



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES AND FIRE DEPARTMENT
PO BOX 839966 SAN ANTONIO TEXAS 78283-3966

TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 144**
Building-Related and Fire Codes Appeals and Advisory Board

DATE: June 23, 2008/Revised: February 23, 2012/August 1, 2014/
January 25, 2016/February 22, 2016

CREATED BY: Field Services Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this revised bulletin to update Information Bulletin (IB) 144 on the Building-Related and Fire Codes Appeals and Advisory Board process. This bulletin has been updated to revise contact information.

Scope:

Per Section 10-14 of the City of San Antonio amendments to the 2015 Building-Related codes, the Building-Related and Fire Codes Appeals and Advisory Board is created to hear and decide appeals of orders, decisions or determinations made by the building official and fire chief relative to the application and interpretation of the building and fire codes.

An application for the 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 Building-Related and Fire Codes Appeals and Advisory Board has no authority to waive requirements of the codes.

In order to be heard by the Building-Related and Fire Codes Appeals and Advisory Board, an applicant shall submit twelve (12) copies of the completed application (see attached) and any supporting documentation (e.g., letters, design drawings no larger than 11"x17", reports, etc.) plus the appropriate filing fee. The filing fee for the Building-Related and Fire Codes Appeals and Advisory Board is \$155.00 as of the date of this IB. See the fee schedule for updates:
<http://docsonline.sanantonio.gov/FileUploads/dsd/CurrentFeeSchedule.pdf>.

Checks are to be made payable to the City of San Antonio and submitted with the appeals application.

The applicant shall deliver or mail the Appeals and Advisory Board application package to:

City of San Antonio –Development Services Department
Building Development Division
Attn: Building-Related and Fire Codes Appeals and Advisory Board
1901 S. Alamo St., Suite 283
San Antonio, TX 78204

Once the application package is received, DSD staff shall contact the Building-Related and Fire Codes Appeals and Advisory Board chairperson in order to coordinate the next available date and time for a hearing. When established and confirmed by the Board’s Chairperson, DSD staff shall contact the applicant with the date, time and location of the hearing. A minimum of five (5) calendar days notice will be given to all parties.

All decisions and findings of the board shall be rendered in writing and sent to the appellant by certified mail with copies to the building official and fire chief.

If you have any questions on this process, please contact the Board Liaison at (210) 207-5459 or via e-mail at jennifer.smith@sanantonio.gov.

Summary:

This Information Bulletin is for informational purposes only.

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BUILDING-RELATED AND FIRE CODES APPEALS AND ADVISORY BOARD APPLICATION

Please type or print:

Appellant:	<input type="checkbox"/> Owner <input type="checkbox"/> Owners Agent	
Company:		
Address:		
Tel #:		Fax #:
Email:		

Reason for Appeal (check appropriate category):

- () To determine proper interpretation of code.
- () To determine suitability of alternate materials.
- () To determine suitability of alternate construction method.
- () To appeal a Code Modification Request decision.

For Office Use Only:	Date Received:	Receipt #:
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A/P # (if applicable):	
Project address:	
Applicable Code:	
Code Section(s):	

Description of conditions Related to appeal (attach additional pages and supporting documentation if necessary):

Signature: _____ **Date:** _____

Enclose check for \$155.00 made payable to the City of San Antonio and twelve (12) copies of all supporting information (e.g., letters, design drawings no larger than 11x17, reports, etc.) required to support the appeal. A copy of the decision that is being appealed should also be included.

Meetings are held at the City of San Antonio, Development Services Department, located at 1901 S. Alamo, 1st Floor.

Accessibility Statement for Meeting Site

Language interpreters are available and must be requested 48 hours prior to the meeting. For more information or to request an interpreter, call (210) 207-5459.

This meeting site is accessible to persons with disabilities. Accessible parking is located at the front of the building. Auxiliary Aids and Services, and interpreters for the deaf are also available and must be requested 48 hours prior to the meeting. For assistance, call (210) 207-5459 or 711 (Texas Relay Service for the Deaf).

Hay servicios de traducción simultánea disponibles. Estos servicios deben ser pedidos con 48 horas de anticipación. Para más información o para servicios de traducción, llame al (210) 207-5459.

Este edificio tiene acceso y estacionamiento para personas discapacitadas. Hay Asistencia y servicios auxiliares, y interpretes para los sordos. Estos servicios deben ser pedidos con 48 horas de anticipación. Para asistencia, llame al (210) 207-5459 o al 711 (servicio de transmisión para sordos).