



TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PA
2900 SOUTH PIKE AVENUE
ALLENTOWN, PA 18103

Phone: 610-797-4000
Fax: 610-797-5516

BUILDING CODE BOARD OF APPEALS APPLICATION

SALISBURY TOWNSHIP BUILDING CODE BOARD OF APPEALS PROCEDURE

1. An Appeal may be filed by an aggrieved party, with the consent of the property owner, regarding the application or interpretation of the various Salisbury Township Building, Plumbing, Electrical, Mechanical and Property Maintenance Codes, as well as the local amendments attached thereto.
2. The Building Code Board of Appeals meets on an as needed basis. The scheduled Building Code Board of Appeals Meeting will be held the second Wednesday of the month at 10:00 A.M. in the Salisbury Township Municipal Building.
3. Submission deadline is **twenty (20) days** prior to the meeting date. These meetings are public meetings, and are advertised as such.
4. No hearing will be scheduled for those applications filed which are incomplete.
5. Subsequent to the Appeal being considered by the Appeals Board, a Written Decision will be prepared by the Township Solicitor and forwarded to the applicant.
6. A stenographic transcript is made of all Appeals, and copies of same will be available for purchase through the Stenographer.

REQUIREMENTS

1. Pursuant to the Salisbury Township Fee Schedule, the following fee shall be paid, **at the time of application**, to cover the costs of the filing of such an Appeal:
 - a. \$750.00 - Appeals pertaining to Residential
 - b. \$750.00 - Appeals pertaining to Non-Residential

The fee of \$750.00 shall be paid to the Township of Salisbury prior to the entry or filing of said Appeal, and is intended to cover the cost of filing, docketing, hearing, stenographic recording of, advertisement and notices in connection with the Appeal.

- c. Ten Copies of the Following:
 - Supporting documentation for each specific Code Section, Policy or Ordinances being appealed.
 - Sketch Plans showing the proposed changes.
 - A narrative explaining why relief from Code requirements, conditions and or policies is being requested, and what alternative methods are being proposed to assure life and safety concerns.



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BUILDING CODE BOARD OF APPEALS APPLICATION

Appeal No.: B-_____

Date Received: _____

Meeting Date: _____

Fee: _____

I, WE: _____ Phone No.: _____

Address: _____

**HEREBY APPLY FOR A HEARING BEFORE THE BUILDING CODE BOARD OF APPEALS
CONCERNING THE PROPERTY OR USE LOCATED AT:**

Site Address: _____

Parcel ID No.: _____

Signature of Appellant: _____

Print Name: _____ Phone No.: _____

Appellant Address: _____

E-Mail Address: _____

Signature of Property Owner: _____

Print Name: _____ Phone No.: _____

Property Owner Address: _____

E-Mail Address: _____

Law Firm (if applicable): _____ Phone No.: _____

Attorney Name: _____

Law Firm / Attorney Address: _____

Law Firm / Attorney E-Mail: _____

**GENERAL INFORMATION PERTAINING TO A
BUILDING CODE BOARD OF APPEALS APPLICATION**

MEANS OF APPEAL: LIMITATIONS ON AUTHORITY

An application for appeal shall be based on a claim that the true intent of this code, or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code.

§605. POSTPONED HEARINGS

When three qualified members of the Board of Appeals are not present to consider a particular appeal, the Building Inspector, Code Enforcement Officer, or the appellant or his/her respective representative shall have the right to request an immediate continuation of the hearing.

§606. BOARD DECISION

The Board of Appeals shall modify or reverse the decision of the Building Inspector by a concurring vote of a majority of the members present at the hearing. However, if all members are not present, the Board may only modify or reverse the decision of the Building Inspector by a concurring vote of at least two members of the Board. Failure to secure two concurring votes (if less than all members are present) shall be deemed a confirmation of the decision of the Building Inspector. If the hearing is held before less than all members of the Board, the appellant shall be entitled to a further hearing before a full Board upon request therefor.

§607. COURT REVIEW

Any person aggrieved by a decision of the Board of Appeals, whether or not a previous party of the decision, or an officer or official board of the Township may, pursuant to the Pennsylvania Local Agency Law, appeal to the Court of Common Pleas of Lehigh County within thirty (30) days after due notice of the filing of the Board of Appeals decision with the Building Code Official.

OFFICE USE:

Type of Appeal: Residential Non-Residential (IBC)

Code Edition: _____

Plans Examiner / Inspector: _____

Code Section(s): _____