenty (20) days of receipt of the building official's decision. Incomplete or late applications will not be accepted or placed on an agenda.

- ✓ **Submit the appeal application and fee:** The completed appeal application and \$100 fee must be submitted to the Building Services Department. Complete applications may be submitted by email, mail, or in-person only. Payment may be made by cash or check. Applications are due the first business day of the month to be placed on the agenda for that month. The appellants application may contain any additional supporting documents and evidence to support using alternative materials or methods of construction.

- ✓ **Review:** Staff will review the appeal application and prepare a report prior to the meeting. The report summarizes the position of the building official and the appellant, as indicated in the appellant's appeal application. The report does not make a recommendation. The appeal application and staff report will be forwarded to the board and the applicant approximately one week prior to the appeal hearing.

- ✓ **Appeal hearing:** Unless otherwise noted, the board meets the third Thursday of every month at a time and place determined by the board. Appeal hearings will occur at the next regularly scheduled board meeting. An agenda of the meeting, a copy of the appeal application, and a staff report will be forwarded to the appellant approximately one week prior to the meeting date.

Building Services staff will present the staff report. The appellant will be invited to make a presentation(s) or bring a person(s) to speak on his or her behalf. The appellant will not be allotted more than 30 minutes for all speakers/presentations.

- ✓ **Notice of Decision:** The board's decision and required actions will be mailed to the appellant.

APPLICATION FOR APPEAL

Appellant Name: _____ **Phone:** _____

Appellant Address: _____ **Email:** _____

Property Owner Name: _____ **Phone:** _____

Property Owner Address: _____ **Email:** _____

Property Address: _____ **Type:** _____

Cite the specific plumbing and/or mechanical code(s) you are appealing the interpretation or application of:

Describe the alternative material or method of construction proposed. Include how the alternative material or method of construction is equivalent in suitability, strength, effectiveness, durability, and safety. You may include manufacturer information and specifications with this application to help support the description. Use additional sheets if necessary:

or

Describe how the building official incorrectly interpreted the provisions of the plumbing and/or mechanical code(s). Use additional pages if necessary:

Appellant Signature: _____ **Date:** _____

***Office Use Only:**
Fee: \$100 **Received by:** _____ **Date:** _____ **Docket:** _____