



**Submit
by email**

Building.Safety@gov.bc.ca
(PDF attachments only)

Mailing Address:
Building and Safety Standards
PO Box 9844 Stn Prov Gov
Victoria, BC V8W 9T2

Courier Address:
Building and Safety Standards
4th Floor, 614 Humboldt Street
Victoria, BC V8W 3A2

Purpose:

Use this form to request an appeal of a BC Code decision made by a Local Authority.

How to complete:

You may complete this form using a computer or by hand. If completing by hand, please print clearly.

APPEAL NUMBER:

Building Code Appeal Board use only

Instructions:

1. Complete sections A and B and deliver to the Local Authority, preferably by email.
2. Ask the Local Authority to complete and sign section C and return to you. They may provide this in print or a scanned copy by email.
3. Complete and sign section D and compile your application and supporting documents. Documents will need to be in PDF format if you are submitting by email.
4. Send your application by email to Building.Safety@gov.bc.ca. You may also mail or courier a print application to the addresses above.

For more information, visit www.gov.bc.ca/buildingcodeappeal

What to expect next: The Building Code Appeal Board meets monthly to review applications. Decisions usually take four to eight weeks from when an application is received. Incomplete or mailed applications may result in a delay.

A Which building is this appeal for?

ADDRESS - Full street address

DESCRIPTION - Describe the building design as it applies to the BC Building and/or Plumbing Code(s) under dispute. Describe elements related to the appeal such as building height, area, occupancy classification(s), accessibility, combustibility, fire protection. Include building drawings, where possible (recommended).

I am including building drawings that illustrate the decision under dispute.

B Which Code applies to the decision made by the Local Authority?

BC CODE	EDITION - Example: 2018	REVISION - If applicable
Building Code Plumbing Code		
BC CODE REFERENCE(S) UNDER DISPUTE - References must be to the Sentence(s), Clause(s), or Subclause(s). Refer to the preface of the BC Codes for information on the numbering system.		

C Local Authority decision and contact information

This section is to be completed by the Local Authority (municipality, regional district, treaty First Nation or other) that made the decision that is being appealed. A decision must be made by a Local Authority before you can make an appeal.

DECISION (required) - Describe the Local Authority's BC Code decision that is being appealed. Reference the Code requirements used to make the decision.

JUSTIFICATION (optional) - Describe the reason(s) for the Local Authority's decision. Additional information can be submitted to support the Local Authority's position.

I have provided additional information to support the Local Authority's position.

By signing this document, I am confirming that the decision stated above is accurate and that I may be contacted by the Board to provide additional information if required.

LOCAL AUTHORITY	TELEPHONE NUMBER
REPRESENTATIVE NAME	EMAIL ADDRESS
SIGNATURE	DATE

D The appellant's position and contact information

To submit an appeal, you must be the owner of the building, or a person, other than an employee, retained under contract or subcontract by the owner to provide design, construction, alteration, repair, or demolition services.

MY POSITION - Describe the reason(s) you dispute the decision made by the local authority resulting in this application. You can attach additional information to support your position.

I am including additional information to support my position.

NAME - The applicant or the applicant's counsel or agent	COMPANY NAME - If applicable
ADDRESS - Mailing address including postal code	TELEPHONE NUMBER
	EMAIL ADDRESS
SIGNATURE	DATE

Personal Information Collection Notice

Personal information provided on this form is collected, used and disclosed under the authority of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the *Building Act* for the purposes of appeal. Questions about use and disclosure can be directed to the Secretary by email at Building.Safety@gov.bc.ca.