

## **GUIDELINES FOR BUILDING AND FIRE CODES APPEALS AND ADVISORY BOARD**

The Building and Fire Codes Appeals and Advisory Board is empowered to:

- conduct public hearings concerning any appeal from a decision or interpretation made under the provisions of the Building Code or Fire Prevention Code.
- determine the suitability of alternate materials and types of construction and to interpret provisions of the Building and Fire Prevention Codes.
- interpret provisions of the Building and Fire Prevention Codes; review proposed revisions as well as present and projected policies and procedures of enforcement of said Codes; submit advice and recommendations to the Board of Commissioners in connection therewith; and advise the Township Manager in any other way concerning the enforcement and administration of the Township Building and Fire Prevention Codes.

### **APPLICATION PROCEDURE**

1. Submit nine (9) copies of the application and all required information between 8:00 AM to 4:00 PM, Monday through Friday to the following:

CHIEF INSPECTOR  
Department of Planning and Community Development  
1820 McLaughlin Run Road  
Upper St. Clair, PA 15241

The filing deadline is the fourth (4<sup>th</sup>) Friday prior to the meeting at which the matter is to be heard. When the fourth (4<sup>th</sup>) Friday is a day when the Township offices are closed, the deadline shall be the working day preceding the fourth (4<sup>th</sup>) Friday. See Calendar.

2. Township staff will review the application for completeness. Incomplete applications will be returned to the applicant for resubmission.
3. The Building and Fire Codes Appeals and Advisory Board will hold a public hearing on the application within sixty days of filing of a complete application. The meetings are held on the fourth Wednesday of each month on an “as needed basis” in the Township Building, Board of Commissioners' Meeting Room, beginning at 8:30 A.M.
4. A decision must be made at a public meeting and a written decision rendered within forty-five (45) days after the close of the public hearing.