



PLANNING & COMMUNITY DEVELOPMENT

Permits & Inspections

Building 3 – Municipal Center

2403 Courthouse Drive

Virginia Beach, VA 23456-9101

## Application for Building Code Appeal

Appeal No. \_\_\_\_\_

I (we) \_\_\_\_\_ of \_\_\_\_\_

Respectfully request that the Local Board of Building Code Appeals review the decision made on \_\_\_\_\_, 20\_\_\_\_\_, by the code official.

Description of decision being appealed:

Location of property involved:

What is the applicant's interest in the property?

Owner

Contractor

Owner's Agent

Other (explain)

Relief sought:

(Attach the decision of the code official, and any other pertinent documents, with application)

Documents attached:      Written Documentation      Details and/or Plans

Signature of Applicant:

Date:

**Please submit application and \$250 application fee to:**

City of Virginia Beach Permits and Inspections  
c/o Secretary of the Board of Building Code Appeals  
2403 Courthouse Drive  
Virginia Beach, VA 23456

**For use by Secretary of the Board of Building Code Appeals.**

Date Received: \_\_\_\_\_

Date and Time of Hearing: \_\_\_\_\_

Location of Hearing: \_\_\_\_\_