

Uniform Construction Code Appeals Information

The Turtle Creek Valley Council of Governments UCC Appeals Board, on behalf of its participating member municipalities, shall hear and rule on appeals, requests for variances and requests for extensions of time under the Uniform Construction Code. An application for appeal to the UCC Appeals Board shall be based on a claim that the true intent of the Pennsylvania Construction Code Act or the Uniform Construction Code has been incorrectly interpreted, the provisions of the Act or Uniform Construction Code do not fully apply or an equivalent form of construction is to be used. An owner or owner's agent may seek a variance or extension of time or appeal a building code official's decision by filing a petition with the Turtle Creek Valley Council of Governments UCC Appeals Board. All requests for variances, extensions of time or appeals of a building code official's decision shall be filed no later than thirty (30) days after the determination. The postmark date or the date of personal service shall establish the filing date of the appeal.

Process for Appeals:

- Complete and submit a Turtle Creek Valley Council of Government's Uniform Construction Code Appeals Application within thirty (30) days of determination.
- A copy of the original official notice must be attached to the appeal application.
- All applications for appeals shall include a non-refundable certified check or money order made payable to the Turtle Creek Valley Council of Governments. Meeting cost for submission is \$330. Hearing cost for submission is \$820. See "Filing Requirements" for additional information.
- Applications shall be submitted in person or by mail to:

Turtle Creek Valley Council of Governments
ATTN: UCC Appeals Board
2700 Monroeville Blvd
Monroeville, PA 15146

- Upon acceptance of your application, you will be notified via U.S. mail, e-mail, or other means of the date and time of the Appeals Board Meeting or Hearing.
- Appellant shall submit to the TCVCOG UCC Board all written materials, drawings, plot plans and maps not less than fourteen (14) days prior to scheduled date of the Appeal Meeting or Hearing in such format as requested by the Board.
- An appeal or request for variance or extension of time to the UCC Board will automatically suspend an action to enforce an order to correct until the matter is resolved, except for structures that are deemed unsafe.
- All hearings are open to the public and a stenographic record shall be made of the hearing.
- The UCC Board shall hold a hearing within sixty (60) days from the date of an applicant's request unless the applicant agrees in writing to an extension of time or unless the appellant does not timely file all written materials, drawings, plot plans and maps. The UCC Board shall hold a hearing within thirty (30) days of receipt of a complete application when it involves the construction of a one or two family dwelling.

**Turtle Creek Valley Council of Governments
Uniform Construction Code Appeals Application**

Uniform Construction Code Appeals Application

This form may be used to file an appeal, seek a variance or an extension of time from the TCVCOG UCC Appeals Board. When variances are requested, as many variances as may be needed, may be sought via this form. Once this form has been submitted, no changes may be made, and any additional variance requests must be filed via a separate (new) form.

Construction Site	UCC Permit Number: _____ Building or Structure Name (If Applicable): _____ Owner's Name: _____ Tenant's Name (If applicable): _____ Address: _____ City: _____ Zip: _____ Township/Borough/Municipality : _____
Applicant (Contract Person)	Name: _____ Company: _____ Mailing Address: _____ City: _____ Zip: _____ Telephone No. _____ Email: _____
Filing Requirements	<p>This request is for a:</p> <p><u>Meeting</u>— Only written statements may be submitted to the board by the applicant, the owner, their agent, the inspector and/or legal counsel. No verbal testimony or discussion with the applicant or inspector will be conducted on this submission. Cost for submission is \$330.00.</p> <p><u>Hearing</u>—Allows for written and verbal testimony from any interested party concerning the appeal. Formal minutes of the meeting will be taken and made as public record. Cost for submission is \$820.00.</p> <p>Make check or money order payable to "Turtle Creek Valley Council of Governments"</p> <p>Mail to: Turtle Creek Valley Council of Governments ATTN: UCC Board of Appeals 300 Oxford Drive; Suite 330 Monroeville, PA 15146</p> <p>Questions: (412) 858-5115</p>

**Turtle Creek Valley Council of Governments
Uniform Construction Code Appeals Application**

Fill out the Appropriate Section(s) that you are Requesting Board Action

**Extension of
Time Request**

Please detail the reasons for the extension of time and give an estimated time when the project can be expected to be completed.

Cost for the extension of time request is for the following reason: (Please mark which applies)

Permit is still active

Permit has expired

(Note additional fees may be added by the Board for remaining inspections.)

If additional space is required, please attach additional 8 1/2" x 11" pages. (Include UCC Permit # on each page.)

**Turtle Creek Valley Council of Governments
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**Appeal of
Building Code
Official (BCO)
Decision**

Building Code Official's Name _____

Date of Decision _____

Please check which of the following form the basis for your appeal:

These are the only factors that may be used by the Board in deciding an appeal under section 501(c)(2) of the Act

The true intent of the Pennsylvania Construction Code Act (UCC) was incorrectly interpreted.

The provisions of the UCC do not apply to this construction.

An equivalent form of construction was proposed for use.

Please detail the grounds for appealing this decision, citing provisions of the UCC, or explaining how your proposed construction would be equivalent to that specified in the UCC.

Review for Equivalency

If you believe the requirements of the code are adequately satisfied by other means, specify the particular code and section of the code, or any reference standard for which you are requesting review for equivalency.

Code: _____

Section: _____

Note: Sealed Drawings from a PA Certified Design Professional or a sealed affidavit from said professional taking full liability and responsibility of the construction will need to be submitted if you are requesting this appeal under the Equivalent Construction Method.

Refer to Filing Requirements Section for Costs.

If additional space is required, please attach additional 8 1/2" x 11" pages. (Include UCC Permit # on each page.)

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**Request For
Variance(s)**

Please provide all of the following information for each variance requested:

Failure to provide sufficient information will result in the return of your variance request(s) and delay the Board's consideration of your request(s).

- Specify the particular code and the section(s) of the code, or any referenced standard mentioned in the specified section(s).
- Indicate on your plans what portions of the building will be affected by the variance request.
- Detail what your alternative approach entails and any measures that will provide an equivalent degree of compliance with the intent of the UCC.
- State the reasons for the requested variance, including why the strict letter of the code is impractical and why the modification would not lessen accessibility, health, life and fire safety or structural requirements in the listed code section(s).

Code: _____

Section: _____

If additional space is required, please attach additional 8 1/2" x 11" pages. (Include UCC Permit # on each page.)