



BRITISH COLUMBIA

BUILDING CODE APPEAL BOARD APPLICATION FORM

Complete and return this fillable application form along with your Building Code Appeal submission.
Please refer to page 2 of the application for submission requirements.
The applicant must complete Section 1 and the building official must complete Section 2 to acknowledge the dispute.
Both sections must be completed before the application is submitted to the Appeal Board.

Applicants have three ways to file their submission:

- 1) Email: Building.Safety@gov.bc.ca
- 2) Mail 6 copies: Attention Secretary, Building Code Appeal Board, PO Box 9844 Stn Prov Gov, Victoria, BC V8W 9T2
- 3) Courier 6 copies: Attention Secretary, Building Code Appeal Board, 4th Floor, 614 Humboldt St., Victoria, BC V8W 1A4

SECTION 1

BUILDING INFORMATION

Address Street: _____
 City: _____
 Building Type (office, apartment, house, etc.): _____
 Code Classification (Group, Division): _____
 Applicable Code: 2012 or _____ BC Building Code BC Plumbing Code

APPEAL SUMMARY

Code Reference Number(s): _____
 Brief Summary of Dispute: _____

APPELLANT

Name: _____ Phone: () _____
 Company: _____ Fax: () _____
 Street: _____ Email: _____
 City: _____ Postal Code: _____
 Documentation Attached
 (6 copies required for mail or courier submissions)
 Written Documentation Details and/or Plans

Signature: _____ Date: _____

SECTION 2

BUILDING OFFICIAL

Name: _____ Phone: () _____
 Municipality: _____ Fax: () _____
 Street: _____ Email: _____
 City: _____ Postal Code: _____
 Signature: _____ Date: _____

The submission of an Appeal application must conform to the following rules and procedures:

1. The Appeal must involve a dispute or disagreement between an Authority Having Jurisdiction (Building Official) and an owner or his agent (designer, builder, etc.) over interpretation or application of the B.C. Building Code.
2. The Appeal may be a written or digital submission, and must include the following:
 - a. Application form completed by appellant and building official,
 - b. Written details of the dispute, and
 - c. Sufficient data such as drawings and reports to support the Appeal.

Written submissions must include six (6) copies of the above items.

Only under extenuating circumstances would an Appeal be conducted in the form of a hearing.

The appellant will receive written confirmation that the Appeal has been received and accepted along with the date of the meeting at which it will be considered. Submissions which do not conform to the rules and procedures will be returned to the appellant by the secretary with an explanation as to why it cannot be accepted as an appeal.

The applicant must complete Section 1 of the application form and the building official must complete Section 2 to acknowledge the dispute. Both sections must be completed and signed before the application is submitted to the Appeal Board.