



# Building Code Appeal Request

## PROJECT INFORMATION

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Permit or case number: \_\_\_\_\_ Tax map number: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ ☐ Owner ☐ Owner's agent  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## OWNER INFORMATION

☐ See applicant information

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## APPEAL INFORMATION

Appealing decision made on the date of by ☐ Building Official ☐ Fire Official ☐ Property Maintenance Official  
rendered on the following date: \_\_\_\_\_  
Code(s) (IBC, IMC, IPMC, etc.) and year-edition: \_\_\_\_\_  
Section(s): \_\_\_\_\_

## REQUEST/SOLUTION

Describe the code or design deficiency and practical difficulty in complying with the code provision:

Please return the completed form and any supporting documentation to the address or email below. A \$216.32 fee is required at the time of submittal. This total fee includes a base fee of \$208.00 plus a 4% technology surcharge. The application will not be further processed until this fee has been collected.

Chairman, Fairfax County Board of Building Code Appeals  
12055 Government Center Parkway, Suite 334  
Fairfax, VA 22035-5504  
Attention: Secretary to the Board  
[buildingofficial@fairfaxcounty.gov](mailto:buildingofficial@fairfaxcounty.gov)

Updated July 2019